



Driver's Individual Risk Assessment Form

This form is to be used if your journey is **outside the scope** included in the generic Risk Assessment Form

Consider if your journey is really necessary!

The Journey

- Plan your route, if possible avoiding high accident-risk roads and accident black spots
- Check the weather forecast: bad weather may affect road conditions, ie snow, ice, fog
- Allow time for unforeseen circumstances
- Schedule regular breaks – at least 15 minutes every 2 hours is advised
- Is there a viable alternative method of travel (ie train or bus)?

The Vehicle

- Is the vehicle suitable for the purpose intended?
- Is the vehicle well-maintained and in good condition?
- What load will be carried? Heavy loads will affect headlight setting and tyre pressures
- Drivers must be aware of how using roof racks or trailers might affect vehicle handling
- Ensure coats and bags are stowed correctly so that car occupants can get out easily

The Driver

- Is the driver fit for the task and does he/she have the necessary driving experience and confidence?
- Is the licence valid for driving the type of vehicle being used?
- Does the driver's insurance cover him/her for business use if using his/her own vehicle?
- Is there any medical history that may affect the driver's ability?
- Are there any special requirements?

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Journey Details			
Date	Destination	Brief outline of journey/activity	
Possible Hazards			
Are there any special hazards?			
Who might be exposed to them?			
What control measures are in place?			
Are there any other related Risk Assessments?		Yes	No
If YES, give details and attach a copy			
Emergency Contact Numbers:	Name	Name	Name
 No. No. No.
Completed by:	Name		Date
	Signature
Supervisor: (where applicable)	Name		Date
	Signature

