

**Ecoserv Group Ltd**

Stables 1, Howbery Park, OX10 8BA

**Location: Ecoserv Group**

<b>Title :</b> Company Drivers	<b>Date of Assessment :</b> 10/08/2023	<b>Risk Assessor :</b> Stephen Jones
<b>Risk Assessment Reference :</b> Company Drivers (PAD 150721)	<b>People involved in making this assessment :</b> Stephen Jones	
<b>Task/ Process :</b> Company Drivers Risk Assessment	<b>People at Risk :</b> Members of the Public, All company drivers	

**Hazard : Manual handling** Musculoskeletal injuries from incorrect manual handling techniques, (Placing/removing items form car boot, changing tyre etc.)

**Control Measures:**

1. Limited requirement to carry heavy items as part of normal job role.
2. Breakdown assistance and recovery provided for all company vehicles.

**Hazard : Collisions and Accidents** Minor and major injuries and possible fatality to company drivers, other drivers and members of the general public.

**Control Measures:**

1. Regular driving license checks carried out drivers only authorised to drive vehicles cover by the Class descriptor on their licence.
2. Pre-journey Planning.
3. Drivers instructed to take regular breaks.
4. Company Vehicle Policy is in place. Drivers will be issued with a copy electronically and they must sign that they have read and understood the contents BEFORE they drive a company vehicle.
5. Lease company coordinates MOT & servicing.
6. Driver awareness & experience augmented by online training through the Peninsula e-learning platform 'Driving for Business' which all company vehicle drivers must complete BEFORE driving a company vehicle and on the bi-Annual anniversary of the first e-learning test.
7. Breakdown assistance and recovery provided for authorised drivers on the company car.
8. Daily vehicle checks are carried out by drivers for all company vehicles (including lease vehicles) to ensure that they are road worthy.
9. Certificates issued for successful 'Driving for Business' e-learning course are to be emailed to Ecoserv Governance (Compliance) immediately upon completion.

**Hazard : Tiredness and fatigue** Minor and major injuries and possible fatality

**Control Measures:**

1. Drivers advised to take regular breaks from driving, as advised in the Highway Code (Rules for the Road)
2. Forward journey planning and use of satellite navigation system.
3. Overnight accommodation provided where journey distance and time on task make for an excessively long working day.

<b>Hazard : Poor, adverse weather conditions</b> Collisions leading to possible minor and major injuries and possible fatality
<b>Control Measures:</b>
1. Forward journey planning adopted.
2. Utilisation of weather reports from media.
3. Journey suspended or rescheduled under severe weather conditions in extremes of weather.
4. Adequate time allowed for journeys taking into account weather conditions.

<b>Hazard : Breakdown and vehicle faults</b> Uncontrolled exposure to vehicle/traffic movements leading to possible minor and major injuries and possible fatality
<b>Control Measures:</b>
1. Breakdown assistance and recovery provided for company car drivers.
2. Company vehicles subject to service and maintenance plan.
3. If you are waiting for breakdown assistance and you are stopped at the side of the road or on the hard shoulder of the motorway, do not stay in the vehicle but find a safe place to stand away from moving traffic.

<b>Hazard : Distractions whilst driving</b> Inattention leading to possible minor and major injuries and possible fatality.
<b>Control Measures:</b>
1. Drivers instructed not to make or receive any calls or use any hands free equipment whilst driving. If a call needs to be made, first of all find a safe place to stop, switch of the engine and then make the call. The same applies for incoming calls.
2. Satellite navigation system provided to avoid the use of manual maps. System set up before travel starts.
3. Pre-journey planning utilised by drivers.
4. If anticipating a long journey, consider leaving the appropriate voicemail message on mobile phone to inform callers that you cannot take the call but will ring them back as soon as possible.
5. Apply proper diary planning to ensure that planned Teams calls do not coincide with driving.
6. Under no circumstances are company drivers to participate in a Teams call whilst driving. If a Teams call needs to be made or received first of all find a safe place to stop, switch of the engine and then make the call/join the Teams call. The same applies for incoming calls.

<b>Hazard : Working Alone</b> May suffer from medical complications or injury, verbal abuse or assault from members of the public and road aggression
<b>Control Measures:</b>
1. Drivers have regular contact with support teams and management.
2. Diaries are updated on a daily/weekly basis and movements communicated to the office.
3. Company policy is not to resist robbery and to avoid confrontation.
4. Valuables locked in boot of vehicle whenever not in use.

5. Car doors to be locked whilst driving (company car policy).

6. Drivers advised to park in well-lit populated areas.

**Hazard : Driving** All company drivers must take due care and attention when driving company vehicles.

**Control Measures:**

1. Drivers must ensure that they drive safely and accordingly as regards the traffic/road surfaces and weather.

**Hazard : Workplace Transport** All company vehicle drivers must comply with the contents of the Ecoserv Company Vehicle Policy and adhere to this Risk Assessment.

**Control Measures:**

1. The Company Vehicle Policy is sent to all company drivers when they begin their employment with the Ecoserv Group for which they must sign that they understand the policy and have received a copy. The policy is also available on the company website.

**Hazard : Mechanical** All mechanical repairs to a company vehicle must be carried out by a duly authorised and competent mechanical engineer.

**Control Measures:**

1. All repairs to a company vehicle must be carried out by an authorised nominated supplier and only once permission has been received from Ecoserv.

**Hazard : Road risk** Accidents caused by poor road conditions, i.e. pot holes, roadworks.

**Control Measures:**

1. Company drivers must ensure that at all times they drive accordingly and safely in adverse road/traffic conditions.

**Documents Associated with this Risk Assessment:**

**Review Date :** 10/08/2024

**Reviewer :** Stephen Jones