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| --- | --- |
| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *1 = Minor/ No Injury*  *2 = Lost Time Injury*  *3 = Major Injury/ Fatality*  *1 = Unlikely/ Infrequent*  *2 = Possible/Occasional*  *3 = Likely/ Frequent* |
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| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority*  *3 or 4 = Medium Risk/ Priority*  *6 or 9 = High Risk/ Priority* |

**Risk Assessment – Use of a Pool Car**

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| --- | --- |
| Organisation Name: |  |
| Location / Department: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Please note that this is a model risk assessment and the list of hazards and control measures in this template are not exhaustive and are for guidance only, and should be used as a base for your own risk assessment.

**Assessment**

| **Description of Hazard** | **Who could be harmed?** | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| *Unsuitable car drivers* | *All* | * *Only authorised drivers permitted to use car.* * *All authorised drivers to have their driving licence checked and recorded by [job role] on an annual basis.* |  |  |  |
| *Driver getting lost when travelling to destination* | *All* | * *Journey must be planned before leaving place of work (e.g. by using online route planner).* * *Contact telephone numbers must be taken for the site/person being visited.* * *Authorised drivers are advised to take a means of contact (e.g. mobile phone).* |  |  |  |
| *Road traffic accidents* | *All* | * *All company vehicles are serviced by a competent mechanic.* * *The car is checked daily and monthly, and a checklist is recorded by [job role] (this includes short journeys and checking of the tyre pressure/condition, lights, washers/wipers, fire extinguisher, first aid kit, interior lights, damage to vehicle, oil/fluids, seatbelts etc.).* * *Visual user checks carried out and recorded by authorised driver (this includes tyres, washers/wipers, lights, first aid, hi-vis vest). This must be carried out before each and every trip, even if the log book has already been completed that day.* * *The company car is fitted with 3-point seat belts.* * *The authorised driver must ensure that they are wearing their seat belt and that all passengers are wearing their seat belts at the start of each journey and for its duration.* * *If there is any disruptive/distracting behaviour displayed by the passengers, the authorised driver must stop the vehicle in a safe place before attempting to resolve the situation.* * *All authorised drivers must adhere to designated speed limits (i.e. 60mph on a single carriageway, 70mph on a dual carriageway, and 70mph on a motorway).* * *All authorised drivers must ensure that a suitable amount of time is allocated to travel to/from/between appointments, taking into consideration any adverse weather/traffic conditions.* * *Authorised drivers are advised to take a means of contact (e.g. mobile phone).* * *All accidents (no matter how minor) must be reported to [job role] as soon as possible.* |  |  |  |
| *Driver error due to the effects of drugs, alcohol or medication* | *All* | * *Authorised drivers must adhere to the rules set out in the [e.g. ‘Drugs, Alcohol and Smoking Policy’] during working hours and whilst on company business.* * *Authorised drivers are not permitted to drive the car whilst under the influence of alcohol or illegal drugs.* * *Authorised drivers should follow medical advice on driving whilst taking any medication.* |  |  |  |
| *Driving in poor weather conditions* | *All* | * *Authorised drivers to monitor weather/driving conditions and check that they are suitable prior to departure.* * *Authorised drivers should consider cancelling/postponing their trip if conditions are unsuitable for safe driving (e.g. snow, black ice etc.)* |  |  |  |
| *Accidents (non-road traffic) and first aid* | *All* | * *All accidents (non-road traffic) must be reported [describe how and who to report to].* * *The car has a first aid kit on board.* |  |  |  |
| *Access/egress in the event of an emergency* | *All* | * *The authorised driver (and any other staff member on board) must advise all passengers to ensure that any bags/luggage is safely stored.* |  |  |  |
| *Car breaking down* | *All* | * *All authorised drivers to adhere to organisation procedures upon breaking down [if there are specific procedures or these can be found somewhere, describe here].* * *All persons must evacuate the vehicle and remain in a safe place away from the vehicle and road.* * *Authorised driver to put on a high-vis vest and contact designated breakdown service [describe where details can be found for the breakdown service].* * *Authorised drivers to adhere to the Highway Code on rejoining the carriageway.* * *Authorised drivers must not attempt to repair the vehicle (including the changing of tyres).* |  |  |  |
| *Vehicle reversing* | *All* | * *Authorised driver to ensure that all passengers are either within the vehicle and advised to ensure that they are wearing their seatbelts, or, that all passengers are at a suitable distance in front of the vehicle during reversing.* * *All authorised drivers to ensure that they reverse the vehicle slowly and check their mirrors continually.* |  |  |  |
| *Fire* | *All* | * *Authorised driver to advise all passengers at start of journey that smoking whilst in the car is strictly prohibited.* * *No smoking signage displayed within the vehicle.* * *In the event of a fire, authorised drivers are advised that the first priority is to clear passengers from the vehicle by using their nearest exit.* |  |  |  |
| *Lone working – threat of attack/abuse* | *Staff* | * *Authorised drivers must provide their line manager with their planned movements each week (dates/times/locations of planned visits etc.).* * *Authorised drivers are advised to maintain a non-confrontational attitude at all times.* * *Authorised drivers are advised to park the vehicle in a well-lit area and as close as possible to the visit venue.* |  |  |  |
| *Lone working – environmental* | *Staff* | * *Staff are occupationally competent and are aware of hazards and risks posed in the environment that they are visiting.* * *Staff must obey site safety rules at all times, including wearing personal protective equipment where appropriate.* |  |  |  |
| *Driver distracted by mobile phone* | *Staff* | * *Authorised driver’s mobile phone to be turned off or controlled by another person whilst driving.* * *Authorised driver to make any necessary phone calls prior to commencing the journey.* * *Authorised drivers must not make/receive phone calls and/or text/email under any circumstances whilst driving.* |  |  |  |
| *Safeguarding – transporting those under the age of 18 and/or vulnerable adults* | *Staff*  *Pupils* | * *All authorised drivers will have been DBS checked upon employment.* * *Authorised drivers should avoid transporting lone pupils where possible.* * *Authorised driver to ensure that students sit in the back seat of the vehicle (where possible).* * *Authorised driver to inform line manager beforehand when transporting pupils.* * *Authorised driver to follow procedures set out in (e.g. Transporting those under 18 policy).* |  |  |  |
| *Other identified hazards...* |  |  |  |  |  |

**Action Plan**

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| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Completion Date** |
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| Date for Next Review: |  |