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Work Related Road Safety Risk Assessment

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Introduction

The Health and Safety Executive (HSE) makes it clear that it expects employers to manage the risks associated with work-related driving or cycling in the same way as they manage other work-related risks.

The University's record in respect of work-related traffic incidents is very good, although there are relatively few people whose job description specifies that they must drive or cycle. In the light of the HSE guidance, it is particularly important to ensure that the risks in those work activities are assessed, but the principles outlined here also apply to occasional driving or cycling for work purposes. The policy does not apply to commuting, except where employees are travelling from home to a workplace that is not their normal place of work.

Because it is difficult to supervise workers when they are away from the workplace, it is important to emphasise that employees are responsible for their own and for others' safety on the road. They have a duty to comply with the Road Traffic Acts and with the Highway Code when driving or cycling at work.

This risk assessment applies to all occurrences of driving/riding/cycling for works purposes whether the journey is one mile or several hundred miles long. It does not apply to commuting, except where travelling from home to a workplace that is not a normal place of work.

[University Policy Statement S2/07: Work Related Road Safety](#) should be read in conjunction with this risk assessment and further guidance can be found in the [HSE Driving at Work leaflet](#) which makes it clear that it expects employers to manage the risks associated with work-related driving, riding or cycling

Persons at risk

The driver or rider.

Passengers in the vehicle or riding pillion on a motorbike.

Pedestrians

Others road users.

Hazards

- Drivers or riders when they are unwell, under the influence of drugs or alcohol or inexperienced.
- The vehicle if it is not properly maintained or unsuitable for the purpose.
- The load being carried, if it is heavy, bulky, unstable or improperly secured.
- The road surface, especially if it is a non-maintained road or a track.
- The weather.
- The length of the journey or time constraints.

Control Measures and recommended action

Drivers

- Does the journey need to be in your own vehicle or on your bicycle; consider whether a taxi can be hired or a courier used if it is goods to be transported.

- An OCDEM Work Related Road Safety check list (Appendix 1) must be completed annually by all drivers and riders; this checklist needs to be resubmitted if circumstances change or if a vehicle is being used that the driver is unaccustomed to. For example: pregnant workers would need to complete a new form, as would hiring a large van to move equipment or a small minibus to transport several members of staff.
- Drivers and riders of motorbikes must be insured to use the vehicle for business use.
- Drivers or riders must obey the Highway Code and comply with the Road Traffic Act at all times.
- The driver or rider must be licensed and competent to drive the vehicle they are using. When hiring a vehicle that is not a car or 'car derived van', ensure your licence is valid for the vehicle and you are competent to drive it.
- It is every individual's responsibility to ensure that they are medically fit to drive on the public highway; remember that illness and some prescription drugs can affect your driving ability.
- Those using their vehicle for 'home visits' must ensure there is a lone working risk assessment in place and they are aware of the action to take in the event of an emergency.
- A charged mobile phone should be carried in the vehicle, but must only be used legally.
- Drivers or riders must report all accidents or incidents on work related journeys to the Department.

Vehicles

- All vehicles must be properly maintained and legal to use (taxed and MOT if required).
- All bicycles must have reflectors and front and rear lighting if used after dark.
- All cyclists must wear a safety helmet (for works purposes).

The Load

- The load must be safe to carry on or in the vehicle. This is particularly important with bicycles.
- All loads must be properly secured.
- Dry ice and blood samples can only be carried if the appropriate packaging is used and the procedures outlined in the relevant risk assessment are adhered to.

Road Surface

- Cyclists must ensure they are vigilant on un-maintained roads or off-road tracks. Off road tracks should not be used unless there is no alternative route.

Weather

- Journeys should not be made in adverse weather condition if at all possible, especially on bicycles. If they are undertaken in such weather then well maintained trunk roads should be used in priority to minor roads.

The Journey

- Journeys should be kept as short as possible with sufficient breaks.
- Always leave sufficient time for the journey to be undertaken.

Update history				
Version	Date	Reason for update	Updated/reviewed by :	Date next review due
1	June 2007	New risk assessment	Author SMH	June 2009
1	June 2009	No changes	SMH	June 2011
1.1	June 2011	Head of Safety added to header	SMH – no other changes	June 2013
1.2	June 2013	New header added - no other changes	SMH	June 2015
2.0	31 st August 2015	Extra text added in introduction, Head of Department and TOC added.		Sept 2017

Appendix 1

OCDEM Work Related Road Safety Check List

To comply with University Policy Statement S2/07

This form must be completed annually by all staff submitting mileage claims and those using bicycles for University business

Driving on Business

For journeys between sites in Oxford or to a meeting/conference elsewhere, or between home and a site other than your usual place of work. Driving from home to your normal place of work is not classed as business travel

Type of vehicle:	Yes	No
Do you have a valid licence for the vehicle you are driving/riding?		
I have informed my insurance company that I use my car for business travel.		
I understand that I am responsible for ensuring that my car is properly maintained, taxed and insured.		
I understand that I have a duty to comply with the Road Traffic Acts and with the Highway Code.		
I understand that I am responsible for assessing my fitness to drive if I am feeling unwell or taking prescription drugs.		
I understand that I am responsible for assessing the road conditions and making a judgement on these, before I travel, particularly in poor weather.		

Cycling on Business

ie between University or hospital sites in Oxford

	Yes	No
I understand that I am responsible for ensuring that my bicycle is properly maintained		
I understand that I have a duty to comply with the Road Traffic Acts and with the Highway Code.		
I understand that I am responsible for assessing my fitness to cycle if I am feeling unwell or taking prescription drugs.		
I understand that I am responsible for assessing the road conditions and making a judgement on these, before I travel, particularly in poor weather.		

Signed _____

Print name _____

Date _____