

UNIVERSITY OF READING GENERIC DRIVING ASSESSMENT

Ref. No.

School / Dept / Unit	University of Reading
A: Identifying workplace hazards and existing controls	
1. Brief summary of work activity or project assessed	Driving hire, lease, University and privately owned vehicles for work purposes including: a. Visits by staff to third party premises and locations (e.g. for meetings, conferences, student placements and associated activities, and promotional events). b. Undertaking deliveries and transporting university equipment and other items. c. Transporting students and others as part of field trips or similar activities. d. Short journeys between campuses/properties. e. Driving on campus/University property.
2. List significant hazards	Driving high mileage or many frequent shorter trips in a year. Driver fatigue: driving long hours and distances, insufficient breaks, heavy traffic, unrealistic journey scheduling. Driving under the influence of alcohol/drugs, driving while medically unfit to do so. Mechanical/electrical vehicle failure, lack of vehicle maintenance. Poor driver eyesight. Inappropriate driver conduct or speed. Behaviour of other road users. Poor road layouts/lack of segregation of vehicle, pedestrian and cycle routes on campus. Driving in unfamiliar surroundings or at night. Use of mobile phones or radios whilst driving. Inexperienced, under confident, or young drivers. Lack of familiarity with vehicle. Breakdown lone staff. Drivers who have had a recent accident are statistically likely to have a second within 12 months. Poor posture whilst driving. Inappropriate insurance cover.
3. Relevant University or local guidelines or standards	Highway Code University Driving at Work Policy and Procedures
4. List who might be exposed to the hazards	All University Drivers and occasional car users Vehicle passengers Other road users (drivers/motor-cyclists/cyclists etc.) Pedestrians
5. How might they be harmed?	Road Traffic Accident (possible fatality or major injury) Musculoskeletal disorders from poor posture Stress (including post traumatic stress disorder in the case of an accident) Prosecution and subsequent fines/imprisonment
6. List control measures in place to reduce risks	University Driving Policy with driving rules and procedures.
<i>Assess whether these controls are adequate, actually used in practice and regularly checked, where appropriate.</i>	

