



Carswells Devil in the Detail - Driving On Site Risk Assessment

Document Information:

FIELD	VALUE
Risk Assessment ID	RA-CARSWELLS-DRIVING-003
Assessment Title	Driving On Site
Company Name	Carswells Devil in the Detail
Assessment Date	11/04/2025
Location	Location: Mobile / Client Locations (Yards, Forecourts, Dealerships)
Last Reviewed	N/A (New Assessment)
Assessed By	Craig Carswell
Next Review (Latest)	11/04/2026

Method Statement / Scope of Risk Being Assessed

This risk assessment covers the actions of driving and moving vehicles on customer forecourts, dealership yards, and valeting bays. It focuses on short, low-speed movements within client premises during valeting operations. Longer journeys or unique premises may require separate assessments.

How Was the Risk Assessment Done?

- Reviewed HSE guidance and industry best practices
 - Inspected client sites and valeting areas
 - Consulted with experienced team members
- Reviewed training, PPE use, and past incidents

Approved Valeters will collect the keys, inspect the vehicle for damage, and only proceed if confident with the controls. After adjusting seating and mirrors, and securing the seatbelt, they will move the vehicle with hazard lights on, following all site rules. Vehicles should be reversed into position where safe, handbrake applied, and keys returned to the lockable box. After cleaning or treating the vehicle, the same checks and procedures are followed when moving it again.

Carswells Devil in the Detail - Driving On Site – Driver Risk

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Inexperienced or Unqualified Drivers	Drivers, passengers, staff, or public could be injured in a road traffic incident due to a lack of skill or qualification.	<ul style="list-style-type: none"> Valid driving licence required and verified before any driving task. Licence checks carried out regularly based on risk. All drivers assessed on-site by a supervisor before being allowed to drive. Extra support for those new to UK roads. 	Ongoing monitoring and refresher assessments as needed.	Craig Carswell	11/04/2025
Poor Attitude or Unsafe Techniques	As above – harm could occur from inappropriate behaviour such as speeding, eating at the wheel, or ignoring signage.	<ul style="list-style-type: none"> Drivers assessed during induction, and site rules clearly explained. Policy in place: drivers are liable for infractions. No eating or drinking while driving. Misconduct addressed via disciplinary procedures. 	None at this time – current controls deemed sufficient.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Distraction from In-Cab Technology	Drivers, passengers, staff or public may be injured in an RTI due to phone use or distraction from sat navs, stereos or	<ul style="list-style-type: none"> ▪ Mobile phone policy in place - no use while driving. ▪ Drivers are left undisturbed while driving. ▪ In-cab systems (where present) are only used if essential. ▪ Drivers trained on safe procedures and in avoiding distractions. 	None at this time - controls sufficient.	Craig Carswell	11/04/2025
Unfamiliarity with Vehicle Controls	As above - risk of incident due to unfamiliarity with different systems like auto brakes, cameras, gear types etc.	<ul style="list-style-type: none"> ▪ Supervisors provide handover for vehicles with unusual controls. ▪ Drivers must familiarise themselves before moving. ▪ Emphasis on knowing manual vs automatic setups. 	Reminder signage in key areas (valeting bays etc.).	Craig Carswell	11/04/2025

Carswells Devil in the Detail - Driver Impairment (Alcohol, Drugs & Health)

