

RISK ASSESSMENT	Driving on site
LOCATION	

Assessment of hazards associated with driving a private vehicle on public open space. To be used in conjunction with relevant site risk assessment.

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Roadworthy vehicle	Collision Death	Driver Public Volunteers	Vehicle to have road tax and a valid MOT; Vehicle to be insured for Business Use to cover volunteer duties and a copy sent to BDBC's Community Development Officer for Green Spaces; No vehicles with any suspected faults to be driven on site.	1	5	5	CDO Green Spaces Driver
Driver competency	Collision Death	Driver Public Volunteers	Driver to have a full UK Drivers Licence and a copy sent to BDBC's Community Development Officer for Green Spaces; Driver not to be under the influence of illegal drugs or alcohol.	1	5	5	CDO Green Spaces Driver
Speed	Collision Death	Driver Public Volunteers	Driver to adhere to BDBC's 5mph speed limit when driving on public open space.	1	5	5	Driver
Public	Collision Death	Driver Public	A 'banksman' or lookout to remain outside the vehicle when driving through park entrances; High vis to be worn by the driver and banksman; A permit for authorised driving on site to be displayed on the dashboard to alleviate concerns.	1	5	5	Driver

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Reversing	Collision Death	Driver Public Volunteers	Banksman to remain outside the vehicle whenever reversing, to warn the public and guide the driver.	1	5	5	Driver
Uneven terrain	Car damage Injury	Driver	Driver to keep to surfaced paths where possible; If vehicle is to drive off footpaths, then ground to be checked for suitability on foot first; Vehicles with 4x4 ability are advised for off road; Remain in a low gear when driving down hills.	2	3	6	Driver
Dogs	Car damage Collision Injury to dog	Driver Dog	Driver to be mindful there are dogs on site; Adhere to 5mph speed limit; Stop car and wait for owner if dog comes close.	1	3	3	Driver
Wildlife	Injury/death to wildlife Damage to vehicle	Driver Wildlife	Driver to be mindful about wildlife on site; Adhere to 5mph speed limit; Drive during daylight hours to avoid disturbing nocturnal wildlife; Keep doors/windows closed to prevent wildlife entering vehicle.	1	3	3	Driver
Site furniture	Injury Damage to vehicle	Driver	Driver to be aware of the location of bins, benches and other site furniture; Adhere to 5mph speed limit; When reversing/parking close to site furniture, use a banksman to guide driver.	2	3	6	Driver
Trees/ overhanging branches	Injury Damage to vehicle	Driver	Driver to keep to surfaced footpaths where possible; Driver to be aware of low branches and to use a banksmen if required to check clearance.	2	3	6	Driver
Parked vehicle	Access prevention	Driver Public Volunteers	Where possible park vehicle on a surfaced area to avoid becoming stuck; Turn vehicle so it is facing the exit route in case of emergency; When parking, refrain from blocking access gates or footpaths; Be mindful of access for wheelchairs, buggies and cyclists.	2	3	6	Driver
Underpass	Injury Damage to vehicle	Driver	Driver to check height of vehicle to ensure it fits comfortably through underpass, taking the gradient of the approach into consideration.	1	2	2	Driver

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Bollards	Injury Damage to vehicle	Driver	Driver to be aware of the location of bollards; Adhere to 5mph speed limit; When reversing/parking close to bollards, use a banksman to guide driver; Driver to have a key for bollards and to have working knowledge of how to unlock/lock them.	2	3	6	CDO Green Spaces Driver
Cyclists	Collision Death	Driver Public Volunteers	Driver to be aware that some paths through the site may form part of the National Cycle Network, or be accessible by bike; Driver to give way to cyclists; Banksman to walk in front of car along narrow footpaths with poor visibility.	1	5	5	Driver

RISK ASSESSMENT FOR: Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	ASSESSMENT UNDERTAKEN BY: NAME: Charlie Cutt SIGNED: CC DATE: 27/4/20	LAST UPDATED ON: DATE: DATE: DATE:
--	--	---

RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
Likelihood of occurrence	1	Unlikely	Injury may occur less than once in a lifetime	1	2	3	4	5
	2	Possible	Injury may occur less than once a year	2	4	6	8	10
	3	Occasional	Injury may occur two-three times per year	3	6	9	12	15
	4	Likely	Injury will occur more than three times per year	4	8	12	16	20
	5	Very likely	Injury is probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.