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| **NICVA Road Safety Risk Assessment** | | | | |
| **ACTIVITY/**  **AREA OF CONCERN- (WHO MIGHT BE HARMED)** | HAZARD | **CURRENT CONTROLS** | **Tick Yes √ or No x**  **No x answers require investigation or remedial action.** | **COMMENTS ACTIONS**  **REMEDIAL MEASURES** |
| Staff driving to meetings/seminars/training events etc.  (Driver, passengers and other road users) | Road works or unexpected events. | Road Safety Policy and driver declaration.  All Staff have completed a declaration form to ensure all drivers have appropriate licence and insurance. Staff advised to allow plenty of time on journeys for delays or unexpected events. Staff are required to abide by road traffic law while driving during NICVA business. | Do you ensure you allow plenty of time to complete journeys safely? |  |
| Lack of knowledge of area | Road Safety Policy and driver declaration.  Staff advised to plan journey and allow plenty of time to arrive at destination. Staff should ensure they have clear maps or directions to their destination. Staff should call NICVA office for help or support with directions. | Do you ensure you have clear map or directions before leaving the office?  Do you have contact number/mobile/change for phone if you get lost? |  |
| Long journeys/ Driving at night | Road Safety Policy and driver declaration.  Staff advised to plan journey and allow plenty of time to arrive at destination.  Staff travelling long distances or late in the evening should ensure they have sufficient fuel and a charged mobile phone etc. Staff advised on keeping in touch. Drivers should be fatigue aware and ensure they stop safely refreshment/rest breaks if they are feeling tired or on a long journey. | Do you ensure your car has sufficient oil/petrol before setting out on a long journey?  Do you stop for breaks when driving long distances?  Do you always inform someone where you are going and when you will be expected back? |  |
| Driving in bad weather | Road Safety Policy and driver declaration.  Staff are advised to cancel meetings were they feel unhappy about driving in bad weather conditions or if there are severe weather warnings. Staff are required to abide by road traffic law while driving in various weather conditions. | Would you rearrange a meeting etc where severe weather was expected? |  |
| Using mobile phone while driving | Road Safety Policy, driver declaration, Disciplinary Procedure.  Staff are required to abide by road traffic law and mobiles should never be used while driving. | Do you always ensure you pull over safely before using your mobile? |  |
| Problem with Car/tax, insurance | Road Safety Policy, driver declaration, Disciplinary Procedure.  Staff are required to abide by road traffic law and mobiles should never be used while driving. | Do you always ensure your car is road worthy and fully taxed and MOT’ed? |  |
| Drive under pressure | Road Safety Policy  Staff are required to abide by road law, plan journey and allow plenty of time to arrive at destination. Driver should never be put under pressure by managers or colleagues while driving, by either phoning a staff member while they are expected to be driving or adding pressure of time constraints, unexpected short notice of journey or delays to their journey. | Do you always abide by the speed limits?  Do you always ignore a call or text while driving? |  |

Name of Staff Member: …………………………………… Name of Assessor: ……………………………………………………

Date ……………………………..