

Vehicle operations

How to use this Risk Assessment

This risk assessment document is for LCV Task Leaders. It identifies the common risks associated with vehicle operations and common measures which can be taken to control them. Task Leaders and Drivers must use it to assist them in their own risk assessment which will determine the way they operate any vehicles being used on the task.

This risk assessment must be used in conjunction with the *Site safety* assessment and perhaps other task-specific risk assessments as appropriate for the activities being carried out. Consult the *Guidance notes* for full instructions.

Generic risk assessment

Training/Supervision required
PPE required

Review risk assessment and brief personnel on risks and controls before work starts
None.



**Lothians
Conservation
Volunteers**

Common hazards Associated with the work activity	Who is at risk? Public, staff, trainees, volunteers	Risk rating Risk level before controls are in place	Control measures Measures that must be in place before work is allowed to start	Residual risk rating Risk remaining after controls are in place
Fire	Volunteers	Medium	<ul style="list-style-type: none"> Do not store flammable liquids in the garage or vehicle (particularly diesel) Carry a fire extinguisher in the minibus. Point out the minibus emergency exits to passengers. 	Low
Hazardous substances	Volunteers	Medium	<ul style="list-style-type: none"> Wear rubber gloves and/or eye protection while handling vehicle fluids which are marked as hazardous. Sweep out the van with the doors and windows open. 	Low
Crushing	Volunteers and Public	Medium	<ul style="list-style-type: none"> Use a banksman when reversing the vehicle where appropriate, and particularly when reversing in car parks and work sites where the public may be walking behind the vehicle. Send someone ahead of the vehicle when driving through areas busy with people Do not allow people between a manoeuvring vehicle and a wall or solid structure Ensure all drivers and passengers wear seatbelts. Ensure that all luggage and tools are secured in the vehicle so that they cannot move in the event of sudden braking. 	Low
Carbon monoxide	Volunteers	Medium	<ul style="list-style-type: none"> Do not run the engine of the minibus in the garage for any longer than necessary to drive it out. 	Low
Driver fatigue	Volunteers and Public	Medium	<ul style="list-style-type: none"> Ensure that drivers take regular breaks on long journeys. To comply with EU regulations, they must take breaks totalling 45 minutes during every 4.5 hours of driving, and no break can be shorter than 15 minutes. They must not drive for more than 9 hours in any 24 hour period. Drivers must not over-exert themselves during the task. If possible and necessary identify a co-driver. 	Low

Lothians Conservation Volunteers Generic Risk Assessments

Common hazards Associated with the work activity	Who is at risk? Public, staff, trainees, volunteers	Risk rating Risk level before controls are in place	Control measures Measures that must be in place before work is allowed to start	Residual risk rating Risk remaining after controls are in place
Drink/drug driving	Volunteers and Public	High	<ul style="list-style-type: none"> • Designated drivers must not drink any alcohol while in this role (this includes if they are 'designated driver' for a trip to the pub during a residential task). • Designated drivers must ensure that they moderate their alcohol intake in the period <i>before</i> the task (or during the evening of a residential task) to ensure that they are well below the legal drink drive limit when they start driving. • Designated drivers must not take any drugs (legal or otherwise) that may affect their ability to drive. • On residential tasks in isolated areas, there must be a 'designated driver' at all times. 	Low