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Impairment by Alcohol or Drugs	Driver, passengers, staff or public could be injured or killed in an RTI due to slow reactions or poor judgement while impaired.	<ul style="list-style-type: none"> ▪ Drug & alcohol policy shared with all staff. ▪ Drivers disclosing substance misuse are removed from duties and supported. ▪ Medication declarations required where driving ability may be affected. 	None – monitoring remains ongoing.	Craig Carswell	11/04/2025
Health Conditions Affecting Driving	As above – risk of collision if driver has untreated or undisclosed condition affecting vision, alertness or reaction time.	<ul style="list-style-type: none"> ▪ Staff must declare relevant medical issues. ▪ Drivers follow medical advice (e.g. glasses, medication). ▪ Licence surrendered where required by DVSA. ▪ Temporary reassignment available. 	Additional risk assessment if condition changes (e.g. pregnancy).	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Moving Vehicles	Employees, contractors, dealership staff, or visitors could be struck by cars or transporters.	<ul style="list-style-type: none"> ▪ Valeting areas are segregated with controlled access. ▪ Security fencing discourages public entry. <ul style="list-style-type: none"> ▪ Visitors receive brief induction & rules. ▪ Warning signage around valeting area. ▪ All staff wear high-vis vests. <ul style="list-style-type: none"> ▪ Painted walkways and handrails in place. ▪ Hazard lights used when driving. <ul style="list-style-type: none"> ▪ Horns used as needed. ▪ Banksman used in tight spaces. ▪ Vehicles not moved until demisted. ▪ Reverse parking into bays is encouraged. 	Continuous supervision and refresher reminders on site rules.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Adverse Weather	Driver, passengers, public or staff could be injured in an RTI due to poor visibility or surface conditions.	<ul style="list-style-type: none"> ▪ Driving paused during heavy snow. ▪ Management grit and clear controlled parking areas. ▪ Wash bays have drainage to reduce water freezing. ▪ Only essential movements during poor weather. ▪ Drivers reminded to drive to conditions. 	Real-time weather alerts for site supervisors.	Craig Carswell	11/04/2025
Vehicle Mechanical Failure	Driver, passengers, public or staff could be harmed by loss of control due to vehicle failure.	<ul style="list-style-type: none"> ▪ Only new or approved used vehicles in use. ▪ Drivers report issues immediately to team leaders. ▪ Dealerships handle repair/recovery directly. 	Encourage drivers to perform a basic check (lights, brakes).	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Small Manoeuvres	Driver, passengers, staff or public could be injured by inappropriate parking, turning or reversing in tight or busy areas.	<ul style="list-style-type: none"> ▪ Reversing aids fitted (cameras, sensors, mirrors) appropriate to vehicle type. ▪ Banksman used where necessary. ▪ Horns sounded and hazard lights on when manoeuvring. ▪ Drivers seek quiet spaces for turns or correcting route. ▪ Drivers check for pedestrians before moving. ▪ Caution used when entering dark workshops to avoid mirror light blindness. 	Ongoing driver awareness training on spatial awareness and pedestrian safety.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Violence and Aggression	Employees, contractors, visitors, public & staff may be injured due to violent or aggressive behaviour from others, including intruders or customers.	<ul style="list-style-type: none"> ▪ Authorised access only. ▪ Site well-lit for visibility at night. ▪ Keys securely locked away. ▪ No lone working policy; coordination between companies when it occurs. ▪ CCTV in use. ▪ Emergency protocol - call 999 and prioritise personal safety. ▪ Secure fencing and alarms in place. ▪ Staff trained to avoid confrontations and report incidents. 	Periodic reviews of lone working practices and emergency protocols.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Maintenance Operations	Employees, contractors, or public may suffer serious injuries including cuts, scalping, degloving, amputations or death from poor maintenance or equipment use.	<ul style="list-style-type: none"> ▪ Authorised access only. ▪ Approved staff do not carry out vehicle maintenance. ▪ PPE (e.g. safety glasses) issued. ▪ Defect reporting procedure in place. ▪ Contractor vetting and induction by GM/HOB. 	Regular audits of contractor competence and induction logs.	Craig Carswell	11/04/2025
Young Persons	Young or inexperienced workers are more likely to be harmed due to lack of hazard awareness or experience.	<ul style="list-style-type: none"> ▪ In-depth induction training on hazards and emergency procedures. ▪ Safe Operating Instructions for all plant and equipment. ▪ Supervision and mentoring by experienced staff. ▪ Clear instruction on authorised tasks only. ▪ Work direction comes from one source. 	Note: Due to insurance and nature of work, young workers unlikely to be present.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Language Barriers	Team members who do not speak English as a first language may struggle with understanding safety instructions. This could increase risk of misuse of equipment or procedures.	<ul style="list-style-type: none"> ▪ Site access is restricted to authorised personnel only. ▪ Mentoring and buddy systems in place to support hands-on learning. ▪ Processes demonstrated clearly to ensure understanding. ▪ Use of visual cues, signage, and multi-format communication. ▪ Peer translation permitted with follow-up validation of understanding. 	<ul style="list-style-type: none"> ▪ Translate key safety documents if a consistent second language becomes prevalent. ▪ Continue developing visual guidance materials. 	Craig Carswell	11/04/2025



Carswells Devil in the Detail - Driving At Work - Sign-Off & Review


FIELD	DETAILS
Risk Assessment ID	RA-CARSWELLS-DRIVING-003
Assessed by:	Craig Carswell
Received by:	
On Date:	11/04/2025
Review:	Dealership/Site Specific (e.g., Showroom, Forecourt)

Version	Date	Updated by	Summary of Changes
1.0	11/04/2025	Craig Carswell	Initial assessment for Carswells Devil in the Detail
2.0			
3.0			
4.0			
5.0			

This Risk Assessment is developed in line with HSE guidelines and has been deemed suitable and sufficient. It reflects thorough checks and consultations, with all reasonably practicable control measures in place to ensure that the remaining risk is low.



Carswells Devil in the Detail - Risk Assessment Driving On Site - Sign-Off & Review

NAME	Date	SIGNATURE
Craig Carswell	11/04/2025	

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