



Health & Safety Risk Assessment Guidance



Ref: CF:057:00	RE: Guidance on Completing a Driving for Work Risk Assessment		
Issue date:	June 2020	Revised date:	
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>Please note exposure to COVID-19 may present a health risk to staff and others at our places of work. It is essential that the latest public health advice is followed and suitable control measures identified and implemented to mitigate the risk of COVID-19 infection.</p> <p>When conducting a Driving for Work Risk Assessment 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>Where 2 metre worker separation cannot be ensured a specific activity risk assessment must be conducted and alternative protective measures must be put in place e.g. comprehensive hygiene measures, minimising the frequency and time staff are within 2 metres of each other, minimising the number of staff involved in the task, physical barriers, provision of face masks.</p> <p>For staff travelling during the COVID-19 pandemic please note a separate risk assessment is required.</p> <p>To assist you in completing this risk assessment the following documents are available</p> <ul style="list-style-type: none"> • GD:015 – Guidance on Staff Travel during COVID-19 -Things to consider when you and your employees are to engage in travel • PS:038 – Risk Assessment Prompt Sheet, Staff Travel during COVID-19 Outbreak <p><i>It is responsibility of local management to implement any remedial actions identified.</i></p>		



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

*Risk Assessor to be recorded for OSH risks only.

**Where the risk being assessed relates to an OSH risk please ensure that the HAZARD and associated risk are recorded on the form. All other risk assessments require a risk description only

Health and Safety Driving for Work Risk Assessment					
Division: Insert Division e.g. Mental Health Division / Acute Hospital		Source of Risk: Document the sources of the risk e.g. Risk assessment, Audit, Inspection Report, result of incident			
HG/CHO/NAS/Function: Insert as appropriate		Primary Impact Category: Choose the Primary risk category from the HSE Impact Table i.e. Harm to a Person / Compliance			
Hospital Site/Service: Insert name of Site / Service		Risk Type: Choose whether it is Strategic (most commonly identified at corporate / senior Mgt level) OR Operational (most commonly identified at service delivery level). (delete as appropriate)			
Dept/Service Site: Insert name of ward / department e.g. St Marys Ward		Name of Risk Owner (BLOCKS): Insert the name of the person with responsibility to assess and manage the risk in line with organisational policy i.e. normally the Line Manager of Service / Area.			
Date of Assessment: Insert date of risk assessment		Signature of Risk Owner: As above			
Unique ID No: Assign a number for each risk assessment		Risk Co-Ordinator: N/A			
*Risk Assessor (s): Insert names of those completing the risk assessment					
**HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	ACTION OWNER (i.e. the Person responsible for the action)	DUE DATE	
Identify the hazard and describe who might be harmed and how. Consider the risks associated with the driver, the vehicle and the journey Driver e.g. Age; Experience; Training; Judgement; Stress / Fatigue; Health & Fitness; Alcohol and or Drugs Vehicle e.g. Road worthiness; Distractions; Familiarity; Loads; Passengers and wearing of PPE Journey e.g. Roads; Time allocated; Time of travel; Weather Conditions; Speed Limits; Familiarity with route	Detail the current control measures to include all measures put in place to eliminate or reduce the risks e.g. (Non-exhaustive) e.g. driver experience, training received etc. Note: When examining existing control measures, consider the adequacy, method of implementation and level of effectiveness in eliminating or minimising risk to the lowest practicable level.	Detail the measures necessary to eliminate or further reduce the level of risk. In line with Schedule 3 of the Safety, Health and Welfare at Work Act, 2005 consider the hierarchy of controls: elimination/ substitution/ engineering/ administrative/ PPE Consider the interim and long term measures.	Enter the name(s) of the responsible person(s) for implementation of each control measure.	Enter the date by which implementation of the additional controls to mitigate the risk are due.	
INITIAL RISK RATING			Risk Status		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed
Rating of risk is carried out taking account of existing control measures. Please refer to HSE Risk Assessment Tool for assignment of likelihood and impact scores and the rating of risk			Each of the risk should be assigned a risk status. •Open, i.e. additional controls have been identified as necessary •Monitor, i.e. existing controls are deemed adequate to manage the risk but these need to be periodically reviewed •Closed, i.e. that the risk no longer exists e.g. where an unsuitable premises is replaced by a suitable one		