Risk Assessment: Driving for Business

Risk Assessment Form					
Dept: L&FPC Staff		**Date Assessed: 19th November 2026**		**Assessed by: Jon Sloan**	
Task/ Activity: Driving for business		**Review Date: Annually**		**Reference Number: v1.1**	
Hazard and risk	**People at risk**	**Our current controls**	**Our possible future controls**	**Risk level**	**Target date & by whom**
Driver inexperience, poor driving technique, distractions (mobile phone)	Employees, passengers, other road users	Licence checks annually; driver declaration; mobile phone ban; handbook issued. Leased vehicle risk assessment	Periodic driver training; refresher courses; monitoring of incidents	Medium	Clerk – Annual review
Alcohol/drugs or medication impairing ability	Employees, passengers, public	Zero tolerance policy; drivers declare medication; disciplinary procedure	Provide DVLA guidance on medication	High	Clerk – ongoing
Fatigue from long journeys or poor scheduling	Employees, other road users	Journey planning; encourage breaks; avoid night driving; no long distance / late night driving needed	Lone working check-in system / app on leased van	Medium	Clerk – Quarterly review
Vehicle condition – poor maintenance, lack of MOT/insurance	Employees, passengers, public	Annual MOT and insurance check; pre-use vehicle checks by driver. Leased vehicle risk assessment	Spot checks (visual) by Clerk	High	Clerk – Immediate and ongoing
Unsecured loads causing injury	Employees, passengers, other road users	Drivers instructed to secure loads, no significant loads needed in private vehicles. Parish van has anchor points. Leased vehicle risk assessment	N/A	Medium	Clerk – Ongoing

Adverse weather conditions	Employees, passengers	Discourage travel in severe weather	Emergency contact protocol /	Medium	Clerk – Annual review
Lone working risks during travel	Employees	Lone working policy; notify route and return time. Majority of business driving use via leased van. Leased vehicle risk assessment	GPS tracking on Kia App or WhatsApp check ins	Medium	Clerk – Annual review
Accident or emergency procedures unclear	Employees, passengers, public	Accident procedure issued; emergency numbers provided (via Kia app). Leased vehicle risk assessment	Remind employees to carry in-vehicle emergency kits in private vehicles. First aid kit and tyre kits in Kia van.	Medium	Clerk – Annual review
Manual handling injuries when loading/unloading	Employees	Manual handling training; use of aids where possible. Leased vehicle risk assessment	Review equipment needs; refresher training	Low	Clerk – Annual review
Stress and time pressure	Employees	Flexible scheduling; encourage remote meetings	Monitor workloads; provide stress management resources	Medium	Clerk – Ongoing