**Appendix B**

Managers must undertake a travelling for work risk assessment in consultation with individuals or teams as appropriate. Risk assessments should be circulated to employees and third parties as required; and must be reviewed annually or earlier if circumstances change or if there has been a significant accident/incident.

This prompt sheet should only be used for guidance to assist you in completing your own risk assessment, also see risk assessment guidance and 5 steps template on Knet and KELSI.

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| **Hazard**  Factors that could cause or increase the risk | **✓**  If hazard exists and who it could harm | **Controlling the risk**  This list is not exhaustive |
| **Planning** |  |  |
| Lack of appropriate car insurance. |  | Car insurance companies to be notified if business use, and child passenger (if applicable) cover is required. |
| Risk exposure increased through the number of journeys made. |  | Is the journey necessary, consider a telephone call, or Microsoft Teams conference call/meeting. |
| Method of travel may increase the risk i.e. long journeys by road. |  | Consider using alternative forms of public transport. |
| Insufficient time allowed for traffic conditions. |  | Plan enough time for the journey avoiding routes  known to be congested - build time for delays, and travel at off peak times. |
| Unfamiliar with route. |  | Plan route before undertaking journey, ensure the  correct address of the location is known, and keep mobile phone charged. |
| Poor time management. |  | Develop a timetable to avoid visits over running. Allow for breaks/journey times; geographically plan visits. |
| Lone working. |  | ‘Pair-up’ for visits. Review/develop systems for monitoring lone workers i.e. providing mobile phones, personal safety devices, reporting in at set times, refer to service lone working procedures/risk assessment. |
| Lack of awareness of journeys (unable to contact  employee in an emergency). |  | Employees to keep calendars up to date with full address and case number if applicable. Contact and next of kin details to be kept up to date. |
| Long working days leading to fatigue. |  | Plan the day so that enough breaks are allowed.  Consider overnight stop/sharing the driving. Take a break from driving at least every two hours for at least 15 minutes. |
| Special needs of any passengers. |  | Consider the needs of passengers. |
| **Travelling - including on foot** |  |  |
| Delays on route. |  | Take contact details, advise of delay/cancel journey. |
| Adverse weather conditions (loss of control of vehicle, slipping). |  | Delay/postpone journey consider alternative forms of transport - wear suitable clothing and footwear. |
| Carrying case files/equipment (may increase the risk of manual handling injury). |  | Is it necessary to transport case files/equipment? Consider using rucksacks/trolleys to transport to your vehicle Online manual handling of inanimate objects training to be undertaken. |
| Putting children into car seats  (may increase the risk of manual handling injury). |  | Moving and handling of persons training to be undertaken. |
| Transporting equipment  (danger of objects moving around inside the vehicle) |  | Secure/store items in the boot/hatch/load area when travelling. Motorcycles/bicycles use panniers/top box or rucksack. |
| Vehicle breakdown  (risk of personal injury). |  | Ensure high visibility clothing is stored in vehicles and worn in an emergency. When walking on carriageway face oncoming traffic. Ensure mobile phones are always charged. |
| Violent behaviour, including:  aggression from other road users. |  | Ensure mobile phones are charged. Do not wear KCC ID/lanyards in public, lock car doors and close windows. Use a calm voice to try and diffuse situations; move away to safety as soon as possible. |
| Using mobile communication equipment when driving  (impairs concentration). |  | Only use mobile communication equipment when  when stationary with engine switched off. It is recommended that mobile phones should be turned off or set to accept voicemail whilst travelling. |
| **Protection** |  |  |
| For motorcycles and bicycles (personal injury due to falling or collision). |  | Wear strong protective and high visibility,  clothing/helmets. |
| **Personal** |  |  |
| Unfamiliarity with vehicle i.e. pool or loan car/van/minibus. |  | Drivers should familiarise themselves with the  operation of any vehicle before driving it. |
| Driving under the influence of alcohol; use of drugs either prescription or illegal,  (drowsiness and  hallucinatory effects). |  | Comply with the law, do not drive after taking any  drug that may affect driving ability. |
| Driver fatigue (falling asleep at the wheel, in attention or poor concentration). |  | Plan time to take rest/comfort breaks (minimum 15 minutes every 2 hours); take a break as soon as possible if tiredness is experienced. |
| **Maintenance** |  |  |
| Mechanical/part defect(s).  (risk of breakdown/accident which may lead to personal injury). |  | Ensure vehicle(s) are regularly maintained and pre-journey checks are completed (see travelling for work guidance, and driver pre-journey checklist Appendix A). |