


HAZARD / WORK ACTIVITY ASSESSED	Vehicle usage
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Hazard (something with the potential to cause harm)	Risk rating prior to control			Who may be harmed					Control Measures	Risk rating after control		
	Severity	Probability	Risk	Operator	Employee	Visitor	Public	Sub-cont		Severity	Probability	Risk
Legal Compliance – invalid insurance	1	2	2	x	x				Driver must be competent and hold a valid UK or European driving licence. Licences to be checked annually. Where a significant number of penalty points are current, further assessment will be required.	1	1	1
Mechanical Breakdown – accident leading to injury	4	2	8	x	x	x	x	x	Servicing is undertaken on all vehicles in accordance with manufacturer's recommendations. Daily check of controls by driver. The vehicle condition / end of week report must be completed and submitted to office by driver. Any concerns regarding the vehicle must be reported to the office & Checkpoint garage immediately 0151 608 9570. Driver to follow instructions given.	4	1	4
Manual handling – musculoskeletal disorders	3	3	9	x	x				The transport and handling of materials to be removed from the vehicle – drivers must refer to Risk Assessment RM30.	3	1	3
RTA – collisions with other vehicles, objects or pedestrians whilst in the company vehicle	4	2	8	x	x		x		Drivers must observe all speed limits and rules of the road and drive responsibly at all times. No attempt should be made to drive the vehicle whilst under the influence of alcohol or drugs. If a driver feels unwell to drive they must stop the vehicle and inform Management immediately. Mobile phone calls not to be answered whilst vehicle is being driven unless via the handsfree system and only if safe to do so. Calls should only be made when vehicle is stationary.	4	1	4
Poorly stored equipment in the vehicle – injury to occupants	3	3	9	x	x				All equipment should be correctly positioned or even tied down to prevent movement during transportation.	3	1	3
Driver tiredness – reduced alertness leading to RTA	4	3	12	x	x		x		Statutory minimum breaks / rest periods must be taken. Drivers must report to management if they feel unfit to drive.	4	1	4
Adverse weather (ice, snow, heavy rain, fog) – RTA leading to injury	4	3	12	x	x		x		Drivers should modify their driving to suit the conditions. In exceptionally bad conditions they should pull off the road or as far in to the site of the road as possible. They should not continue to journey until it is safe to do so.	4	1	4

Being run into by another vehicle whilst broken down – accident leading to injury	4	3	12	x	x				Driver to pull in to side of road as much as possible, keep lights on and put hazard warning lights on. Help should be sought by phone. If on motorway or other busy road the driver should leave the vehicle and move to a safe place away from moving traffic. Driver must ensure hi-vis jacket is worn.	4	1	4
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SAFETY METHOD STATEMENT

- Daily and weekly checks must always be undertaken.
- The van must always be driven responsibly and within all speed limits.
- The exterior of the van must always be clean and the inside should be tidy and organised with all tools and equipment stored in a safe position, which will prevent movement during transport.
- Any faults or accidents must be reported immediately.
- If a driver feels too unwell to drive, they should not attempt to do so and phone the office immediately for further instruction.

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Severity	Probability	Risk Rating		
1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
2 Minor Injury	2 Unlikely			
3 +3 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
4 Major Injury	4 Very Likely			
5 Death	5 Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work