



DON'T GET BLOOD ON YOUR HANDS
Helping you understand safer business driving

For more information visit:

www.orsa.org.uk (Occupational Road Safety Alliance)

www.dft.gov.uk (Department for Transport)

www.thinkroadsafety.gov.uk (Government Think! road safety campaign)

Recommended reading:

Driving at work. Managing work-related road safety.

Available from the Health and Safety Executive,
Tel: 01787 881165, website: www.hse.gov.uk

Managing road risk. An introductory guide for employers.

Available from Brake,
Tel: 01484 559909, e-mail: brake@brake.org.uk or
fleetsafetyforum@brake.org.uk

Managing occupational road risk.

Available from Royal Society for the Prevention of Accidents,
Edgbaston Park, 353 Bristol Road, Birmingham B5 7ST
Tel: 0121 248 2000

Based on information produced by the Health & Safety Executive (HSE).



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ASSESSING THE RISKS

A risk assessment is nothing more than a careful examination of work-related activities that can cause harm to people. The aim is to make the risk of someone being injured or killed as low as possible.

When carrying out a risk assessment for work-related driving you should follow the same principles as you would when conducting a risk assessment for any other work activity.

5 STEPS to RISK ASSESSMENT

STEP 1 - IDENTIFY THE HAZARDS

Firstly, you need to look for hazards that may result in your employees or others being harmed on the roads. Remember to ask employees for their views because they have first-hand experience of what happens on a daily basis. You need to gauge the thoughts of those who drive extensively, but also get the views of those who only use the roads occasionally. There will be a wide range of hazards and the main areas to think about are the driver, the vehicle and the journey.

STEP 2 - DECIDE WHO MIGHT BE HARMED AND HOW

In almost all cases this will be the driver, but it could also include passengers, other road users and pedestrians. You should consider whether any groups are particularly at risk, such as young or newly qualified drivers and those driving long distances.

STEP 3 - EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS

You need to consider how likely it is that each of the identified hazards will cause harm so that you can determine whether you need to do more to reduce the risk. It is likely that some risks will remain even after all precautions are taken. What you have to decide for each significant hazard is whether the remaining risk is acceptable.

Ask yourself whether you can eliminate the hazard. For example, could you hold a telephone or videoconference instead of making people travel to a meeting? If not, you should think about how to control the risk and reduce the possibility of harm by applying the principles set out below:

- Consider whether your policy on the allocation of company cars actively encourages employees to drive rather than using alternative means of transport.
- Consider an alternative to driving, such as going at least part of the way by train.
- Try to avoid situations where employees feel under pressure. For example, avoid making unrealistic claims about delivery schedules and attendance, which may encourage employees to drive too fast for the conditions or exceed speed limits.

- Organise maintenance work to reduce the risk of vehicle failure. For example, you should ensure that maintenance schedules are in place and someone suitably qualified to do so regularly checks your vehicles.
- Ensure that drivers and passengers are adequately protected in the event of an incident. For example, you should ensure that seatbelts and, where they are installed, airbags are correctly fitted; work properly and are used. For those who ride motorcycles and other two-wheeled vehicles, crash helmets and protective clothing should be of the appropriate standard.
- Ensure that your company policy covers the important aspects of the Highway Code, such as not exceeding speed limits.

STEP 4 - RECORD YOUR FINDINGS AND IMPLEMENT THEM

Employers with five or more employees are required to record the significant findings of their risk assessment. If you have fewer than five employees you don't have to write anything down, although it is useful to keep a written record. You must also tell your employees about what you have done. Your risk assessment must be appropriate and sufficient. You need to be able to show that a proper check was made, you consulted those who might be affected and considered all of the obvious hazards.

STEP 5 - REVIEW YOUR ASSESSMENT AND UPDATE IF NECESSARY

You will need to monitor and review your assessment to ensure that any risks are suitably controlled. For this to be effective you need to have a system for gathering, recording and analysing information about road incidents. You should also keep details of the driver and vehicle history.

It is good practice to review your assessment from time to time to ensure that the precautions that you have put in place are still controlling the risks effectively.

Contact City of York Council's road safety team by emailing road.safety@york.gov.uk or telephoning 01904 551331

