

## Forkway Risk Assessment – RA 016

Task/ Activity	This assessment covers driving motor vehicles whilst on company business.			Persons Exposed		
Location	Roads throughout the UK or Republic of Ireland and Forkway, customer or any other sites.			Forkway Employees	Customer Employees	Members of Public
Name of Assessor(s)	Vic Hargreaves (Regional SHEQ Advisor)	Date of Assessment	12/04/2024 (V2)	1 - 2	May be in area	May be in area
		Date of Next Review	12/04/2025			
Stop and Think						
<p>As a general rule, driving should be avoided where possible. Always consider alternative means (e.g. video conferencing etc.) before embarking on any journey. Any employee who drives or is likely to drive a motor vehicle on company business must hold a full UK or Republic of Ireland recognised driving licence with the relevant additional ratings for the vehicle being driven. A copy of this licence must be retained by the HR department for their records prior to the employee being allowed to drive. Further to this, Forkway reserves the right to complete licence checks through an approved third party.</p> <p>Prior to operating any motor vehicle, employees must fully familiarise themselves with all of the vehicle’s controls using the driver’s manual for reference. Employees must also be fully aware of the requirements of the highway code. Before operation, the relevant safety checks must be completed as outlined in the vehicle’s driver’s manual. As a minimum the following must be checked: lights, indicators, that tyres are suitably inflated with minimum tread depth of &gt;1.6mm (across middle ¾ of tyre), that the seat, seat belt, head restraint and mirrors are adjusted correctly, that items of luggage or loads carried are securely stowed, that no vehicle warning lights remain on when engine is started, that there is no damage, that brakes have firm/ suitable resistance and sufficient fuel levels are available for journey ahead.</p> <p>Before operating any motor vehicle, employees must ensure that the correct and sufficient insurance cover is in place, that the vehicle is within current MOT and servicing is not overdue. Seatbelts must be worn by all employees from the moment they enter a motor vehicle until the moment they exit the vehicle. The driver is responsible for checking that any passengers adhere to this rule before setting off. Finally, any person who suffers from any medical condition must provide written confirmation from their GP outlining that they are fit and able to operate any vehicle prior to its use.</p>						

Hazard	Initial			Control Measures	Residual		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
1. Tripping over items on ground, in the vehicle or in the work area when entering/ exiting the vehicle;	3	3	9	Ensure good housekeeping at all times. Parts, tools and materials must be stored neatly and away from vehicle access/ egress points. Maintain 3 points of contact at all times. Engineers and their vans are audited periodically.	2	3	6

### MULTIPLY THE LIKLIHOOD AND SEVERITY TO GET THE RISK RATING

Likelihood - (5=Very Likely, 4= Likely, 3= Possible, 2= Unlikely, 1= Highly Unlikely)

Severity - (5=Very Severe, 4= Severe, 3= Moderate, 2= Slight, 1=Negligible)

0- 5 = Low Risk - No Action Required.

6-15 = Medium Risk - Ensure adequate controls are in use.

