



# The University of Sheffield

## Risk Assessment Form

<b>PERSONS AT RISK :</b> (*) Employees ( ) Contractors ( ) Public ( ) Visitors (*) Others		<b>Reference No:</b> RA/DRIVING1/2009	
<b>Risk:</b> (H) High (M) Medium (L) Low (O) No Risk.		<b>Environment:</b> All weathers, general day and nighttime driving in all locations	
<b>TASK or ACTIVITY:</b> Driving cars, vans and/or minibuses on highways, motorways and around towns and cities on University business		<b>INITIAL RISK</b>	<b>FINAL RISK</b>
<b>SIGNIFICANT HAZARD</b>	<b>POTENTIAL CONSEQUENCES OF HAZARDS</b>	<b>RATING</b>	<b>EXISTING CONTROL/PROPOSED CONTROL MEASURES</b>
1. Failure of safety critical part of vehicle, e.g. brakes, lights, steering, engine, tyres etc.	Road traffic accident, injury to self and/or others	M	1. Vehicle must be < 3 years old or have valid and current MOT certificate. 2. Vehicle must be serviced and maintained according to manufacturers instructions. 3. Vehicle must have current tax disc and be suitably insured for work use. 4. Ensure vehicle has sufficient fuel for the intended journey. 5. It is recommended that the driver has a mobile phone to call for assistance in the event of breakdown (see Comment 3 below) 6. Vehicle must have a full set of roadworthy / legal tyres; lights, horn, windscreen washers, wipers, glass, mirror, steering, brakes & suspension in good working order
			L
2. Inadequate control of vehicle	Road traffic accident, injury to self and/or others	M	1. Drive in a safe, appropriate manner for road conditions and within speed limits. 2. Use of mobile phones or other handheld devices whilst driving is forbidden. 3. Comply with requirements of the Highway Code & UoS Safe Driving Guidance. 4. Smoking inside University or hired vehicles is forbidden.
			L
3. Loss of direction on unfamiliar routes & locations	Distraction, inappropriate actions, diminished road awareness	M	1. Plan journeys carefully and take account of current traffic conditions. 2. Drivers to have current maps of relevant areas or operational SatNav equipment 3. Stop vehicle in safe location off highway to check map, reprogramme SatNav or use mobile phone.
			L
4. Lack of "fitness to drive"	Road traffic accident, injury to self and/or others	M	1. Driving under the influence of alcohol or drugs (including prescription drugs which may affect the ability to drive) is not permitted. 2. Driver to inform line manager of any untreated medical condition which is likely to adversely affect their driving. 3. Pre-employment medical screening, 2 yearly eye sight test & regular health checks for drivers who are expected to drive as part of their work duties.
			L

5. Driving without appropriate licence or insurance	Driving illegally with potential for prosecution	M	1. Driver must hold current and appropriate driving licence for the vehicle. 2. Driver must hold appropriate personal insurance for their own vehicle, which must cover personal business use. 3. Annual checks by University on Driving Licences for all University drivers	L
6. Insufficient experience driving on UK highways	Road traffic accident, injury to self and/or others	H	1. All drivers of minibuses used on University business to be at least 23 years old with at least 2 years driving experience in the UK 2. All drivers of mimibuses must "pass" a Driver Assessment arranged by Transport Services before being allowed to drive minibuses for the University. 3. Prospective vocational drivers of University vehicles must "pass" a Driver Assessment before being allowed to drive University vehicles	L
7. Lone working	Accident or illness affecting health; thefts from vehicles; assault or abduction	M	1. Departments must implement procedures to monitor 'defined' lone workers whilst away from their normal workplace for periods of 4 hours or longer. 2. Lone Workers to implement practices to minimise personal risks when travelling, parking, visiting premises. 3. Lock vehicle doors when stopped to prevent unauthorised entry.	L
<b>Comments:</b> 1. Vehicles must carry a suitable spare tyre in good condition				<b>Overall Risk:</b>
2. It is recommended that all vehicles carry a high visibility jacket, a first aid kit and warning triangle.				
3. It is recommended that drivers carry a mobile phone with relevant telephone numbers - ie the University, proposed destination (if relevant), breakdown & emergency services				
4. Report all University vehicle defects to Transport Services and to nominated Breakdown Service if away from Sheffield				
5. All accidents should be reported to Transport Services and the Insurance Section of Finance.				
6. In the event of any accident whilst driving on University business, an accident report form should be completed and forwarded to Safety Services.				
<b>Additional References, Tasks etc:</b>				
1. Compliance with Highway Code and University of Sheffield "Safe Driving Guidelines" is mandatory				
2. If driver is loneworking then relevant University of Sheffield "Lone Working Guidance" should be followed.				
3. Compliance with "Fitness to Drive" Policy is mandatory				
<b>Undertaken By:</b> Mick Kay (Transport Services), Bev Gouldsbrough (Safety Services), Dewi Thomas (Safety Services)				
<b>Other Persons Consulted:</b>				
<b>Date:</b> 08/01/2009			<b>Revision Date:</b> 07/01/2010	