



Risk Assessment – Delivery Driving.

Company:	SES Engineering (Newark) Ltd	Date:	12.05.2022	Review Date:	12.05.2023	Ref:	SES/0007
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Operation:	Delivery Driving.			Persons at risk:	Employees, 3 rd parties		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Unsafe vehicle.	4	3	12	SES Engineering (Newark) Ltd has procedures in place to ensure all vehicles are adequately insured, maintained, and serviced with a valid MOT. Company vehicle drivers will make daily visual inspections of their vehicle's safety critical features (tyres, headlights etc), with records taken on a weekly basis. All defects and problems reported to management immediately. The process will form a defect reporting procedure to ensure unsafe vehicles are dealt with promptly and in the appropriate manner. Company vehicle drivers are instructed to always adhere to statutory restrictions and the highway code and drive in a respectful manner when on the public highways and on private land.	4	1	4
Manual handling Injuries.	3	4	12	Refer to manual handling RA (Ref: SES/0021).	3	1	3
Road traffic accident.	4	4	16	Company vehicle drivers are instructed never to attempt to drive whilst potentially under the influence of alcohol or any drug which could impair their performance. Any traffic violations or incidents which employees are involved in will be fully investigated by the company and any necessary action taken to ensure preventative measures are in place to prevent recurrence. The company will maintain copies of company vehicle drivers' licences on an annual basis and drivers must volunteer any new information to the company such as endorsements or pending prosecutions.	4	1	4
Excessive Speed.	4	4	16	All drivers, vehicles will obey the site-specific speed limits and will obey vehicle and pedestrian signage.	4	1	4
Pedestrian movements.	4	4	16	Pedestrians to always use designated footpaths and walkways and wherever use pedestrian crossings. Vehicle drivers to be aware of pedestrians at crossings.	4	1	4
Reversing.	4	4	16	Minimise the need for reversing operations. Keep personnel clear of areas where vehicles need to reverse. Provide markings to guide drivers. Ensure that banksman is used when reversing. Ensure rotating beacons, reverse alarms and reverse cameras are used and are all in working order.	4	1	4
Parking.	3	3	15	Vehicles should be parked in designated parking bays. Reversing into bays is preferred wherever possible to make exiting the bay safer. Do not obstruct vehicle or pedestrian routes and it must be safe to enter/exit the vehicle.	3	1	3



Likelihood →	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
↓ Severity					
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

KEY: S = Severity

L = Likelihood

R = Risk rating

12-20 High risk
8-10 Medium risk
1-6 Low risk

PPE Required:

Hard hat	Y
High vis clothing & boots	Y
Eye/ ear protection	Y
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk assessment to be reviewed every 12 months or following an accident / incident.