

# UNIVERSITY OF READING GENERIC DRIVING ASSESSMENT

Ref. No.

School / Dept / Unit	<b>University of Reading</b>
<b>A: Identifying workplace hazards and existing controls</b>	
<b>1. Brief summary of work activity or project assessed</b>	<p><b>Driving hire, lease, University and privately owned vehicles for work purposes including:</b></p> <ul style="list-style-type: none"> <li>a. Visits by staff to third party premises and locations (e.g. for meetings, conferences, student placements and associated activities, and promotional events).</li> <li>b. Undertaking deliveries and transporting university equipment and other items.</li> <li>c. Transporting students and others as part of field trips or similar 'official' activities.</li> <li>d. Short journeys between campuses/properties.</li> <li>e. Driving on campus/University property.</li> </ul>
<b>2. List significant hazards</b>	<p>Driving high mileage or many frequent shorter trips in a year.          Driver fatigue: driving long hours and distances, insufficient breaks, heavy traffic, unrealistic journey scheduling.          Driving under the influence of alcohol/drugs, driving while medically unfit to do so.          Mechanical/electrical vehicle failure, lack of vehicle maintenance.          Poor driver eyesight.          Inappropriate driver conduct or speed.          Behaviour of other road users.          Poor road layouts/lack of segregation of vehicle, pedestrian and cycle routes on campus.          Driving in unfamiliar surroundings or at night.          Use of mobile phones or radios whilst driving.          Inexperienced, under confident, or young drivers.          Lack of familiarity with vehicle.          Breakdown – lone staff.          Drivers who have had a recent accident are statistically likely to have a second within 12 months.          Poor posture whilst driving.          Inappropriate insurance cover.</p>
<b>3. Relevant University or local guidelines or standards</b>	<p>Highway Code          University Driving at Work Policy and Procedures</p>
<b>4. List who might be exposed to the hazards</b>	<p>All University Drivers and occasional car users          Vehicle passengers          Other road users (drivers/motor-cyclists/cyclists etc.)          Pedestrians</p>
<b>5. How might they be harmed?</b>	<p>Road Traffic Accident (possible fatality or major injury)          Musculoskeletal disorders from poor posture          Stress (including post traumatic stress disorder in the case of an accident)          Prosecution and subsequent fines/imprisonment</p>
<p><b>6. List control measures in place to reduce risks</b></p> <p><i>Assess whether these controls are adequate, actually used in practice and regularly checked, where appropriate.</i></p>	<p>University Driving Policy with driving rules and procedures.          Policy refers to external sources of good practice. Driving licence checks completed at time of recruitment/induction for University Drivers.          Document checks made for MOT, tax and insurance for private vehicles used for work purposes by University Drivers.          Driver Training (Safe Culture workshop) provided for all University Drivers.          Driver training provided for drivers of 'special' or higher risk vehicles, including minibuses, farm vehicles etc.          On-road training for high risk drivers.          Regular user vehicle checks – guidance provided.          Regular vehicle maintenance – fleet management programme being introduced for University owned and leased vehicles.          Journeys planned by drivers – guidance provided.          Health surveillance for drivers through normal recruitment procedures and OH surveillance where identified as necessary.</p>

	'Casual' drivers have to sign to confirm that they have appropriate licence, business insurance, MOT etc when claiming mileage allowance. General H&S audits include monitoring of Driving for Work policy.
--	--

**B: Assessing the level of risk and further action needed**

<b>7.1 How severe is any injury or health effect likely to be?</b>	Tick one box (S=score given in brackets)	Minor <input type="checkbox"/> (1)	Serious <input type="checkbox"/> (2)	Major <b>X</b> (3)	Fatal <input type="checkbox"/> (4)
<b>7.2. How likely is exposure to the hazards?</b>	Tick one box (P=score given in brackets)	Very unlikely <input type="checkbox"/> (1)	Unlikely <b>X</b> (2)	Possible <input type="checkbox"/> (3)	Likely <input type="checkbox"/> (4)
<b>7.3. Calculate the risk score by multiplying the 2 scores in Q7.1 &amp; 7.2</b>	Risk Score (S x P)=	Low <input type="checkbox"/> (1-3)	Medium <b>X</b> (4-6)	High <input type="checkbox"/> (8-9)	Very High <input type="checkbox"/> (12-16)
<b>8. Immediate further action to be taken to make the situation safe / reduce risk to health</b>				<b>Action to be taken by whom?</b>	<b>Implementation Date</b>
Introduce Driving for Work policy for the University.				H&S Committee, May 2010	October 2010
Introduce fleet management arrangements.				Procurement /Insurance Office	August 2010
<b>9. Further action or additional controls needed to reduce risk as low as reasonably practicable</b>				<b>Action to be taken by whom?</b>	<b>Implementation Date</b>
None identified (further action may be identified from Individual Driver Risk Assessments)  Monitor implementation of policy.					

<b>Name of Assessor (please print)</b>	Moira Simpson (Head of Health and Safety Services)	
<b>Signature of Assessor</b>		<b>Date: 25 May 2010</b>
<b>Signature of Head of Dept/School/Unit</b>		<b>Date:</b>

<b>10. Date for Review (maximum 12 months from date of assessment)</b>	<b>Date: June 2011</b>
--	------------------------