



Carswells Devil in the Detail – Risk Assessment

Document Information:

FIELD	VALUE
Risk Assessment ID	RA-CARSWELLS-001
Assessment Title	Driving On-Site - Vehicle Movement
Company Name	Carswells Devil in the Detail
Assessment Date	11/04/2025
Location	Dealership/Site Specific (e.g., Showroom, Forecourt)
Last Reviewed	N/A (New Assessment)
Assessed By	Craig Carswell
Next Review (Latest)	11/04/2026

Scope of Assessment:

This assessment covers the risks associated with driving and moving vehicles on-site within the Carswells Devil in the Detail showroom and forecourt areas.

How This Assessment Was Done:

This risk assessment considered HSE guidelines, industry best practices, site-specific observations, and input from relevant staff.

Safe Driving Procedures:

Only licensed and authorised staff are permitted to drive vehicles on-site during work hours, following a driving assessment and DVLA license check.

Chemical Use (if applicable):

Any valeting chemicals used in conjunction with vehicle movement will be correctly diluted and stored in labelled containers. Equipment is fit for purpose.



Carswells Devil in the Detail - On-Site Driving Risk Assessment - Driver Factors

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Lack of Driving Competence	Anyone on-site could be injured by a driver unfamiliar with the site or vehicle.	<ul style="list-style-type: none">▪ Valid driving license required. ▪ License checks conducted. ▪ On-site driving assessment for all drivers. ▪ Consideration for drivers with experience driving on the other side of the road.	<ul style="list-style-type: none">▪ Regular competency checks if needed. ▪ Clear site layout and traffic flow information provided.	Craig Carswell	11/04/2025
Poor Driving Behaviour	Anyone on-site at risk of collision due to speeding, ignoring rules, or distracted driving.	<ul style="list-style-type: none">▪ Driver induction on safe driving practices and site rules. ▪ Drivers accountable for traffic violations. ▪ Disciplinary actions for unsafe driving. ▪ No eating/drinking while driving.	<ul style="list-style-type: none">• Periodic observation of on-site driving. • Reinforce safe driving messages through signage or briefings.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Distractions from In-Cab Technology	Driver, passengers, sales staff, members of the public could be injured in an RTI.	Policy against using mobile phones while driving. ▪ Drivers to return calls/messages when safely parked. ▪ Camera use (if fitted) limited to essential low-speed maneuvers. ▪ Drivers instructed on site rules and procedures.	Reinforce no mobile phone use policy with signage. ▪ Ensure any fitted technology (e.g., parking sensors) is in good working order.	Craig Carswell	11/04/2025
Driver Unfamiliarity with Vehicle Features	Driver, passengers, sales staff, members of the public could be injured in an RTI.	Handover briefing by a competent person on vehicle features (e.g., parking aids, braking systems). ▪ Drivers to familiarise themselves with controls before moving the vehicle. ▪ Awareness of differences between manual and automatic transmissions.	Standardised handover checklist for vehicle features. ▪ Ensure adequate time for drivers to become familiar with new vehicle types.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Unsafe Routes & Hazards	Drivers, public at risk of incidents due to roadworks, poor conditions, or unexpected issues.	<ul style="list-style-type: none"> ▪ Drivers to report significant hazards. ▪ Obey temporary speed limits. ▪ Attempt to avoid known dangerous areas. ▪ Use navigation with traffic info. 	<ul style="list-style-type: none"> ▪ Encourage pre-journey route checks. ▪ Provide guidance on safe route selection. 	Craig Carswell	11/04/2025
Adverse Weather	Drivers, public at risk of incidents due to loss of control in bad weather.	<ul style="list-style-type: none"> ▪ Driving discouraged in severe weather. ▪ Drive to conditions. ▪ Management to assess if driving should cease. 	<ul style="list-style-type: none"> • Clear guidelines on driving in different weather. • Ensure vehicles are suitable for various conditions. 	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Impairment (Alcohol/Drugs)	Anyone on-site/public at risk due to impaired driver reaction times or judgment	<ul style="list-style-type: none"> ▪ Drug and alcohol policy in place. ▪ Support offered to drivers volunteering substance issues (non-driving duties). ▪ Drivers on medication affecting driving will not drive. ▪ Staff on controlled medication encouraged to inform management. 	<ul style="list-style-type: none"> ▪ Reinforce drug and alcohol policy awareness. ▪ Consider random drug/alcohol testing if deemed necessary and proportionate 	Craig Carswell	11/04/2025
Health Conditions	Anyone on-site/public at risk due to driver's medical condition affecting their ability to drive safely.	<ul style="list-style-type: none"> ▪ Drivers to report relevant health conditions. ▪ Cooperation with company medical referrals. ▪ Adherence to medical advice regarding driving (e.g., wearing glasses). ▪ Temporary duty changes/license surrender as per DVSA guidance. ▪ Regular DVLA number plate vision checks. 	<ul style="list-style-type: none"> ▪ Implement additional health assessments for specific concerns (e.g., new/expecting mothers) if required. ▪ Ensure a clear process for drivers to report and discuss health conditions affecting driving. 	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Pedestrians Struck by Moving Vehicles	Employees, contractors, visitors, customers, and members of the public on-site could suffer injuries (minor to fatal).	<ul style="list-style-type: none"> ▪ Use of horns and hazard lights when moving vehicles to alert others. ▪ Banksman assistance for vehicle movement in tight spaces. ▪ Ban on moving vehicles with obscured vision (demist windows). ▪ Encouraging reversing into parking bays where possible. ▪ Drivers trained to DVLA standards and aware of the Highway Code. 	<ul style="list-style-type: none"> ▪ Clearly marked pedestrian walkways and crossing points on-site. ▪ Implement and enforce on-site speed limits. ▪ Regular reminders about pedestrian awareness during vehicle movements. 	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Poor Vehicle Condition / Mechanical Failure	Driver, passengers, members of the public could be injured in an RTI due to loss of control from vehicle system failure.	<ul style="list-style-type: none"> ▪ Vehicles are new or approved used. ▪ Drivers report breakdowns/issues to management for repair. ▪ Regular vehicle servicing, MOT, tax, and insurance maintained. ▪ Pre-use vehicle checks (e.g., lights, tires) to be conducted by drivers. 	<ul style="list-style-type: none"> ▪ Implement a regular schedule for internal vehicle checks in addition to formal servicing. ▪ Ensure a clear process for drivers to report and for management to address vehicle defects promptly. 	Craig Carswell	11/04/2025
Lone Working (Driving)	Drivers potentially at risk of theft or violence in isolated areas, with delayed assistance in emergencies.	<ul style="list-style-type: none"> ▪ Most on-site vehicle movement occurs with other staff present. ▪ Any off-site driving for vehicle movement is of short duration. ▪ Drivers to be aware of safe stopping areas. ▪ ICE (In Case of Emergency) contact details encouraged on mobile phones. 	<ul style="list-style-type: none"> ▪ Provide guidance on personal safety for mobile work. ▪ Consider a system for checking in with lone workers (if off-site driving becomes more frequent or longer duration). ▪ Ensure drivers have access to a means of communication in emergencies. 	Craig Carswell	11/04/2025



