



Sirius Business Services Ltd RISK ASSESSMENT

Company Name: Sirius Business Services Ltd	Job/Activity: Driving on company business (meetings and training)	Date of Risk Assessment: 1 August 2022 SBS RA-T001
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What are the Hazards?	Who might be harmed & how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Use of vehicles	Staff	Vehicles used on company business such as conferences, courses, driving to attend a meeting or training session are insured for business use.	Managing Director to do an annual check of staff's car insurance to ensure insurance is current and appropriate cover for business use is in place.	Managing Director	Annually	
		Vehicles used for travel on company business should be appropriately maintained and be in good order. Vehicles should have a valid MOT certificate (unless exempted by age). All vehicles used for company business will as a minimum carry a travel first aid kit. It is highly recommended that those who travel on company business should have breakdown cover for their vehicle.	Managing Director to do an annual check of staff's car MOT to ensure a valid MOT is held.	Managing Director	Annually	

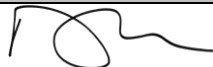
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		If vehicle breaks down, driver should stay with vehicle if safe to do so and alert breakdown services, company HQ should be notified. Caution should be taken in accepting lifts from other unknown motorists. When attending either a another premises for meetings or training staff should abide by parking restriction and parking arrangements so as not to cause an obstruction to other road users or members of the public. A vehicle checklist is made available to staff to remind them what they should check on their vehicle if being used for company business.	Vehicle safety checklist to be issued to all staff who use their vehicles for company business, and to all new staff during induction training.	Managing Director	As required	
Lone working/Risk of violence	Staff	If vehicle breaks down, caution should be taken in accepting lifts from other unknown motorists. Those travelling on company business should carry a working mobile phone so that they can advise the company HQ and others of any issues or concerns.	Maintain good communications and update company HQ on whereabouts and progress.	Staff	As required	

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		When driving on company business staff should drive within speed limits, observe traffic signs and other road regulations and be courteous to other drivers so as to avoid any instances of either complaints or road rage.	Staff to report any complaints or incidents to Managing Director who will maintain a log	Staff & Managing Director	As required	
Adverse weather	Staff	Staff will be cognoscente of the prevailing weather conditions. Staff are encouraged to check the weather if travelling any distance, particularly in winter months and to take necessary precautions such as topping up windscreen wiper reservoir, checking oil levels, making sure screen defroster is carried etc. Driving will not be undertaken during adverse weather conditions if it poses an increased risk to staff.	Check weather and ensure appropriate items carried.	Staff	As required	
Fitness to drive	Staff	Staff will not drive whilst under the influence of illicit drugs or alcohol. Staff will consider the effects of any prescription medication they are on that may affect their standard of driving or speed of reactions whilst	If staff feel any medication they are on means driving on company business will be unsafe they are to advise the Managing Director.	Staff & Managing Director		

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		driving. Staff will not drive on company business if tired or unwell.				
Pregnant and Nursing Mothers	Staff, Pregnant and Nursing Mothers	Where pregnant or nursing mothers are to undertake this activity a specific assessment should be undertaken	Risk assessment to be completed if required	Managing Director		
Young Workers	Staff, Young People	Where young people (under 18) are to undertake this activity a specific assessment should be undertaken	Risk assessment to be completed if required	Managing Director		
Risk Assessment undertaken by			Risk Assessment reviewed and accepted by			
 Gary Hepburn			Keith Welsh			
Date:			Date:			
1 August 2022			1 August 2022			
Next Reviews Due:						
1 August 2025						