

Appendix 1 – Template travel risk assessments

Further travel advice from the Royal Society for the Prevention of Accidents (RoSPA) is available at [Safer Journey](#) and [Fatigue Facts](#)

Title : Template driving on Council business risk assessment						
Assessed By : TO BE ADDED		Date of Assessment or date last reviewed : TO BE ADDED				
Step 1 What are the hazards? It may be helpful to break the task or situation down	Step 2 Who might be harmed and how?	What are you already doing?	Step 3: What further action is necessary? – to reduce risks 'so far as is reasonably practicable', one way of doing this is to compare against accepted good practice.	Step 4: How will you put the Assessment into action? - remember to prioritise actions - 'high risk' hazards first		
				Action by who	Action by when	Done
Driving.	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	<p>Primary consideration should be given to avoiding the journey. It may be possible to conduct the business by telephone, video or telephone conferencing, e-mail or fax.</p> <p>Alternative, safer, means of travel, such as rail or air should be considered where this is a reasonably practicable alternative.</p> <p>Motorcycle and bicycle use should be discouraged and only permitted for short journeys.</p>	None			
Competency of drivers to drive safely on Council business in the UK.	Poor driving may lead to injury of driver and others.	<p>Drivers must be in possession of a valid UK Driving licence for the class/type of vehicle being driven.</p> <p>Drivers booking hire cars are required to have completed a Permit to Drive form , the contents of which are reviewed periodically.</p> <p>Drivers must follow the guidance and legal requirements set out in the UK Highway Code, and any other relevant traffic legislation, including that relevant to mobile phone use.</p> <p>High mileage drivers, >3000 miles/year are required to attend Defensive driver training.</p>	None			

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<p>Poor understanding of intended route and its hazards.</p>	<p>Inability to follow intended route may result in getting lost and the consequential safety issues in particular for inexperienced or lone travellers.</p>	<p>When travelling by road, the time allowed for journeys must enable them to be completed without exceeding speed limits.</p> <p>The following also should be taken into account:</p> <ul style="list-style-type: none"> • Route - the intended journey should follow the safest available route, which may not necessarily be the shortest or quickest, for example using Motorways rather than A/side roads. Try to plan travel routes in advance of the journey. • Driving time is part of the working day. Very long days must be avoided, particularly in winter. Overnight stops may be necessary to avoid very long days. As a guide, where business travel takes place at the end of a working day the total working day including business travel (and breaks) should not exceed 12 hours. • Journey breaks should be taken before the driver begins to feel fatigued - as a minimum, a 15-minute break every 2.5 hours is recommended. Where more than one person is travelling, consideration should be given to sharing the driving. • Where lone driving is required consideration should be given to the provision of mobile phones (and their coverage) for use in emergency especially for inexperienced or vulnerable drivers. • Mobile phones, or other mobile communication devices, hands free or other wise should be turned off prior to commencing journeys. Their use whilst driving on Council business is prohibited for STFC staff. Staff should use scheduled breaks as a means to pick up and respond to messages. 	<p>None</p>			
<p>Poor driving weather conditions.</p>	<p>Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.</p>	<p>Consideration should be given to expected weather conditions. For example, if, on the day of travel there is thick fog, icy conditions or heavy snow, the journey should be postponed or cancelled.</p>	<p>None</p>			
<p>Poor condition of vehicle</p>	<p>Driver, and others, may be harmed by inability of</p>	<p>The STFC contracts for hire and lease cars specify that the vehicle must be provided in a road-worthy condition.</p>	<p>None</p>			

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	driver to control vehicle effectively on the road.	<p>Drivers of hire or lease cars should assess, to the best of their ability, using vehicle checklists if provided, the road-worthiness of vehicles prior to undertaking a journey, for example state of tyres (pressure and tread) and seat belts, and available fuel, screen wash etc. Where a vehicle is not road worthy alternative transport must be found and the matter reported to the relevant purchasing contact.</p> <p>Where an employee drives their own vehicle on Council business, the employee has a responsibility to ensure that it is suitable for the intended task, has a road tax licence, valid MOT and is insured for use on Council business.</p>				
Driver competence to drive hire car.	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	Drivers of hire or lease cars should familiarise themselves with the controls of hire or lease cars prior to commencing their journey: including signal and emergency indicators/horn, locks and type of fuel. Familiarisation should include the setting of seat and mirror position to allow safe driving.	None			
Driver understanding of the driving standards and road traffic legislation for the country they are visiting.	Driver, and others, may be harmed by inability of driver to understand local 'highway code'.	<p>The risks involved in driving abroad must be assessed before the journey is undertaken. The degree of risk will depend on the country involved.</p> <p>Outside Western Europe and North America, it may be appropriate to consider the use of a local driver or taxi recommended by your host institution in preference to the employee driving.</p>	None			
Poor health or condition of the driver.	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	<p>Employees should seek the advice of the Occupational Health Department if they are aware of any medical condition, for example deteriorating eyesight, or take medication that may affect their ability to drive safely, or the length of time they can drive.</p> <p>Driving when tired represents a significant hazard and should be avoided for example after long haul flights, long train journeys etc</p>	None			
Inadequate response in the event of an emergency.	Driver, and others, safety may be compromised by the lack of adequate response in the event of an emergency or road	Sites, Business Groups or Departments should consider the appropriateness of providing employees with emergency equipment, either on a personal or pool basis. Such equipment may include: mobile telephone for emergency use; first aid kit; warning triangle; high visibility jacket or fire extinguisher.	None			

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	traffic accident.	<p>In the event of involvement in an emergency or road traffic accident drivers of STFC vehicles involved must stop to determine the extent of any injuries to individuals or damage to vehicles and as appropriate call the emergency services for assistance.</p> <p>Individuals must record, as far as they are able, as much detail as possible regarding the accident using the STFC Brief Accident Report Form, supplied in the Hire Car Information Pack. At no time should staff admit blame or accept liability.</p>				
Step 5 Review Date:		<ul style="list-style-type: none"> • Review your assessment to make sure you are still improving, or at least not sliding back. • If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. • Review your assessment by default at least 2 yearly 				