

Risk Assessment – Driving for Work

The people that might be harmed: Studioworks employees, contractors, public, artists

HAZARD	CONTROLS
<p>The Driver(s):</p> <ul style="list-style-type: none"> • Inexperience • Unqualified • Inappropriate driving techniques • Decreased driving ability due to distractions – eg talking on the phone • Driving ability impaired due to alcohol/drugs • Health/Fitness issues – fitness to drive affected by medical conditions or ill health. 	<ul style="list-style-type: none"> • A driver’s declaration form with a copy of their driving licence attached has been completed and checked. • Ongoing assessment carried out. Any changes in driving tasks are assessed. Re-assessment takes place following an accident or near miss, investigation carried out to determine whether the driver’s attitudes, skills or behaviour, or the nature of the driving task or vehicle contributed to the crash, and what actions are necessary to prevent a reoccurrence. • Anyone who is asked to drive as part of their job is given adequate information on what is expected of them and what guidelines, rules etc they need to follow. All drivers have received a copy of the Drivers rules and guidance document. • Anyone who is asked to drive as part of their job has received adequate training. • Anyone who is asked to drive as part of their job has been informed that they must not drive while using a mobile phone. • Anyone who is asked to drive as part of their job and is pregnant will be re-assessed during the pregnancy to see if the amount of driving may need to be reduced because of ill health during the pregnancy or being uncomfortable in the vehicle. Pregnant drivers have received information on how to wear their

HAZARD	CONTROLS
	<p>seat belt correctly and how to make themselves most comfortable in the vehicle.</p> <ul style="list-style-type: none"> • Drivers must comply with Tacograph requirements where applicable, e.g. driving of trucks to OB Locations, taking of breaks in line with regulations and VOSA guidance document GV262. This includes but is not limited to: <ul style="list-style-type: none"> ○ A break of at least 45 minutes every 4.5 hours of driving. ○ A maximum working day of 11 hours duty • Where a CPC is required checks are made regularly to ensure that licences are valid. This includes: <ul style="list-style-type: none"> ○ Confirmation that licences are extended over the age of 45. ○ Confirmation that, where required, extra statutory training is undertaken (35 hours every 5 years) ○ Where drivers have acquired rights that training is undertaken by DVLA guidelines
<p>The Journey:</p> <ul style="list-style-type: none"> • Unrealistic scheduling – resulting in long journeys & long driving hours without adequate rest breaks – leading to driver tiredness & falling asleep at wheel. • Unsafe routes • Driver unfamiliar with area • Adverse weather conditions. 	<ul style="list-style-type: none"> • Where possible, safer alternative travel modes are used, e.g. travel by train/plane • Where possible, remote communications, e.g. telephone/ email/video conferencing are used to avoid road travel to long distance meetings. • Guidelines are in place for maximum unbroken driving hours. They are adhered to whenever possible. • Journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules seek to reduce night driving where possible.

HAZARD	CONTROLS
	<ul style="list-style-type: none"> • Where staff have to drive a long distance from their usual place of work to a work location and the journey is likely to take more than 2 hours, consideration is given to asking staff to travel the night before and stay overnight. • Every journey is a managed journey. Those responsible for journey planning take into account road type, hazards such as road works, accident “black spots”, traffic densities, and high risk features, e.g. schools. Drivers are given clear route directions. • A full risk assessment is carried out when anyone is required to drive abroad, and appropriate actions are put in place, e.g. use of local professional drivers or alternative forms of transport, or additional information and or training. In some countries, self-driving may be safer than using local drivers. • Driving in adverse weather conditions, e.g. fog, very high winds, ice, snow, flooding etc is actively discouraged. Schedules and routes are rearranged where necessary. Employees are never pressurised to complete journeys where weather conditions are exceptionally difficult. • Staff should not be asked to drive immediately following a long flight where jet lag is an issue. Alternative arrangements such as pick up drivers/taxis, rest periods etc should be planned.

HAZARD	CONTROLS
<p>The Vehicle:</p> <ul style="list-style-type: none"> • Vehicle in poor condition • Mechanical failure of vehicle • Driver unfamiliar with vehicle • Vehicle not suitable for the activity • Driver/Passenger being struck by movement of unsecured loads being carried in the vehicle • Driver may suffer musculoskeletal injuries from incorrect driving position or driving posture. 	<ul style="list-style-type: none"> • All vehicles that employees are asked to drive as part of their work activities are maintained in a safe and fit condition. They have a valid MOT (if over 3 years old) and valid insurance. • If employees use their own vehicles for work purposes, the drivers will be insured for business use and the vehicle will have a valid MOT certificate if over 3 years old. Employees will also confirm that their vehicle is regularly serviced and maintained. • Drivers have been informed that they need to carry out basic vehicle safety checks before they begin their journey. They have been provided with a checklist and information to do this. • Drivers are given time to familiarise themselves with new vehicles. Information and training is provided where necessary. • Any goods and equipment to be carried in the vehicle is properly secured so that it doesn't cause injury in the event of an accident, and drivers aren't distracted by loose objects moving around the car while driving. • Vehicles supplied for work purposes are provided with a first aid kit and a fire extinguisher. Staff who use their own vehicles, are encouraged to do the same. • Vehicle ergonomics are considered when procuring or hiring vehicles for staff. Vehicles have easily adjustable seats and head restraints etc, they are checked and maintained regularly to ensure they remain fit for purpose. Drivers have received information on the importance of maintaining good driving positions so as to avoid postural problems and back pain etc.