

This generic Risk Assessment will suffice for most journeys unless one or more of the following applies:

- You are a relatively inexperienced driver
- You have a medical condition which might affect your driving
- Your journey involves very long hours or you are travelling alone
 - Aspects of your journey i.e. weather conditions, heavy loads, trailer or roof racks, off road driving etc. could affect your journey

If any of the above applies you must complete an **Individual Risk Assessment**

Hazard: Road Traffic Accidents
People at Risk: Drivers, passengers, cyclists, pedestrians
Control Measures: It is the Driver's duty to: comply with the Road Traffic Act and Highway Code have an appropriate valid driving licence which will be checked annually by the Department <ul style="list-style-type: none">• plan routes in advance; check weather forecast; allow sufficient journey time; take regular breaks• before leaving ensure correct adjustments for mirrors, seats, seat belts, lights etc; check tyre condition and check for visible defects• have emergency contact numbers with them• never use a mobile phone whilst driving• never drive under the influence of alcohol or drugs. Vehicles: <ul style="list-style-type: none">• must have an in date road fund licence, a valid MOT certificate (if applicable) and servicing should be carried out according to manufacturer's specification• should carry emergency kits eg first aid kit, red triangle, fire extinguisher, fluorescent jacket• No Smoking in vehicles hired for Field Courses.• Rules governing the presence of children on University premises will apply to car use on University business.

I declare that I understand and accept the Generic Risk Assessment for Driving on University Business.

Signed

Date

Name (print)

JCR – FEB 10