16-25 = High Risk - Stop operation and implement adequate control measures

Hazard	Initial			Control Measures	Residual		
	L	S	R		L	S	R
2. Slip on ice/ snow, mud or oil spills on ground, in the vehicle or in the work area when entering/ exiting the vehicle;	3	4	12	Do not work/ park in an area with ice/ snow under foot. Select another area where possible or take steps to ensure ice is melted using salt before starting. Ensure vehicle is kept clean and free from oil, mud, etc. Footwear must be sensible and clean.	2	4	8
3. Trapping hands/ fingers in the doors, boot, bonnet or filler cap of the vehicle when opening or closing;	2	3	6	Keep hands clear of trap areas at all times. Only one person should close doors etc. (for doors, person on the inside). Use appropriate handles at all times. Ensure gas struts/ bonnet stays are in place and fully functional.	1	3	3
4. Being struck on the head by the bonnet or boot;	2	3	6	Avoid being underneath where possible. Ensure gas struts/ bonnet stays are in place and fully functional.	1	3	3
5. Being struck by doors that are caught in the wind;	3	3	12	Care must be taken when handling doors during windy conditions. Don't leave doors open unnecessarily. If a door is required to remain open during windy conditions, secure it with an appropriate wedge or strap.	1	1	8
6. Being trapped between the vehicle and the ground, jack, axle stands or blocks when changing the wheel;	3	5	15	Employees or their passengers must not attempt any repairs or wheel replacements at the roadside. Breakdown services must be called to perform this task. Employees must stand clear at all times. If working in a safe area sufficiently away from other vehicles (customer site for example), follow the manufacturer's instructions on changing the wheel.	1	5	5
7. Manual handling when opening/ closing doors, boot, bonnet or filler cap of the vehicle;	2	3	6	Ensure correct manual handling techniques are followed. Use correct handles etc. Remove extra weight (e.g. snow etc.) from doors, boot, bonnets, etc. before opening. Ensure gas struts/ bonnet stays are in place and fully functional.	1	3	3
8. Manual handling when scrapping snow/ ice off of the vehicle;	2	3	6	Ensure correct manual handling techniques are followed. Use de-icing devices where possible. Do not over stretch or over exert.	1	3	3
9. Vehicle running away on its own and striking persons, another vehicle or a building/ structure;	2	5	10	Ensure that vehicle handbrake is applied firmly when stopped. Ensure engine is turned off. Park on flat where possible and close to the kerb. Turn steering towards the kerb if facing downhill and away from the kerb if facing uphill. Select forward gear if facing uphill or reverse if facing downhill. Use 'park' if your vehicle has an automatic gearbox. Follow manufacturer's instructions also.	1	5	5
10. Loss of control/ crashing due to lack of concentration (mobile	3	5	15	Drivers must maintain full and proper control of their vehicles at all times and must avoid adjusting Sat Navs, CDs, radios etc. whilst driving. Hand held mobile phones must not be used when driving. If the vehicle has a "hands-free" device fitted the driver may accept incoming calls only if it is undoubtedly safe to do so. The call must be short & non-	2	5	10

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phone use, adjusting Sat Navs, CDs, radios, etc.);				technical/ non-thought provoking. Drivers may make important outgoing calls providing it is undoubtedly safe to do so and they have made every effort to stop in a safe location. The call must be short & non-technical/ non-thought provoking. Calls received whilst driving must be re-scheduled if the content of the conversation becomes technical/ thought provoking or involves more than a short, simple transfer of information. Participating in meetings whilst driving, e.g. via conference call facilities, is not permitted under any circumstances.			
11. Loss of control/ crashing when driving due to tiredness;	3	5	15	Avoid long journeys where possible through using video/ voice conferencing. Take regular breaks during long journeys – at least 15 minutes every 2 hours. Ensure any applicable medical guidance is followed when undertaking long journeys.	2	5	10
12. Loss of control/ crashing due to being unfamiliar with the route;	2	5	10	Use known routes where possible. Drivers must plan routes in advance of departing. If the journey changes, stop vehicle in a safe location and re-plan journey. If a Sat Nav is used ensure the maps are updated regularly.	1	5	5
13. Loss of control/ crashing due to stress;	2	5	10	Employees must not drive if they feel stressed out as their judgement and/ or concentration may be impaired. Contact line manager or HR department if you have any concerns about stress.	1	5	5
14. Loss of control/ crashing when driving due to consumption of alcohol, drugs or medication;	2	5	10	Employees must not driver under any circumstances if alcohol or illegal drugs have been consumed. Employees on any medication must inform their line manager in advance of any journey and must follow any medical guidance. Employees should avoid driving where possible if they are taking medication.	1	5	5
15. Loss of control/ crashing when driving due to excessive speed/ acceleration/ braking or erratic driving.	3	5	15	Employees must not break speed limits under any circumstances. Gradual acceleration and braking must be employed. Employees must not drive outside the capabilities of the vehicle, road/ surface and their own capability. Employees must familiarise themselves with the vehicles drivers manual before driving any vehicle & be familiar with the highway code. Van top speeds are limited to 67 mph.	1	5	5
16. Loss of control/ crashing due to road/ off-road surface conditions (loose surface, mud, grass, etc.);	3	5	15	Avoid driving on hazardous surfaces where possible. Adjust driving style and speed appropriately. If you are not confident to drive on a surface do not proceed. Take an alternative route.	2	5	10
17. Loss of control/ crashing due to vehicle overloading;	3	5	15	Employees must not overload a vehicle under any circumstance. Manufacturer's weight limits must be followed. Weight must be distributed as evenly as possible and as recommended by the manufacturer. Vans are weighed periodically. Increase distances to other vehicles and reduce speed if driving a heavy vehicle.	2	5	10
18. Loss of control/ crashing due to reduced visibility (Poor lighting, snow, fog, heavy rain, etc.);	3	5	15	Avoid driving where reduced visibility is likely. Vehicle lights, wipers, etc. must be used as appropriate. Increase distances to other vehicles and reduce speed. Clear windscreen, windows and roof before setting off. Employees must familiarise themselves with the vehicles drivers manual before driving any vehicle.	2	5	10

