

Driving of Vehicles for Business use.

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
24	Driving vehicles on company business	<p>Moving vehicles, crashes and collisions.</p> <p>Risks of injury or death of the driver, passengers or the public.</p> <p>Risks of damage to company vehicles, third party vehicle or nearby property.</p>	<p>Employees</p> <p>Contractors</p> <p>Public</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Ensure you are fit to drive – never drive under the influence of alcohol or drugs (includes certain prescription), if you are over tired or feeling unwell. • Ensure you check your vehicle prior to driving. Record vehicle checks and report any defects • Plan your route – check weather forecasts to predict road conditions. • Ensure your license is appropriate to the vehicle you are driving. • Persons taking prescription medicines must make their Line Manager aware as per the Road Risk Policy. • Follow the Highway Code (available on Government website) – be aware, it is updated regularly. • Do not drive vehicles unless your driving license has been checked and you are authorised to drive on company business. • Do not use your mobile phone whilst driving, including hands-free devices. • Report all vehicle defects immediately to your Line Manager. • Never exceed speed limits and slow down in wet or icy conditions. • Stop for breaks regularly or if you feel tired or unwell. • If you are not fit to drive inform your Line Manager or Team Leader immediately. • Drive defensively, anticipate hazards by remaining situationally aware and planning ahead. • Report any accidents or incidents to the Incident Line (0330 123 1092). 	Low