



Clawson, Hose & Harby Parish Council

Risk Assessment for

Driving for council related purposes






This Risk Assessment covers Parish Council Employees driving on behalf of the Parish Council.

Reference number	
Assessor	Anne Mfoulds
Date completed	27/05/25
Review Schedule	Annually
Review date	27/05/26
Approved date	27/05/25
Approved by	Anne Mfoulds
Affected site(s)	Clawson, Hose & Harby Parish Council

Hazards and controls


















Hazard: Adverse Weather




Who can be harmed/how?	Controls in place	Risk rating
<p>Parish Council Employees</p> <p>Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.</p>	<p>Additional Dynamic/Specialised Risk Assessment</p> <p> An additional dynamic/specialised risk assessment completed to identify higher risk activities.</p> <p>Do Not Start Journey If Weather Conditions Are Severe</p> <p> Journeys are not to be made if weather conditions make it dangerous to do so.</p> <p>Travel Is Postponed In Adverse Weather Conditions</p> <p> Travel shall be postponed if weather conditions endanger health or safety</p> <p>Weather Conditions Checked & Planned For</p> <p> Weather conditions are considered, planned for and suitable clothing and equipment are provided.</p>	<p> Low Risk</p>



Hazard: Driving At Work - Driver Considerations








Who can be harmed/how?	Controls in place	Risk rating
<p>Parish Council Employees</p> <p>Risk of injury/ill-health whilst driving at work (Driver considerations)</p>	<p>Alcohol and drugs policy in place</p> <p> Drivers aware of requirements relating to driving while under the influence of alcohol or drugs</p> <p>Authorised Drivers Only</p> <p> Only authorised drivers, that have the required licence, can drive the vehicle(s).</p> <p>Driver Adheres To Road Traffic Act/Highway Code</p> <p> Driver adheres to the regulations/rules required by the Road Traffic Act & The Highway Code</p> <p>Driver Has Valid Insurance Cover In Place</p> <p> The driver has a valid insurance certificate in place to cover the use of the vehicle</p> <p>Drivers Trained In Travel Requirements</p> <p> Drivers receive adequate information, instruction & training for safely transporting clients</p> <p>Hygiene Procedures in Place & Followed</p> <p> Hygiene procedures in place & followed</p> <p>Keys Removed From Unattended Vehicles</p> <p> Keys are removed from unattended vehicles to prevent unauthorised use</p>	<p> Low Risk</p>

Who can be harmed/how?	Controls in place	Risk rating
	<p>Mobile Phone Used In Emergencies</p> <p> Mobile phone to be used for emergency contacts to ensure that there are no health & safety issues.</p> <p>Mobile phones are not used whilst driving</p> <p> Drivers are not expected to take calls whilst driving - unless using suitable hands free equipment</p> <p>New & Expectant Mother Risk Assessment Carried Out</p> <p> New & Expectant Mother Risk Assessment Carried Out if required</p> <p>No Alcohol Or Drugs</p> <p> No worker is allowed to work under the influence of alcohol or non-prescription drugs.</p> <p>No Smoking In The Vehicle</p> <p> No smoking area due to hazards and risks within. Enforced with signage, disciplinary procedures etc.</p> <p>Only Competent/Licensed Drivers Drive The Vehicles</p> <p> Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> <p>Regular Breaks Taken</p> <p> Regular breaks taken in accordance with Company Driving Policy & Highway Code guidance</p>	

Who can be harmed/how?	Controls in place	Risk rating
	<p>Regular Driver Assessments Carried Out</p> <p> Regular assessments are carried out on those driving to ascertain fitness & competency</p> <p>Vehicle Documentation In Place/Use</p> <p> Vehicle documentation in place/use to record safety issues</p> <p>Vehicle Speed Limits Adhered To</p> <p> Drivers to drive within the indicated speed limit for the type of road/access route</p>	















