**General Risk Assessment Form**



| **Date:** (1) | **Assessed by:** (2) | **Checked by:** (3) | **PI / Line manager:** (4) | **Assessment ref no** (5) | **Review date:** (6) |
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| **Task / premises:** (7)  ***Insert starting point and destination & numbers of passengers***  \***Commuting** to work is not generally classified as driving for work, except where the person’s journey starts from their home and they are travelling to a work location that is not their normal place of work\*  All drivers must be aware of the Safety Services guidance regarding driving and make use of their driving tool-kit <http://www.healthandsafety.manchester.ac.uk/toolkits/driving/>  Note: activities at destination e.g. field work, loading / unloading aa vehicle must have a separate risk assessment | | | | | |

| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
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| Driver setting out on a car journey alone | Lone Working | Driver – lone working increases the risk of all activities listed below | * Supervisor must have prior notice each time with details of date, time, location, estimated journey time etc. * Driver must carry an emergency contact number with them and provide supervisor with an emergency contact before setting off * Driver should inform supervisor once the journey is competed | Medium | A |
| Driving for work – safe driver and safe vehicle | Accident or breakdown | Driver and any passengers | * Drivers must be licenced to drive the class of vehicle being used and have a minimum of 1 years driving experienced * Driver must carry a full driving licence and is legally allowed to drive (i.e. not banned) * Vehicle must have a valid MOT, road tax and insurance * Insurance company must be notified of this business use beforehand * Valid breakdown cover must be in place * A private vehicle must have regular service & maintenance checks, according to manufacturer’s instruction * If renting, do so form a UoM recommended supplier only and ensure business travel insurance is in place * Before leaving ensure correct adjustments of mirrors, seats, seat belts lights etc. * Driver should carry an emergency kit: first aid kit, red triangle, fire extinguisher, fluorescent jacket   NOTE: You will be asked to self-certify that you have the appropriate licence, insurance and MOT as part of the expenses claiming process. | Low | A |
|  | Fatigue / lack of concentration | Driver , passengers and other road users – road accident, severe injury, death | It is the drivers’ responsibility to ensure they are fit to drive the vehicle.  Drivers must not operate vehicle if tired, unwell or on  prescription drugs that affect concentration or levels of fatigue  Plan the journey carefully – include travel time there, length of time at destination and travel time home.  Take into account any traffic blackspots. Note – driving times must be taken into account if commuting to work in a car.  Follow the Highway Code recommendation of a 15-minute break every two hours  Sleep-related incidents are most likely between 2 am and 6 am and between 2 pm and 4 pm so avoid travelling at these times if practicable  If insured to do so, share driving where possible  **Take into account the activity being undertaken at the destination e.g. meeting / field work**  If fatigue is likely use best practice – i.e.  Any driver exceeding any 8 hour working day (in total i.e. driving + activity) must consult with their Supervisors / Line Manager and agree an action plan  (this may include overnight stays, shared driving, mini-buses, coaches or train travel)  If staying overnight Drivers must get a minimum of 11 hours rest before setting out again. | Low | A |
|  | Poor ergonomics | Driver – muscular skeletal strain, passengers cramped leg space | Use good driving posture and ensure the seat is set for comfort (this may need adjusting if more than one driver)  If not using own vehicle ensure comfort has been taken into account when choosing a hire vehicle –  Take into account storage spaces needed so that passenger foot-wells are not used | Low | A |
|  | Adverse weather conditions | Driver , passengers and other road users – road accident, severe injury, death | Plan routes before setting out and keep to main roads where possible  Can your journey times and routes be adjusted to take account of poor weather conditions  Are vehicles properly equipped to operate in poor weather conditions, eg are anti-lock brakes or winter tyres fitted and is windscreen washer fluid the correct strength for freezing conditions    Do not set off if you are not confident with the condition | Low | A |
|  | Dangerous driving and not observing Highway Code resulting in accident | Driver , passengers and other road users – road accident, severe injury, death | Driver must observe and comply with all the legal requirements of the High Way Code and Road Traffic Act  Driver must follow legislations and DVLA requirements of medication notification |  |  |
|  | Distractions such as mobile phone, radio, sat navs, food & drink while driving can cause an accident | Driver , passengers and other road users – road accident, severe injury, death | Driver must not be distracted while in control of the vehicle  Must pay full attention at all times | Low | A |
|  | Violence and road rage ca lead to accidents or incidents with other members of the public | Driver , passengers and other road users – road accident, severe injury, death | Driver must behave in an acceptable manner and not display aggressiveness while driving | Low | A |
|  | Parking in unsafe area can pose security risks to both person and vehicle | Driver and passengers – personal security issues  Vehicle – physical damage | Driver must park at well-lit designated parking areas, ideally with CCTV and/or security guards  Driver must lock all the doors if they need to sit inside the car while parked up  Driver must not engage in conversation with members of the public if they feel vulnerable  Do not approach the car if you are suspicious of anything. Go to the nearest safe area, e.g. a shop or a busy public area and ask for help | Low | A |
|  | Accidents and damage to vehicle | Driver , passengers and other road users – road accident, severe injury, death | Supervisor and Safety Advisor to be informed as soon as possible  Insurance details must be obtained from all parties involved and insurer must be notified immediately | Low | A |

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| **Authorisation by PI / Line Manager (15)**  **I confirm that I have considered and understand the experiment and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low as is reasonably practicable.** |
| **Print name: Signed:**  **Date:** |

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| ***Declaration by staff /researcher and PI / Line Manager (17)***  ***I confirm that I have read this Risk Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.***  ***I confirm that the relevant staff member /researcher who has signed below is competent to undertake the work*** |

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| Name (please print) | Role | Signed | Date |
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