
	<h1 style="margin: 0;">Health & Safety Risk Assessment Form</h1>			
Ref: CF:057:00	RE: Sample Driving for Work Risk Assessment			
Issue date:	October 2017	Revised Date:	June 2020	
Author(s):	National Health & Safety Function			
Legislation:	Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.			
Note:	<p>Please note exposure to COVID-19 may present a health risk to staff and others at our places of work. It is essential that the latest public health advice is followed and suitable control measures identified and implemented to mitigate the risk of COVID-19 infection.</p> <p>When conducting Driving for Work Risk Assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable.</p> <p>Where 2 metre worker separation cannot be ensured a specific activity risk assessment must be conducted and alternative protective measures must be put in place e.g. comprehensive hygiene measures, minimising the frequency and time staff are within 2 metres of each other, minimising the number of staff involved in the task, physical barriers, provision of face masks.</p> <p>For staff travelling during the COVID-19 pandemic please note a separate risk assessment is required. To assist you in completing this risk assessment the following documents are available (see www.hse.ie/safetyandwellbeing):</p> <ul style="list-style-type: none"> • GD:015:00 – Guidance on Staff Travel during COVID-19 -Things to consider when you and your employees are to engage in travel • PS:038:00 – Risk Assessment Prompt Sheet, Staff Travel during COVID-19 Outbreak <p><i>It is responsibility of local management to implement any remedial actions identified.</i></p> <p><i>The following provides an explanation on how to complete a Driving for Work Risk Assessment Form.</i></p>			



Sample Driving for Work Risk Assessment

Division: Primary Care			Source of Risk: Risk Assessment Process		
HG/CHO/NAS/Function: CHO 0			Primary Impact Category: Harm to Person		
Hospital Site/Service: ABC			Risk Type: Operational		
Dept/Service Site: DEF			Name of Risk Owner (BLOCKS): MICHAEL KNIGHT		
Date of Assessment: 01.07.2020			Signature of Risk Owner: <i>M Knight</i>		
Unique ID No: 123456			Risk Co-Ordinator: N/A		
			*Risk Assessor (s): M Knight		
**HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES		ADDITIONAL CONTROLS REQUIRED	ACTION OWNER (i.e. the Person responsible for the action)	DUE DATE
Driver – Risk of injury to driver, passenger, and other road users due to driving for work	<ul style="list-style-type: none"> All staff adhere to the HSE Driving for Work Policy All staff have a full Driving Licence All staff submit certificate of Insurance to Line Manager on a yearly basis Staff are required to adhere to the rules of the road In the event of an accident / breakdown or emergency staff are required to: <ol style="list-style-type: none"> (1) Contact Emergency Services (if required) (2) Contact the line manager as soon as it is safe to do so (3) Ensure mobile phone is fully charged (staff instructed never to use it while driving) 		Staff to familiarise themselves with the following RSA campaigns <ul style="list-style-type: none"> Severe weather advice Better safer driver 	Relevant Staff	Q3
INITIAL RISK			Risk Status		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed
2	2	4	√		

*Risk Assessor to be recorded for OSH risks only.

**Where the risk being assessed relates to an OSH risk please ensure that the HAZARD and associated risk are recorded on the form. All other risk assessments require a risk description only.



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Vehicle – <ul style="list-style-type: none"> Risk of breakdown from poorly maintained vehicles resulting in staff member being isolated with the potential for psychosocial injury Risk of collision resulting in potential injury to staff, service users, other road users due to driver becoming distracted from service user behaviour while driving a HSE vehicle 		<ul style="list-style-type: none"> All staff ensure their cars are road worthy and have an NCT where appropriate All staff ensure their cars serviced and maintained in accordance with manufacturer’s recommendations Breakdown assist available on some insurance policies Service user care plans are reviewed prior to undertaking journeys and necessary controls put in place 		<ul style="list-style-type: none"> Vehicle driver daily pre-checks to be completed in line with HSA/RSA/An Garda Siochana guidance <p>Ongoing monitoring and review</p>	Relevant Staff	Q3
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The Journey – risk of injury to driver, passenger and other road users when journeys are: <ul style="list-style-type: none"> Poorly planned Driving in inclement weather 	All staff are required to: <ul style="list-style-type: none"> Plan their route in advance to include safe parking Allocate adequate time for journeys to include the requirement for overnight stays Assess weather conditions prior to undertaking a journey using local, national weather broadcasts and travel bulletins to determine if it safe to make the journey and advise Line Manager Avoid unnecessary journeys by utilising remote communications i.e. teleconferencing/ skype When using Sat Nav., impute the destination before setting off and if required to change direction, stop in a safe place to do so Place all items in the boot of the vehicle to avoid items becoming missiles in the event of accident 		Continuous monitoring and review	Relevant Staff	Ongoing
INITIAL RISK			Risk Status		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed
2	2	4		√	

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