



Date: <u>Updated 1/12/12</u>		Assessed By: Colin Hutchinson	Managers Signature:	Department / Location: House Services	Risk Matrix – High – Medium – Low (Risk) Severity x Likelihood = Risk Rating							
What Is Being Assessed: <u>NTSU Fleet Vehicle Driving</u>					Likelihood Certain (5) Very Likely (4) Likely (3) May happen (2) Unlikely (1)							
					Severity	Death (5)		25	20	15	10	5
						Major Injury (4)		20	16	12	8	4
						Over 7 day Injury (3)		15	12	9	6	3
						Minor Injury – Treatment off site (2)		10	8	6	4	2
Minor Injury – First aid on site (1)		5	4	3		2	1					
<u>Describe the hazard & how it can cause harm</u>		<u>Who might be harmed and how?</u>		<u>Existing control measures</u>			<u>Risk Rating</u> <u>Likeliness x</u> <u>Severity = RR</u>		<u>Additional control measures</u>		<u>Revised rating</u> <u>Likeliness x</u> <u>Severity = RR</u>	
<u>The Driver</u> Collision with other road users or pedestrians		Passengers and other road users Cuts and bruises Broken bones Death		All Drivers must attend and successfully complete a driver competency workshop before they are allowed to drive a NTSU fleet vehicle (MIDAS) Driver ID card in operation and must be produced when collecting vehicle keys – no card no vehicle Drivers have to reregister annually online to ensure conditions on their driving licence haven't changed Drivers take a minimum 15 minute break after every two hours of driving Drivers advised to take a second driver on journeys greater than 140 miles			L S RR 2 5 10				L S RR	
							<u>Midas course includes:</u> <ol style="list-style-type: none"> 1. Legal requirements 2. Driving assessment 3. Multi choice test 					

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			L	S	RR		L	S	RR
<u>The Vehicle</u> Vehicle failure causing a collision with other road users or pedestrians	Passengers and other road users Cuts and bruises Broken bones Death	Drivers complete vehicle safety check form prior to driving House services dept check vehicles on a once weekly basis – all findings are recorded Vehicles are serviced annually Procedures in place for reporting vehicle faults and defects Drivers warned of the dangers of overloading the vehicle	2	5	10				
<u>Passengers</u> Falling from a moving vehicle Distracting the driver causing a crash	Passengers Cuts and bruises Broken bones Death	Passengers told not to talk or distract the driver while the vehicle is in motion Passengers keep their seat belt fastened at all times whilst the vehicle is moving	1	5	5				
<u>Vehicle fire</u> Vehicle could become full of smoke Vehicle could explode	Passengers and other road users Smoke inhalation Burns Death	Stop and secure the vehicle as soon as safely possible Get everybody out and away from the vehicle Shut vehicle windows and doors if possible Call the emergency services 999 Do not attempt to tackle the fire	1	5	5				

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			L	S	RR		L	S	RR
<u>Passenger being left behind</u> Vulnerable to the elements Vulnerable to attack	Passengers Stress Cuts and bruises	Vehicles drivers are responsible for ensuring no passengers are left behind Drivers given contact details for all passengers A passenger head count is conducted on a regular basis especially when passengers leave and re-board the vehicle All passengers made aware of emergency procedures prior to travelling.	1	2	2				
<u>Motorway breakdown</u> Vehicle or passengers being hit by other vehicles whilst parked on the hard shoulder	Passengers Cuts and bruises Broken bones Death	Driver to put on the high viz top found in the glove compartment Passengers advised to leave the vehicle and wait for recovery off the hard shoulder behind the barrier Use the motorway SOS phone if appropriate and if safe to do so Follow emergency procedures inside the vehicle folder All NTSU vehicles have full AA breakdown cover	2	5	10				

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			L	S	RR		L	S	RR
<p><u>Vehicle accident</u> Passengers being struck by moving vehicles following an accident</p>	<p>Passengers</p> <p>Cuts and bruises Broken bones Death</p>	<p><u>If the accident is not serious.</u> On normal roads keep passengers safe by remaining on the vehicle if it is safe to do so. If not move the passengers to a safe location protected from oncoming traffic.</p> <p>When moving passengers always follow the highway code.</p> <p><u>If the accident is serious</u> Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</p> <p>Deal with casualties as best as you can until emergency help arrives.</p> <p>If the driver is not in a fit state to Conduct an assessment at the scene then another responsible group member should assess the situation and act accordingly to the conditions and circumstances to minimise the risk to passengers and other road users.</p> <p>All fleet vehicles have full AA cover</p> <p>University emergency number is available 24/7 - 01158482222</p>	2	5	10	 <p>Warning triangle to be used at the rear of the vehicle Either the driver or group leader to put on a High viz top at the scene – both the above can be found in the vehicle glove box</p> <p>Follow the emergency procedures which can found in the vehicle folder</p>	2	4	5

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			L	S	RR		L	S	RR
<u>Abnormal weather conditions</u> Causing the vehicle to breakdown Collision with other moving vehicle due to black ice, fog, snow etc	Passengers and other road users Exposure to the cold Cuts and bruises Broken bones Death	Driver to access the weather conditions and makes a decision prior to leaving Take into account travelling advice given by official sources - police, motoring organisations etc All passengers come equipped for bad weather conditions – warm clothing etc	2	5	10				