



	Health & Safety Risk Assessment Form		
Ref: CF:074:01:WE	RE: Staff Driving Private Vehicle Risk Assessment Form (Worked Example)		
Issue date:	September 2023	Revised Date:	October 2023
Author(s):	National Health & Safety Function		
Legislation:	Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.		
Note:	<p>When conducting Driving for Work Risk Assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable.</p> <p><i>It is responsibility of local management to implement any remedial actions identified.</i></p> <p><i>The following provides an explanation on how to complete a Driving for Work Risk Assessment Form.</i></p>		



National Health and Safety Function, Workplace Health and Wellbeing Unit, National HR Division

Risk Assessment Form – Staff Driving Private Vehicle				
Division: Primary Care		Source of Risk: Risk Assessment		
HG/CHO/NAS/Function: CHO 0		Primary Impact Category: Harm to Person		
Hospital Site/Service: ABC		Risk Type: Operational		
Dept/Service Site: Occupational Therapy		Name of Risk Owner (BLOCKS): John Bloggs		
Date of Assessment: 12.07.2023		Signature of Risk Owner: JBloggs		
Unique ID No: 54321		Risk Co-Ordinator: N/A OSH Risk Assessments only		
Objective being impacted: Compliance with OSH Legislation and the maintenance of a safe and healthy work environment		¹ Risk Assessor(s): John Bloggs		
² HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ACTIONS [ADDITIONAL CONTROLS] REQUIRED	³ ACTION OWNER	DUE DATE
Driving for work – Risk of injury to driver, passenger, and other road users due to potential risk factors associated with the driver	<ul style="list-style-type: none"> All staff have read and understood the HSE Safe Driving for Work Policy All staff have a full and appropriate Driving Licence corresponding to the type of vehicle being used All staff submit certificate of Insurance to Line Manager on a yearly basis All staff are deemed fit to drive unless issues are brought to the attention of the Line Manager Staff have been advised to consult Line Manager if they are unsure about driving for any reason Staff are required to adhere to the rules of the road 	Staff to familiarise themselves with the Road Safety Authority (RSA) campaign <ul style="list-style-type: none"> Vision Zero – Road Safety Strategy <ul style="list-style-type: none"> Staff to read in conjunction with Lone Working Risk Assessment <ul style="list-style-type: none"> Ongoing monitoring and review 	Relevant staff Relevant staff Line Manager	Q3 Q3 Ongoing

¹ Risk Assessor required for OSH risks only.

² Where the risk being assessed relates to an OSH risk please ensure the HAZARD and associated risk are recorded. Other risk assessments require a risk description only.

³ Person responsible for the action.



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	<ul style="list-style-type: none">• Dynamic risk assessments are carried out by staff			
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⁴ Inherent Risk			⁵ Residual Risk			⁶ Target Risk			Risk Status		
Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Open	Monitor	Closed
3 [Possible]	4 [Major]	12 [Medium]	2 [Unlikely]	4 [Major]	8 [Medium]	2 [Unlikely]	4 [Major]	8 [Medium]	Open		

⁴ Rating **before** consideration of existing controls.

⁵ Rating **after** consideration of existing controls.

⁶ Desired rating **after** actions.



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<p>Driving for work – Risk of injury to driver, passenger, and other road users due to potential risk factors associated with the vehicle including;</p> <ul style="list-style-type: none"> Risk of breakdown from poorly maintained vehicles resulting in staff member being isolated with the potential for psychosocial injury Risk of injury to staff, other road users due to unsecured loads being transported in the vehicle Risk of delay in service delivery 	<ul style="list-style-type: none"> All staff ensure their vehicles are road worthy and have an NCT where appropriate All staff are advised to ensure their vehicles are serviced and maintained in accordance with manufacturer's recommendations In the event of an incident/ breakdown/emergency staff are required to: <ol style="list-style-type: none"> Contact Emergency Services (if required) Contact the line manger as soon as it is safe to do so Ensure mobile phone is fully charged (staff instructed never to use it while driving) 	<ul style="list-style-type: none"> Staff to be instructed to undertake a visual check of the vehicle prior to undertaking journey Any goods and equipment to be transported are properly secured to ensure drivers are not distracted by loose objects moving around the vehicle while driving and in the event of an incident the potential to cause injury is reduced Ongoing monitoring and review 	<p>Line Manager</p> <p>All relevant staff</p> <p>Line Manager</p>	<p>Q3</p> <p>Q3</p> <p>Ongoing</p>

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5 [Almost Certain]	2 [Minor]	10 [Medium]	3 [Possible]	2 [Minor]	6 [Medium]	1 [Rare]	2 [Minor]	2 [Low]	Open		

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Driving for work – Risk of injury to driver, passenger, and other road users due to potential risk factors associated with the journey including; <ul style="list-style-type: none"> Poorly planned journeys Driving in inclement weather 	All staff are required to: <ul style="list-style-type: none"> Journeys and routes are planned in advance to allocate adequate time to include reasonably foreseeable traffic conditions, to comply with speed limits, safe parking and determine if there is a requirement for overnight stays Vehicles are locked at all times when left unattended and during journeys When using navigational devices (e.g. GPS systems, Sat Nav), the destination is inputted before setting off and if required to change direction, drivers stop in a safe place to do so All items are placed in the boot of the vehicle to avoid items becoming missiles in the event of an incident Staff are instructed to raise any concerns surrounding journey arrangements with their line manager as soon as possible Dynamic risk assessments are carried out by staff Take cognisance of governmental weather and travel advice 	<ul style="list-style-type: none"> Avoid unnecessary journeys by utilising remote communications i.e. teleconferencing/ online platforms Assess weather conditions prior to undertaking a journey using local, national weather broadcasts and travel bulletins to determine if it safe to make the journey and discuss with Line Manager Staff to read in conjunction with Lone Working Risk Assessment Ongoing monitoring and review 	Relevant staff Relevant staff Relevant staff Line Manager	Q3 Q3 Q3 Ongoing

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4 [Likely]	3 [Moderate]	12 [Medium]	3 [Possible]	3 [Moderate]	9 [Medium]	2 [Unlikely]	3 [Moderate]	6 [Medium]	Open		

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