



Risk-Assessments: Production Services (Driving)



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Driving (March 2017)

Company: Facilities by ADF		Assessor(s): Nigel Scriven (NFU Mutual), James McDonald.	
What are the hazards?	Who could be harmed and how?	What are the control measures	What further actions are required?
Risk of accident due to a poorly maintained vehicle.	Driver, people nearby who may be affected by a vehicle-related incident.	<p>The company holds a goods vehicle operator's licence and are obliged to adhere to a schedule of inspection, including:</p> <ul style="list-style-type: none">▪ Daily checks by the drivers; any defects are reported by text or through the completion of a defects slip.▪ Tractor units are inspected every six weeks and records kept at the main office.▪ Trailers and company vans are inspected every twelve weeks and records are kept at the main office.▪ MOTs are organised as applicable and certificates retained at the main office.▪ Records of all inspections and servicing are kept at the main office for 15 months and them archived.▪ Information on safety is contained within the Driver Handbook and Employee Handbook.	



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What are the hazards?	Who could be harmed and how?	What are the control measures	What further actions are required?
Risk of accident due to poor driving / fatigue.	Driver, people nearby who may be affected by a driver-related accident.	<ul style="list-style-type: none">▪ The Licence Bureau is utilised to check driver suitability through online checks with the DVLA and quarterly reporting.▪ Driver CPC has been completed for almost all drivers.▪ The company ensure drivers adhere to the limits on driver's hours / manages drivers to ensure they stay within the legal framework for driver's hours.▪ Driving styles are monitored through telematics and action can be taken as appropriate.▪ Information is contained within the Driver Handbook and Employee Handbook.	
Reversing with trailer, accessing and egressing difficult locations.	Staff, artistes, production and support staff and contractors. Damage to property.	<ul style="list-style-type: none">▪ A second driver or Head of Department act as a banksman for all reversing operations. All drivers and Heads of Department are competent banksmen.▪ A Location Recce is completed for each production to identify and control potential hazards.	<ul style="list-style-type: none">▪ Keep the Location Recce under review and amend in the light of experience, e.g. overhead power lines.▪ Organise banksman training as part of future Driver CPC training.



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Use of mobile telephone	Driver and other road users.	<ul style="list-style-type: none">▪ The use of a mobile telephone whilst driving, including the use of hands-free devices, is prohibited.▪ The policy on mobile telephone use is contained within the Employee Handbook.	
Lone working	Drivers could be involved in a road traffic accident / lost.	<ul style="list-style-type: none">▪ Vehicles are fitted with tracker devices and driver identification so that vehicle movement can be monitored.▪ Drivers carry a mobile telephone and have key company contacts.▪ A lone working procedure is contained within the Policy and Procedures.	<ul style="list-style-type: none">▪ None.
First aid	Drivers may need access to basic first aid supplies / treatment.	<ul style="list-style-type: none">▪	<ul style="list-style-type: none">▪ Drivers could attend a first aid course as part of their ongoing Driver CPC.
Signed (Operations Manager)			
Date			