

RISK ASSESSMENT

TOPIC : Management of Road Risk

REFERENCE : Vector24

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	The Driver	Road traffic collisions	M	Valid driver's licence	Yes		Ops Manager
		Tiredness		Fit and well	Yes		Ops Manager
		Physical abuse		De-escalation techniques/breakaway techniques	Yes		IED Ltd
		Mental abuse		Counselling	Yes		CEO
		Musculoskeletal injuries from handling clients		People handling training.	Yes		IED Ltd
		Lone Working		Lone working Policy	Yes		Ops Manager
		Stress		Well-being policy	Yes		Ops Manager
				Reporting of accidents/violence and near misses.	Yes		Ops Manager
				Client vetting	Yes		ESO
				Planned driver's schedule	Yes		ESO
				Good two-way communications.	Yes		Ops Manager
				Advanced driving/defensive driving	Yes		IED Ltd
				Medicals/eyesight tests/medication	Yes		Ops Manager

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
2	The vehicle	Breakdown	M	Bought from reputable manufacturer ie Suzuki and Mercedes	Yes	Awaiting Funding	The Board
		Vandalism / Safeguarding		CCTV	Pending		Ops Manager
		Catching fire		Fire Extinguisher	Yes		Ops Manager
		Not road worthy		Pre user checks, servicing and logbook.	Yes		Ops Manager
		Stolen		GPS	Yes		Ops Manager
		Involved in a road traffic collision		Safety features, air bags etc	Yes		Ops Manager
		Getting lost		Sat. Nav.	Yes		Ops Manager
				New Branding – no direct military branding for west coast	Yes		Ops Manager
				LOLER testing on lifting equipment	Yes		Ops Manager
				MOT	Yes		Ops Manager
				Ergonomic seats	Yes		Ops Manager
				Mobile phone policy.	Yes		Ops Manager
				First aid kit	Yes		Ops Manager
				Emergency triangle	Yes		Ops Manager
				Vehicle defects reports	Yes		Ops Manager
				Anti-lock brakes	Yes		The Board

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3	The journey	Length of journey	M	Limit distance travelled in a day.	Yes		ESO
		Time of day		Schedule breaks	Yes		ESO
		Area		Daylight hours where possible	Yes		ESO
		Weather		Gather intelligence of hot spots i.e. Coatbridge	Yes		ESO
		Poor planning		Check local weather conditions	Yes		ESO
		Roadworks		Sensible scheduling of weekly programmes	Yes		ESO
		Welfare for driver and client		Traffic Scotland for roadworks and incidents in real time.	Yes		OSO's
		Toilets		Identify potential welfare/comfort breaks.	Yes		OSO's
				Avoid peak times, where possible.	Yes		ESO
				Allow sufficient time.	Yes		ESO

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4	The Client	Mobility	M	Manual handling	Yes		IED Ltd
		Mental Health		Wheelchair lifts	Yes		Ops Manager
		Behaviour		Mental Health First Aid Trained	Yes		Ops Manager
		Adverse reports		Accurate data base (SalesForce)	Yes		Ops Manager
		PRU		Reporting of all incidents/violence	Yes		ESO
		Client Base		Strict booking policy	Yes		ESO
		Booking Management		Terms and conditions known and accepted by client.	Yes		ESO

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

5	New Suzuki vehicles	Breakdown	M	Bought from reputable manufacturer ie Suzuki	Yes	Awaiting Funding	Ops Manager
		Vandalism / Safeguarding		CCTV	Pending		Ops Manager
		Catching fire		Fire Extinguisher	Yes		Ops Manager
		Not road worthy		Pre user checks, servicing and logbook.	Yes		Ops Manager
		Stolen		GPS	Yes		Ops Manager
		Involved in a road traffic collision		Safety features, air bags etc	Yes		Ops Manager
		Getting lost		Sat. Nav.	Yes		Ops Manager
				Unmarked – no direct military branding for west coast	Yes		Ops Manager
				MOT	Yes		Ops Manager
				Ergonomic seats	Yes		Admin
				Mobile phone policy.	Yes		Ops Manager
				First aid kit	Yes		Ops Manager
				Emergency triangle	Yes		Ops Manager
				Vehicle defects reports	Yes		Ops Manager
				Anti-lock brakes	Yes		Ops Manager
				Training for on board systems	Yes		Suzuki Wallyford

Assessor: Leon Fisher BSc TechIOSH

Date: 15 January 2025

Review Date: 15 January 2026