

Risk Assessment Guidance



The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (A)	Likelihood of Occurrence (B)
1 – Trivial (eg discomfort, slight bruising, self-help recovery) 2 – Minor (eg small cut, abrasion, basic first aid need) 3 – Moderate (eg strain, sprain, incapacitation > 3 days) 4 – Serious (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks) 5 – Fatal (single or multiple)	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent but not frequent) 5 – Very likely (occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk Assessment Record

Risk Assessment of: Use of vehicles using SU fleet insurance	Assessor(s): Paul Brooks	Date: 11 Dec 2006, reviewed annually Latest review: July 2017 Next review: August 2018
Overview of activity / location / equipment / conditions being assessed:		
Generic or specific assessment? Generic	Context of assessment (delete as appropriate): planning stage / 'desk-top' exercise / site visit / in consultation with employees / in consultation with managers / other (please describe)	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Failure of mechanical parts	Driver, passengers, other road users	<ul style="list-style-type: none"> Vehicles checked by drivers before use, according to SU Drivers' Manual qv Vehicles checked by Transport Office and approved service agents according to SU "Fleet Operational Safety Policy" qv Process in place for disciplining of drivers who drive knowing there to be a vehicle defect or contrary to MiDAS training and/or SU Drivers' Manual 	5	2	10 MEDIUM	
2	Fire, collision or breakdown	Drivers, passengers & other road users	<ul style="list-style-type: none"> Drivers follow action plan from MiDAS training - assess the situation, take account of particular circumstances of the emergency, make a decision based on these, putting peoples' lives first Drivers to follow guidelines from MiDAS and MEEP training Drivers follow procedures according to SU Drivers' Manual Drivers to deposit Trip List (detailing all persons on the vehicle) with Security Office prior to being issued with the keys (this does not apply to MiDAS tests and observed drives) 24 hour contact with both Security Office and Transport Office (via emergency mobile phone) available 	5	2	10 MEDIUM	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
3	Collisions and near misses caused by poor driving technique or unsuitable drivers	Drivers, passengers & other road users	<ul style="list-style-type: none"> • Drivers to be trained to MiDAS standard • Drivers who have passed a DVSA D1 or D driving test within the preceding 4 years may drive without undergoing MiDAS training • Drivers to drive according to MiDAS training and SU Drivers' Manual • Process in place for passengers to report poor driving • Process in place for disciplining of drivers who drive poorly or contrary to MiDAS training and/or SU Drivers' Manual • Drivers required to re-register, make insurance declaration and produce both parts of driving licence annually at the start of 1st semester • Drivers required to make insurance declaration on acquiring motoring conviction or on being involved in a collision (regardless of fault) or on making an insurance claim. 	5	2	10 MEDIUM	
4	Collisions and near misses caused by tiredness	Drivers, passengers & other road users	<ul style="list-style-type: none"> • Drivers to take a break of at least 15 minutes after a maximum of 2 hours' driving • Drivers to conform to SU's Driver Hours Policy <i>qv</i> • Transport Office to monitor drivers' hours via the log sheets and to take appropriate action if requirement not complied with 	5	2	10 MEDIUM	
5	Potential danger caused by passengers failing to report bad driving for consideration by the SU	Drivers, passengers & other road users	<ul style="list-style-type: none"> • Feedback form available on Transport web pages • Passengers to be contacted by Transport Office on random basis and asked to complete an on-line questionnaire about the driver. • Results of questionnaire to be shared with the driver • Adverse reports to be forwarded through normal disciplinary channels for consideration by SU President 	5	2	10 MEDIUM	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
6	Collisions caused by reversing or tight manoeuvring	Drivers	<ul style="list-style-type: none"> Drivers to be especially vigilant when reversing Drivers to ask one or two passengers to alight and assist in guiding the vehicle if it is safe to do so 	2	3	6 LOW	
7	Collisions and near misses or other issues caused when driving abroad, and collateral damage to SU's reputation	Drivers, passengers & other road users	<ul style="list-style-type: none"> See separate risk assessment 	5	2	10 MEDIUM	
8	Inability of driver to proceed, e.g. due to illness	Drivers, passengers & other road users	<ul style="list-style-type: none"> Member of Staff holding Transport emergency mobile phone is authorised to add to the insurance any other person licensed to drive the class of vehicle (either on their own driving licence or by virtue of Section 19 permit) as a one-off emergency measure, without undergoing MiDAS training and assessment/observed drive (subject to retrospective insurance declaration being made to insurance company) Due to insurance regulations, this does not apply to any potential driver who is a "non-standard" driver under their rules, in which case the vehicle and passengers must be recovered by breakdown services. 	2	2	4 LOW	
9	Problems caused by driver's ignorance of correct procedures	Drivers	<ul style="list-style-type: none"> SU Drivers' Manual issued whenever driver renews Union Driver registration and to new drivers at all MiDAS Theory sessions Risk assessment issued whenever driver renews Union Driver registration and to new drivers at all MiDAS Theory sessions Alterations and additions to Risk Assessment to be communicated to drivers via transport booking system mailing facility All drivers renewing Union driver status to attend a refresher session before being re-registered Risk assessment available for download from BathStudent.com 	5	2	10 MEDIUM	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
10	Injury from inadequate seat restraint	Drivers & passengers	<ul style="list-style-type: none"> • “Seat Belts Must Be Worn” signs to be displayed in SU vehicles • Driver to check that all passengers are wearing seat belts before setting off • Although not legally required to wear a seatbelt in the rear of minibuses, children between the ages of 3 and 12, who are below 135cm in height, are not to be transported in SU minibuses or hired-in minibuses unless providing a child seat/booster cushion and documentary proof is available that the child seat/booster seat/booster cushion is approved for use in minibuses. However, if “all-age” seatbelts are provided, then children of these ages may be carried if these are correctly adjusted for each individual child 	5	2	10 MEDIUM	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
11	Collisions etc. due to driving on snow and/or ice, or during other severely inclement weather	Drivers, passengers & other road users	<ul style="list-style-type: none"> • Minibuses, MPVs and hired-in cars are two-wheel drive only and therefore driving on snow/ice should be avoided. On the arrival or forecast of snow/ice, a decision shall be made as to whether or not the fleet at the time parked at the University shall be grounded as per SU "Fleet Operational Safety Policy" qv , and if so, (or if the weather is known to be poor at the location of a trip already taking place) drivers on their trips shall be contacted by phone to discuss the advisability or otherwise of continuing to drive • The Navara has 4x4 capabilities and may be driven on snow/ice if the rest of the fleet has been grounded, generally only in an emergency, for example to transport stranded staff home. Before agreeing to drive, the driver must make their own risk assessment relating to the prevailing conditions based on their own skills and experience, and the driver must not be compelled to drive if they consider it unwise or considers themselves not competent to deal with the prevailing conditions. • Due to their limited driving experience, persons under the age of 25 shall not be allowed to drive using the fleet insurance policy on snow/ice if the fleet has been grounded, unless in exceptional need, for example to get back to campus after a trip, to be determined on a case-by-case basis by the Transport Office • A decision shall be made by the Transport Office about whether to ground the fleet in the case of other severely inclement weather, such as flooding, fog or high winds. 	5	2	10 MEDIUM	•
Assessor signature:			Print name: Paul Brooks	Review date: August 2018			

Risk Assessment Action Plan

Action Plan in respect of:					Prepared by:
Ref no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
Responsible manager's signature: Print name: _____ Date: _____				Responsible manager's signature: Print name: _____ Date: _____	