Hazard: Driving at Work - Journey Considerations





Who can be harmed/how?	Controls in place	Risk rating
<p>Parish Council Employees</p> <p>Risk of injury/ill-health whilst driving at work (Journey considerations)</p>	<p>Accident Emergency Plan & Procedures Are In Place</p> <p> An emergency plan/procedure is in place which is communicated to employees who have been trained</p> <p>Provisions of Written Health & Safety Policy</p> <p> Provisions of a communicated, written Health & Safety Policy c/w working arrangements & procedures covering hours of driving, realistic work schedules, planning of routes etc.</p> <p>Sat-Nav Used</p> <p> Satellite navigation to be used as required</p> <p>Vehicle Park Has Suitably Marked Out Parking Bays</p> <p> Vehicle Park Has Suitably Marked Out Parking Bays</p> <p>Weather Conditions Checked & Planned For</p> <p> Weather conditions are considered, planned for and suitable clothing and equipment are provided.</p> <p>Work Is Postponed In Adverse Weather Conditions</p> <p> Work shall be postponed if weather conditions endanger health or safety</p>	<p> Low Risk</p>



Hazard: Driving at Work - Vehicle Considerations

Who can be harmed/how?	Controls in place	Risk rating
<p>Parish Council Employees</p> <p>Risk of injury/ill-health whilst driving at work (Vehicle considerations)</p>	<p>All Staff Trained In Good Housekeeping Techniques</p> <p> All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p>De-Icer carried In The Vehicle</p> <p> De-icer may be carried in the vehicle</p> <p>First Aid Kit Carried In The Vehicle</p> <p> A first aid kit is carried in the vehicle for first aid requirements away from the workplace if there is a requirement.</p> <p>No Smoking Signage Displayed In Smoke-Free Vehicle</p> <p> No Smoking Signage Displayed In Smoke-Free Vehicle</p> <p>Regular Housekeeping Inspections Are Carried Out</p> <p> Regular housekeeping inspections are carried out in the workplace.</p> <p>Routine Maintenance Undertaken</p> <p> Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> <p>Statutory Inspection of Equipment</p> <p> Statutory Inspection of Equipment</p> <p>Vehicle Breakdown Procedure In Place</p> <p> Breakdown and recovery service card issued to vehicle drivers</p>	<p> Low Risk</p>

Who can be harmed/how?	Controls in place	Risk rating
	<p>Vehicle Engines Turned Off Whilst Parked</p> <p> To reduce the amount of fumes in the working area, vehicle engines are required to be turned off</p> <p>Vehicle Kept Clean & Tidy</p> <p> Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> <p>Vehicle Pre-user Checklist & Defect Reporting</p> <p> Vehicle is checked prior to use and any defects are reported & remedial actions arranged</p>	

 Hazard: Manual Handling Activities (General)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Parish Council Employees</p> <p>Risk of injury whilst undertaking general manual handling activities.</p>	<p>Manual Handling Risk Assessment Carried Out</p> <p> An assessment of the manual handling risk has been carried out for the task.</p> <p>Manual Handling Training Given</p> <p> All relevant employees have received training on correct manual handling techniques</p>	<p> Low Risk</p>

Risk rating explanation

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Safe operating procedures

Best Practice Considerations... Plan your route...keep a map in the vehicle Check if the place you are visiting has parking...if not, try and use a manned, well-lit car park Check you have enough fuel Check basic vehicle maintenance (e.g. oil, water, tyre pressures etc.) Check vehicle breakdown cover and keep the number with you Check you have something in the vehicle to keep you warm (e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather) Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving) Keep any valuables, including handbags, mobile phones and laptops out of sight as they can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked Do not leave luggage or documents on display within your vehicle Ensure parking ticket(s) are on display...unless it is not a requirement of the car park facility When returning to your vehicle, immediately lock the doors and drive off promptly

Assessor's signature: Anne Mfoulds

Approved by signature: Anne Mfoulds