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19. Loss of control/ crashing when driving due to excessive surface water;	3	5	15	Avoid driving where excessive surface water is likely. Increase distances to other vehicles and reduce speed. Ensure tyre tread is within limits (>1.6 mm). Do not attempt to drive through water unless you are sure the vehicle is capable. If in doubt, do not proceed.	1	5	5
20. Loss of control/ crashing when driving due to ice/ snow conditions;	3	5	15	Check forecast before driving. Avoid driving where ice or snow is likely if possible. Clear windscreen, windows and roof before setting off. Complete all vehicle checks. Increase distances to other vehicles and reduce speed.	2	5	10
21. Forkway vehicle being struck by or striking another vehicle when driving;	3	5	15	Avoid driving in heavily congested areas or time periods where possible. Use horn where necessary to alert other drivers. Maintain sufficient distances from other vehicles.	2	5	10
22. Forkway vehicle being struck by another vehicle when stationary (at lights, parked, in traffic, etc.);	3	4	12	Do not stop in prohibited areas. When stationary ensure handbrake is firmly engaged. Continue to monitor surroundings. Use horn where necessary to alert other drivers. Employees must be familiar with the highway code.	2	4	8
23. Forkway vehicle striking a pedestrian when driving;	3	5	15	Avoid driving in areas with high volumes of pedestrians where possible. Reduce speeds significantly when driving near pedestrians. Maintain extra awareness and in particular check any blind spots. Ensure pedestrians are given the right of way as required. Take care when parking, especially where pedestrians or other road users may be present. Drivers must reverse into parking bays wherever possible unless the bay is designed specifically to be driven into only. Forkway sites operate a reverse parking only policy which must be adhered to at all times whilst on site.	1	5	5
24. Forkway vehicle or driver being struck by another vehicle when broken down;	3	5	15	If a breakdown occurs manoeuvre car off highway if possible or as far away from other vehicles as practicable. Warn other drivers by using both side lights and hazard lights. Put on high visibility vest, exit vehicle by safest available door and move to a safe area (If stranded on a carriageway, only leave the vehicle when you can safely get clear of the carriageway – contact emergency services once safe). Complete vehicle checks before setting off. Do not proceed if a fault is suspected or confirmed. Contact line manager and leasing company.	1	5	5
25. Employee being struck by another vehicle when exiting vehicle	2	5	10	Avoid parking in areas with high volumes of traffic. Always check for other road users before exiting the vehicle. Do not exit the vehicle until fully clear. Do not park in areas where other road users will have poor visibility of you (blind bends, etc.).	1	5	5
26. Contact with oils, dirt, etc. when checking vehicle fluid levels;	4	2	8	Use nitrile gloves when checking fluid levels. Wash hands immediately after task and before eating, drinking, smoking or going to the toilet. Ensure manufacturer's guidance is followed.	2	2	4

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27. Contact with diesel, petrol or similar when filling up with fuel;	4	2	8	Make use of disposable gloves where available. Wash hands immediately after task and before eating, drinking, smoking or going to the toilet.	2	2	4
28. Burning/ scalding yourself when checking vehicle fluid levels;	3	4	12	Ensure vehicle has fully cooled down before checking levels. Ensure manufacturer's guidance is followed.	1	4	4
29. Vehicle theft, road rage/ violence;	3	3	9	Employees must not engage in "road rage" under any circumstances. If threatened, attacked or any attempted vehicle theft occurs, contact the Police and your line manager immediately. Keep doors locked when in vehicle or when vehicle is not in use. Driver must keep keys on his/ her person when not in use or in a secure location overnight.	2	3	6
30. Lone working.	2	4	8	Forkway lone working procedures must be followed. All mobile employees are equipped with a mobile phone which can be used to contact help in an emergency.	1	4	4
31. Young persons/ persons with limited experience.	3	4	12	Young persons/ persons with limited experience should not be allowed to drive company vehicles until they have been formally familiarised with the vehicle and are comfortable driving it. Ensure the person is covered by the appropriate insurance before allowing them to drive.	2	4	8
32. Pregnant employees/ new mothers.	3	3	9	If an employee is pregnant or is a new mother they must inform the HR department immediately. Written advice must be sought from the employee's GP and/ or Forkway Occupational Health providers on any changes/ reasonable adjustments which may be required. A pregnant/ new mother risk assessment must be completed and regularly reviewed.	1	3	3

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