DRIVING FOR WORK

Driving for work risk assessment

Covers people who drive vans, HGVs or cars for work, including private cars used for work and journeys home after shifts. The rows marked Example are invented; replace them with your own. Review when routes, vehicles, shifts or drivers change, and after any incident or near miss on the road.

Organisation / site	Assessed by	Date	Next review

The journey: schedules, hours, fatigue, weather, driving home after shifts

Hazard	Who could be harmed	Existing controls	Further action	By whom	By when
Example: night-shift staff driving home tired	Warehouse night shift	None specific	Ask who drives and how far; offer a rest area; review shift end times	Site manager	2 weeks
Example: delivery schedule pressure	Van and HGV drivers	Schedules set by planners	Build loading and securing time into slots; tell drivers a late delivery is acceptable if tired	Transport manager	1 month

The driver: pressure, phones and distraction, vehicle height, licence, health and fitness

Hazard	Who could be harmed	Existing controls	Further action	By whom	By when
Example: phone use while driving	All drivers	Verbal rule	Written phone policy; office doesn't call drivers who are driving	Transport manager	2 weeks
Example: vehicle height and low bridges	HGV drivers	Height on the logbook	Height label in the cab, laden and empty; low bridges marked on regular routes	Fleet supervisor	2 weeks

The vehicle: daily checks, maintenance, driver aids, load security, private cars used for work

Hazard	Who could be harmed	Existing controls	Further action	By whom	By when
Example: load not secured before departure	HGV drivers, other road users	Driver's own check	Securing check added to the gate checklist; time allowed for it	Yard supervisor	1 month
Example: defects missed	All drivers	MOT and annual service	Recorded daily check; clear rule that unsafe vehicles are not driven	Fleet supervisor	2 weeks

Shared with drivers (date)	Contractors' arrangements agreed (date)	Signed