

Goodwood Risk Assessment



Risk assessment title	Casual Drivers for Goodwood Events	Description of process / activity	Shuttle/Courtesy drivers for Goodwood Events, Members Meeting, Festival of Speed, Qatar Goodwood Festival, Goodwood Revival
Document reference		Legal Requirements	Management of Health and Safety Regulations 1999 Health and Safety at Work Act 1974
Assessment date	03 September 2016	Reason for assessment	X New activity / process
Next review date	02 September 2017	Re-assessment	Change in process
Next review by	Lucille Adams	Other	Assessment as result of incident
Risk assessor(s)	Lucille Adams		
Approved by	Ben King		
Business	Estate		
Location / Area	Goodwood Events		
Exposed individuals	X Employees X Contractors X Disabled		
	X New or expectant X Young persons X Visitors or public		

Σ N	Task / activity / environmental aspect	Hazard / environmental impact	Degree of risk (uncontrolled)			Current controls	Degree of risk (controlled)			Are the controls adequate if not what are the required actions (date, action owner & priority)
			L	S	RR		L	S	RR	
1	Shuttle Driving, taking guests and visitors to and from set locations across the event site	Vehicle collision which may result in injuries to any persons	4	5	20	All persons employed as a casual driver for an event are required to hold a current full UK driving licence to demonstrate a level of competence. All drivers are required to sign a declaration prior to engagement. All drivers are required to follow the Highway Code and respond to any traffic directions given by either temporary lights or traffic marshalls. All drivers are required to complete a daily check on the vehicle they are responsible for. It is the drivers responsibility to ensure that all of their passengers apply the seat belt provided in the vehicle. Vehicles must be in a roadworthy condition. Vehicles checked as part of the maintenance processes and by carrying out basic checks to ensure that tyres, fuel, windscreens and lights are working correctly. Before starting journey drivers should familiarise themselves with the vehicle and route. Being made aware of the correct reporting process if there is an incident. Driver to report to the company if they receive any penalty points on their licence or any alteration to their ability to drive competently.	1	5	5	Existing controls are adequate
2		Poor seating posture giving rise to possible Musculo-skeletal injury	3	3	9	Take regular breaks – stop and walk about; Stretch and exercise in the vehicle when stationary; Report any ill-health effects to manager;	1	3	3	Existing controls are adequate
3		Speeding/Collision	3	5	15	All drivers are required to follow the recommended speed limits on the public highway and drive according to the road/ weather conditions at the time.	2	5	10	Existing controls are adequate.
8	Fatigue	Vehicle collision which may result in injuries to any persons	3	5	15	Take breaks at appropriate intervals and not to drive if excessively tired. Declare any medication which may render your driving ability unsuitable	1	5	5	Existing controls are adequate.
9	Driving in inclement weather	Poor visibility	3	5	15	Modify driving style to suit road/visibility conditions - allow extra braking distances, drive more slowly	1	5	5	Existing Control adequate
10	Driving under influence of medicinal drugs	Reduced ability to respond to situations; Reduced judgement (distances etc.); drowsiness.	3	5	15	Caution in use of such substances at any time that may affect driving at work; Advise line manager . Follow manufacturers guidance and be aware of side effects; Decline to drive if unfit. Additional breaks.	1	5	5	Existing Control adequate
12	Loading/unloading items into car	Strain, trapping hand, awkward movements, confined space	3	3	9	Obtain assistance for loading and unloading as necessary; Avoid over reaching/stretching – keep load close to body; Access Manual handling training or staff briefings to discuss where necessary; Risk assess separately where this is significant element of work;	1	3	3	Existing Control adequate
13	Use of Mobile Phone and Radios	Distraction causing accident with vehicles, pedestrians etc.	4	5	20	No mobile phone usage whilst driving a vehicle. Move to a safe place, stop car and switch off engine prior to making call.	2	5	10	Further staff awareness required
14	Vehicle Breakdown	Obstructing public highway	3	3	9	Casual drivers to ensure that they have a mobile phone and an event radio to contact transport control who will make arrangements for recovery	1	3	3	Existing controls adequate.
Name:			Signature:			Date:				