

Form No: CRA037	Issue No: 1	 GENERAL RISK ASSESSMENT
Risk: Driving	Date: 09/23	

Company	Catena Inspection & Engineering Services Ltd			Location	Brookhill Road, Brookhill Industrial Est. Pinxton Nottinghamshire NG16 6NS		
Type of Assessment	Tick	Initial Assessment Date	Review Period (Months)	Planned Review Date	Assessed By		
Site Specific		21/09/26	12	Refer to page 3	K Moss		
Generic	✓	Name of Supervisor / Person Responsible			Assessment Reference		
Review		Kat Moss			CRA037		
Persons at Risk	Person(s) Undertaking Task		✓	Other Site Staff	✓	Public	
Description of work activity being assessed		<i>Safe Use and Operation of Company Vehicles</i>					
Task / Hazard	1				Sev.	Lik.	R.R.
Unauthorised / Illegal use of company vehicles					3	2	6
					Risk (No Controls)		
					Medium		
Ref.	Control Measures Required				<i>Are the following controls in place</i>		
					Yes	No	
a	All staff using company vehicles must be in possession of a current / valid driving licence				✓		
b	Staff must show their licence annually so it can be recorded in the driving licence log. <i>(Copies are not acceptable)</i>				✓		
c	Anyone convicted of a motoring offence MUST notify Headquarters immediately Failure to do this will be in breach of their terms and conditions and may result in disciplinary action being taken				✓		
Residual Risk Assuming ALL controls in place						Low	
Task / Hazard	2				Sev.	Lik.	R.R.
Driving vehicles in an unsafe manner and not following the company driving policy and general highway code rules					3	2	6
					Risk (No Controls)		
					Medium		
Ref.	Control Measures Required				<i>Are the following controls in place</i>		
					Yes	No	
a	All employees who drive company vehicles are provided with a copy the latest company safe driving policy, acceptance is signed for				✓		
b	Training has been carried out with all mobile staff in relation to the contents of safe driving policy				✓		
c	All company vehicles are fitted with a tracking system which also monitors driving performance, any violations will be monitored, and persistent offenders will be disciplined				✓		
Residual Risk Assuming ALL controls in place						Low	

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Task / Hazard	3		Sev.	Lik.	R.R.	
Company vehicles involved in a Road Traffic Accident (RTA)			3	2	6	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		Are the following controls in place		Yes	No
a	In the event of a road traffic accident the procedure identified in your driver's handbook must be adopted: - DO NOT Admit liability - Contact the Office as soon as it is safe to do so, who will notify the insurers, so they can provide roadside assistance if required - DO NOT DRIVE THE VEHICLE IF IT IS UN-ROADWORTHY - Fully cooperate with the Police if they attend - If applicable obtain witness details - If possible, take photographs - Ensure that you complete a Road Traffic Accident report form (issued by our insurers) ASAP - If you, or a passenger are injured, ensure you obtain medical assistance ASAP - If injury has occurred ensure that a Catena Accident report form has been completed				✓	
Residual Risk Assuming ALL controls in place			Low			
Task / Hazard	4		Sev.	Lik.	R.R.	
Driving vehicles in an un-roadworthy state			3	3	9	
			Risk (No Controls)			
			High			
Ref.	Control Measures Required		Are the following controls in place		Yes	No
a	All drivers are responsible for ensuring the vehicle is road-worthy				✓	
b	Daily checks of vehicles must be carried out and the results recorded				✓	
c	If any issues are identified which affects the road-worthy ness of the vehicle the driver MUST NOTIFY their line manager who will wake arrangements for a replacement vehicle and organise the necessary repairs				✓	
d	If the driver is stopped by the Police and they identify any issues with the vehicle that contravenes current laws. IT IS THE DRIVER WHO WILL BE PROSECUTED				✓	
Residual Risk Assuming ALL controls in place			Low			

Risk Selection Criteria

Severity Range	3 = Major	2 = Serious	1 = Slight
Likelihood	3 = High	2 = Medium	1 = Low

Risk Ratings

High	Medium	Low
9 -7	6 -4	3 -1

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OVERALL RISK OF CARRYING OUT THIS TASK		
Highest Risk Before Controls in Place	Highest Residual Risk after controls	If the Residual risk after control measures are in place, is HIGH DO NOT UNDERTAKE THIS TASK
HIGH	LOW	

Ref	Action(s) Required	Can task continue		Date Actioned	Initial
		Yes	No		

PPE Requirement (Please ✓) Refer to PPE assessment for PPE Standards								
								
Hard Hat	Safety Glasses	RPE	Ear Defenders	Overalls	Hi Vis Vest	Gloves	Barrier creams	Foot Protection
								
Safety Harness	Safety Goggles							

SIGN OFF					
Author			Catena Inspection & Engineering Services Ltd.		
Print Name	Signature	Date	Print Name	Signature	Date
K Moss	K MOSS	21/09/26			
ASSESSMENT REVIEW					
Author			Catena Inspection & Engineering Services Ltd.		
Print Name	Signature	Date	Print Name	Signature	Date

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BRIEFING RECORD					
<i>I confirm that I have read / I have had the contents of this risk assessment explained to me. I confirm that I agree to work to the requirements of this assessment, and I will use all control measures identified in this assessment. I will also raise any concerns to my line Manager / Supervisor if this risk assessment requires amending to suit any unforeseen circumstances.</i>					
Date	Print Name	Signature	Date	Print Name	Signature

SEVERITY RATINGS	
Slight (Marginal)	The hazard may either be controlled, or would commonly result in less than minor, illness, injury or system damage.
Serious (Moderate)	The hazard may commonly cause severe injury or illness or major system damage, requiring immediate corrective action.
Major (Critical)	The hazard may commonly cause death or major system loss, requiring immediate cessation of the unsafe activity or operation.

LIKELIHOOD RATINGS	
Low (Improbable)	Unlikely but possible to occur during standard operations
Medium (Occasional)	Likely to occur sometime during standard operations
High (Probable)	Likely to occur often during standard operations

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