**GREY FLEET DRIVING AT WORK RISK ASSESSMENT TEMPLATE**

Identify the driving activity and consider the characteristics of the driver, the vehicle and the journey. The following tables will assist in this process.

# Driver’s Risk Profile – Issues to Consider

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Level** | **Low** | **Medium** | **High** | **Very High** |
|  |  |  |  |  |
| Age | 30 - 65 | Over 65 | 22 - 30 | 17 - 21 |
| No. of years appropriate driving licence held? | More than 2 years |  | Less than 2 years |  |
| No. of years employed by the company | Over 10 years | 6 – 10 years | 2 – 5 years | Less than 2 years |
| Driving incidents in last 3 years (Involving another vehicle) | None |  | 1 | More than 1 |
| Driving incidents in last 3 years (Damage only to own vehicle) | None | 1 | 2 | More than 2 |
| Licence endorsements in past | None | 1 – 5 points | 6 – 8 points | 9 points + |
| Specific Driving Offences e.g. drugs, drinking etc. | No |  |  |  |
| Current eye test | Yes | No |  |  |
| Received any specific vehicle driver training | Within last 2 years | More than 2 years ago | Never |  |
| Usage of a hands free mobile allowed | No |  | Yes |  |
| Signed up to Brake’s ‘Pledge to Drive Safely’ | Yes | No |  |  |

**Journey Risk Profile – Issues to Consider**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Level** | **Low** | **Medium** | **High** | **Very High** |
|  |  |  |  |  |
| Business mileage per annum – cars | Less than 10,000 | 10 – 15,000 | 15 – 30,000 | More than 30,000 |
| Business mileage per annum – vans | Less than 15,000 | 15 – 25,000 | 25 – 40,000 | More than 40,000 |
| Business mileage per annum – commercial vehicle | Less than 25,000 | 25 – 50,000 | 50 – 80,000 | More than 80,000 |
| Predominant driving environment |  | Motorways & A roads | B roads | Rural Roads |
| Typical journey duration | Less than 1 hour | 1 – 2 hours | 2 – 4 hours | 4 hours + |
| Typical driving time per day | Less than 2 hours | 2 – 3 hours | 3 – 5 hours | 5 hours + |
| Overnight driving? Specify hours | Less than 25% | 25% - 50% | More than 50% |  |
| Typical length of working day | Less than 8 hours | 8 – 10 hours | 10 – 12 hours | Over 12 hours |
| Shift working | no |  | yes |  |
| Time critical journeys | no |  | yes |  |

**Employee Vehicle Risk Profile – Issues to Consider**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Level** | **Low** | **Medium** | **High** | **Very High** |
|  |  |  |  |  |
| Regular MOT | Annual or not required because vehicle is new | MOT one month late | MOT three months late | No MOT for past 12 months |
| Full service history | Full service history | Vehicle missing last service | Ad hoc service history | No service history. |
| Vehicle age | 1 to 4 years | 4 to 7 years | 7 to 10 years | Over 10 years old |
| Vehicle suitability e.g., sports car, 4 x 4 etc. | Car with no adaptations that is fully suitable for driving for work purposes | Sports car or negative feature that does not meet organisations driving standards | Vehicle has a EuroNCAP rating of less than four stars. | Vehicle has adaptations that make it unsuitable for driving for work activity |
| Roadworthy checks | Employee complies with requirement to check that vehicle is roadworthy before use and provides a record of checks | Checks are occasionally missed. | Checks are carried out on an ad hoc basis. | Checks on the roadworthiness of the vehicle are not carried out. |

|  |  |
| --- | --- |
| **Likelihood** | **Severity** |
| 1. Very unlikely (5 years or more) | 1. Very minor injury (minor cuts/grazes. Very limited vehicle damage/loss |
| 2. Unlikely (1-5 years) | 2. More serious injury <3 days off work/incapacity. Injury needing medical attention. Slight vehicle damage/loss. |
| 3. Likely (6-12 months) | 3. Serious injury (except fatality). More than 3 days off work. Significant vehicle damage/loss. |
| 4. Very likely (1-6 months) | 4. Serious injury affecting more than one person – employee or third party (excluding fatality). Major vehicle damage/ loss. |
| 5. Certain (more than 1 per month) | 5. Single or multiple employee or third party fatality. Vehicle loss and possible property damage. |

Likelihood x Severity = Risk Rating

Use the matrix scores to generate a risk rating

**Risk Ranking**

|  |  |
| --- | --- |
| 1- 5 | Low Risk |
| 6-15 | Medium Risk |
| 16-25 | High Risk |

Apply your Likelihood score to the X Axis and you Severity score to the Y Axis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

Place your information in the form below and add any relevant action points to reduce the degree of risk.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Degree of Risk | | | Additional Action | Degree of Risk | | |
| Driving Activity | Potential Hazards | Existing Control Measures | With Existing Control Measures | | | Required/Comment | With Additional Control Measures | | |
|  |  |  | L'hood | Severity | Total |  | L'hood | Severity | Total |
| Example  Driving on rural roads in the winter | Snow and ice on the road  Fog and rain  Driving in the dark | Drivers hold appropriate driving licence;  Vehicle has MOT  Vehicle receives a winter service | 3 | 2 | 6 | Train drivers in vehicle condition inspection  Provide tool box training on driving in winter conditions  Undertake eye sight tests with drivers | 2 | 2 | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identify risk** | **Action Needed** | **By Date** | **By Whom** | **Completion Date** | **Signatures & Date** |
| EXAMPLE  Driver aged 60  years with 3 accidents in past year | Two refresher training and driver awareness courses | In next 6 weeks | Driver’s name | 1st October 2019 |  |