



Midsomer Norton Town Council Risk Assessment Form – Use of Vehicles

Activity: Use of Vehicles			Assessment Date: August 2024	Review Date: August 2025	
Hazard and Risk	Persons Affected and Risk	Controls	Risk Score	Further Controls	Risk Level
Driving Duties	<p>Employee/Operative</p> <p>General Public</p> <p>Driving Accident</p> <p>Personal injury</p>	<p>The driving licenses of all employees driving a road going vehicle are checked for any endorsements on a regular basis.</p> <p>Employees are required to advise management of any driving endorsements.</p> <p>Training is provided to all employees in driving the vehicle. Records of this training kept.</p> <p>An assessment is undertaken by a competent person of the employees ability to drive the vehicle.</p> <p>Employees to have a routine medical to ensure that their eyesight and hearing is adequate.</p>	Medium	<p>Driver training, regular vehicle maintenance, journey planning.</p> <p>Plan routes to avoid hazardous conditions.</p> <p>Enforce rest breaks, monitor driving hours.</p> <p>Monitor weather forecasts, avoid travel in severe conditions.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p> <p>First Aid Kit in vehicle.</p> <p>Report any incidents to Line Manager as soon as is reasonably practicable.</p> <p>Mobile phone provided and charged.</p>	Low

		<p>Communications taken in the event of incident.</p> <p>No passengers to be taken in vehicle unless authorised employees.</p>			
Maintenance of Vehicle	<p>Employee/Operative</p> <p>General Public</p> <p>Breakdown/Accidents</p> <p>Personal injury</p>	<p>Equipment subject to routine inspection and maintenance regime in accordance with the manufacturer's instructions.</p> <p>Records of these inspections and maintenance kept.</p> <p>Weekly checks performed by driver/user. Records of these checks are maintained.</p> <p>Communications taken in the event of incident.</p>	Medium	<p>Regular servicing, pre-journey vehicle checks.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p> <p>Mobile phone provided and charged.</p>	Low
Reversing	<p>Employee/Operative</p> <p>General Public</p> <p>Driving Accident</p> <p>Personal injury</p>	<p>Employees provided with training in reversing techniques.</p> <p>HSE leaflet on reversing provided to drivers.</p> <p>Employees required to dismount vehicle and check area behind.</p> <p>Additional equipment such as mirrors/ flashing beacons/ etc provided.</p> <p>Additional employee provides 'Banksman' duties for signalling and assisting the driver.</p>	Medium	<p>Driver training.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p>	Low

Vehicle Instability/Overturning	Employee/Operative General Public Driving Accident Personal injury	Training provided to staff on working on slopes/rough terrain. Specialist contractors requested for higher risk areas.	Medium	Driver training. Appropriate equipment provided. Safe System of Work. Trained and competent Staff.	Low
Use of Specialist Equipment	Employee/Operative General Public Driving Accident Personal injury	All specialist equipment supplied and installed by competent supplier. All staff receive training in use of specialist equipment. Equipment checked by supplier according to manufacturer's recommendations. Equipment checked before use by employee. Area to be worked cordoned off where necessary.	Medium	Driver training. Appropriate equipment provided. Safe System of Work. Trained and competent Staff.	Low
Overloading	Employee/Operative General Public Driving Accident Personal injury	Employees provided with instructions on not overloading vehicles	Medium	Provide training on safe loading/unloading procedures, use appropriate equipment. Driver training. Appropriate equipment provided. Safe System of Work. Trained and competent Staff.	Low

<p>Towing</p>	<p>Employee/Operative General Public Driving Accident Personal injury</p>	<p>Towing equipment supplied and installed by competent supplier. Trailers purchased from competent manufacturer. Trailers checked on a regular basis and records maintained. Training provided to staff on how to load trailer. Training provided on driving with a trailer.</p>	<p>Medium</p>	<p>Driver training. Appropriate equipment provided. Safe System of Work. Trained and competent Staff. Regular servicing/checks on towing equipment.</p>	<p>Low</p>
<p>Vandalism/Theft</p>		<p>Vehicles have security devices installed. Vehicles are parked in locked garages/ compounds at the end of the working day where available. Staff are provided with information/ instruction on security. Vehicles are never left unattended with keys or ability to have unauthorised starting. Staff are instructed to check vehicles for signs of vandalism and report defects on regular basis.</p>	<p>Medium</p>	<p>Secure vehicles when not in use, restrict access to authorized personnel only.</p>	<p>Low</p>
<p>Assessor's signature:</p>			<p>Clerk's signature</p>		
<p>Date:</p>			<p>Date:</p>		