



## Task Risk Assessment

### Task: Driving work vehicles

Date: 26/11/2024

This risk assessment will be updated annually following a review or whenever further risks or control measures are identified.

Prior to the task taking place the task leader will assess the task and give a risk assessment briefing to all staff and volunteers to include use of tools, site conditions, manual handling etc.

PPE required to carry out this task:	Vehicle must hold a complete first aid kit
Training required to carry out this task:	Driver must hold a full DVLA driving license If driving an Earth Trust vehicle, driver must have had a vehicle induction If driving off-road, the driver must have received in-house 4x4 induction or achieved a Lantra or NPTC City & Guilds Certificate in 4x4 training All accidents, incidents and near misses must be reported to driver's line manager
Can this task be carried out by a lone worker:	Yes
Minimum level of first aid required to carry out this task: (EFAW, FAW, FAW+F)	None

HAZARD Potential Harm	PEOPLE AT RISK	EXISTING CONTROL METHODS Staff and volunteers instructed or trained to:	FURTHER ACTIONS REQUIRED	CORRECTIVE ACTIONS		
				WHO	WHEN	COMPLETED
<b>Adverse weather conditions:</b> Injury resulting from extreme weather conditions.	Staff Volunteers	Check weather forecast prior to starting work. Prepare for expected weather conditions e.g. extra water, extra layers or waterproofs. Monitor conditions throughout and stop if it becomes unsafe to continue. Ensure vehicles are properly equipped to operate in poor weather conditions				

		Ensure wash bottles are topped up and de-icing products are available during winter months				
<b>Poorly maintained vehicle:</b> Accident or injury	Staff Volunteers	Carry out safety checks at least once a week using check sheets in the workshop and report any issues to their line manager immediately (An annual MOT and service will be carried out by a registered garage and results recorded on the servicing spreadsheet)				
<b>Breaking down</b>	Driver	Follow the guidance within the Highway Code relating to breakdowns If appropriate, contact breakdown company for assistance or call line manager for assistance				
<b>Aggressive actions from other road users</b>	Driver or other road users	Avoid confrontational situations whenever possible If threatened with violence, stay in car and lock the doors. Call the police (999)				
<b>Unsecured tools in vehicle striking driver/passengers</b>	Driver or passengers	Tools should ideally be carried in separate area to passengers to reduce risk of injury Attach anything travelling in cab securely				
<b>Towing a trailer</b>	Driver or other road users	Have completed a trailer course or the Earth Trust induction course Inspect the trailer before taking it on the road to ensure it is in good working condition Ensure they are not exceeding the maximum weight when loading the trailer				
<b>Reversing</b>	Driver Banksman	Use a banksman when there is no other way to control reversing risks e.g. if mirrors are not enough Banksman must be visible to drivers at all times whilst staying in a safe position				
<b>Off-road driving</b>	Driver or passengers	Only drive vehicles off-road that are designed for off-road Avoid passing close to any edge e.g. River Thames or anything likely to collapse				

The task covered by this risk assessment should only be carried out by a member of staff or volunteer who is trained and authorised to do so. If you have any medical condition which might increase the likelihood of an accident or injury resulting from carrying out this task then you must discuss this with and be authorised by your line manager, before you attempt the task.

	<b>Assessment date</b>	<b>Assessor</b>	<b>Position</b>
<b>Initial assessment undertaken on:</b>	08/02/2017	Lucy Tomkinson	Community Reserves Warden
Review 1 completed:	11/12/2018	Tim Read	Senior Warden
Review 2 completed:	08/10/2019	Lucy Duerdoth	Senior Warden (Community Reserves)

Review 3 completed:	02/09/2021	Tristan Leslie	Ranger
Review 4 completed:	26/11/2024	Tim Read	Countryside Manager