Carswells Devil in the Detail - On-Site Driving Risk Assessment - Small Maneuvering

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Risks During Small Maneuvers (Parking, Reversing, Turning)	Employees, customers, visitors, and the public on-site could be injured by moving vehicles.	<ul style="list-style-type: none">▪ Vehicles equipped with reversing aids (cameras, sensors, mirrors as appropriate).▪ Banksman assistance used when necessary.▪ Horns and hazard lights used to signal maneuvers in busy areas.▪ Drivers to choose safe, clear areas for turning maneuvers.▪ On-site speed limits and one-way systems in place.▪ Drivers to check for pedestrians before maneuvering slowly.▪ Caution exercised when moving into buildings due to potential light changes.	<ul style="list-style-type: none">▪ Ensure all reversing aids are regularly checked and functional.▪ Clearly mark designated maneuvering areas.▪ Reinforce the importance of slow and careful movements, especially in pedestrian areas.	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, and customers on-site at risk of verbal or physical aggression from others.	<ul style="list-style-type: none"> ▪ Authorised site access only. ▪ Staff advised not to engage in heated situations; report incidents. ▪ Keys secured when not in use. ▪ Emphasis on calling emergency services and personal safety first. ▪ Staff altercations to be reported to management. ▪ Minimise unnecessary interaction with the public. 	<ul style="list-style-type: none"> ▪ Review site security measures. ▪ Provide staff with basic conflict de-escalation awareness (if deemed necessary) 	Craig Carswell	11/04/2025
Incorrect Driving Posture	Drivers could develop musculoskeletal disorders (MSDs) and fatigue due to poor posture.	<ul style="list-style-type: none"> ▪ Adjustable seats and lumbar support often available. ▪ Driving tasks are typically short duration on-site. ▪ Personal risk assessments and adjustments for reported issues. ▪ Drivers receive information on maintaining good driving posture during training. 	<ul style="list-style-type: none"> ▪ Reinforce good posture techniques through reminders or visual aids. ▪ Consider driver feedback on seat comfort and adjustability. 	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Vehicle Maintenance	Maintenance staff/others injured by unsafe maintenance.	<ul style="list-style-type: none"> ▪ Authorised access only. ▪ Carswells staff no maintenance. ▪ Defect reporting. ▪ Approved contractors. ▪ Contractor PPE. 	<ul style="list-style-type: none"> ▪ Clear defect communication. ▪ Verify contractor safety. 	Craig Carswell	11/04/2025
New/Inexperienced Drivers	New drivers at higher risk of on-site incidents.	<ul style="list-style-type: none"> ▪ Detailed induction. ▪ Clear operating instructions. ▪ Supervision/mentoring. ▪ Clear task assignment. ▪ Consistent instruction. 	<ul style="list-style-type: none"> ▪ Probationary period with more supervision. ▪ Pairing with experienced drivers. ▪ Regular feedback on driving. 	Craig Carswell	11/04/2025



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

FIELD	DETAILS
Risk Assessment ID	RA-CARSWELLS-001
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			



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

NAME	Date	SIGNATURE
Craig Carswell	11/04/2025	