



OZONE COURIERS

RISK ASSESSMENT : Driving company vehicles

**Address: OZONE COURIERS LIMITED,
213 STATION ROAD, STECHFORD,
BIRMINGHAM,
B33 8BB**

Landline: 0121 328 7742

Mobile:

Email:recruitment@ozonecouriers.co.uk

Project / Contract	
Contractor	
Site Address	
Project Start Date	
Expected Duration	
Projected Completed Date	

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 1 of 10.	



OZONE COURIERS

RISK ASSESSMENT : Driving company vehicles

Address: OZONE COURIERS LIMITED,
213 STATION ROAD, STECHFORD,
BIRMINGHAM,
B33 8BB

Landline: 0121 328 7742

Mobile:

Email:recruitment@ozonecouriers.co.uk

	Name	Title	Signature	Date
Document Author	Ivan Miller	Director		1/4/2022
Authorised by	Ivan Miller	Director		1/4/2022
Authorised by (for Client)				

Emergency Contact Details			
Contact	Ivan Miller		
Tel	0121 328 7742		

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 2 of 10.	



OZONE COURIERS

RISK ASSESSMENT : Driving company vehicles

Address: OZONE COURIERS LIMITED, 213 STATION ROAD, STECHFORD, BIRMINGHAM, B33 8BB	Landline: 0121 328 7742	Mobile:	Email:recruitment@ozonecouriers.co.uk
--	-------------------------	---------	---------------------------------------

Mobile			
---------------	--	--	--

Assessor's Name	Assessor's Signature	Persons Affected By This Risk Assessment
Ivan Miller		

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Bad weather/wind/ice	Drivers are instructed to take extra care or delay jobs when adverse weather conditions make work difficult or dangerous. Always carry spare clothing, food, hot drink and a spade if you have to travel in adverse conditions.	0	0	0

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 3 of 10.	



OZONE COURIERS

RISK ASSESSMENT : Driving company vehicles

**Address: OZONE COURIERS LIMITED,
213 STATION ROAD, STECHFORD,
BIRMINGHAM,
B33 8BB**


Landline: 0121 328 7742

Mobile:

Email:recruitment@ozonecouriers.co.uk

<p>Driving company vehicles</p>	<p>Drivers must be appropriately qualified, experienced for the category of vehicle and authorised.</p> <p>Ensure you are familiar with the vehicle controls before use on the road.</p> <p>Drivers are responsible for carrying out safety checks before use of vehicles. Any defects must be reported to your immediate supervisor before use.</p> <p>All drivers are made aware that vans (and all goods vehicles not exceeding 7.5 tonnes) are subject to a lower national speed limit than cars on both single and dual carriageway roads. 50 mph on single carriageway roads and 60 mph on dual carriageway roads.</p> <p>Drivers will carry out vehicle checks prior to starting work including tyre pressures and damage; oil and water levels; headlights, side lights and indicators; windscreen washers etc. Any defects must be reported to your immediate supervisor before use. It is an offence to knowingly operate a faulty vehicle.</p> <p>A break of no less than 15 minutes must be taken after no more than 2 hours of driving.</p> <p>Daily driving - maximum of 8 hours, extendable to 10 hours no more than twice per week.</p> <p>All vehicles used for company business are maintained and serviced on a regular basis.</p>	<p>0</p>	<p>0</p>	<p>0</p>
--	---	-----------------	-----------------	-----------------

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 4 of 10.	

	OZONE COURIERS		
	RISK ASSESSMENT : Driving company vehicles		
Address: OZONE COURIERS LIMITED, 213 STATION ROAD, STECHFORD, BIRMINGHAM, B33 8BB	Landline: 0121 328 7742	Mobile:	Email:recruitment@ozonecouriers.co.uk

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
	Drivers are made aware it is illegal to work or drive whilst under the influence of alcohol or drugs and will face immediate disciplinary action if in breach of this policy. Driving of company vehicles is subject to an annual licence inspection.			
Goods in Transit Risk	All drivers must be aware of risks, ensure road safety and guarantee compliance with legal driving regulations. Goods must be loaded and off loaded with safety first, using correct equipment if required such as a licenced pallet lift truck. All goods must be always secure on the vehicle. Any heavy loads such as pallets , cylinders, machinery should be loaded with care and not to be handled with an excess weight of 30kg. Hazardous goods should only be carried by a trained Hazchem driver.			

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 5 of 10.	




OZONE COURIERS

RISK ASSESSMENT : Driving company vehicles

Address: OZONE COURIERS LIMITED, 213 STATION ROAD, STECHFORD, BIRMINGHAM, B33 8BB	Landline: 0121 328 7742	Mobile:	Email:recruitment@ozonecouriers.co.uk
--	-------------------------	---------	---------------------------------------

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Emergency transport procedures: Breakdown	In the event of a breakdown, in order to minimise the risk to occupants, all occupants must be removed to a place of safety. Always leave the vehicle on the pavement side to avoid other road users.	0	0	0
Excessive working hours and operator fatigue	Staff will be given information and advice regarding the effects of long and unsociable hours. Operators must take regular rest breaks to prevent mistakes caused by fatigue.	0	0	0
Lone working	Where practical, during opening and closing of premises more than one employee should be present. When working alone, ensure management is aware of your location and activity. Supervisors will keep contact with lone workers as necessary. Manual warning devices e.g. panic alarms to be provided. All staff will carry mobile phones and keep regular contact with foremen and managers.	0	0	0

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 6 of 10.	

	OZONE COURIERS		
	RISK ASSESSMENT : Driving company vehicles		
Address: OZONE COURIERS LIMITED, 213 STATION ROAD, STECHFORD, BIRMINGHAM, B33 8BB	Landline: 0121 328 7742	Mobile:	Email:recruitment@ozonecouriers.co.uk

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Refuelling on site	Ensure when refuelling vehicles ensure that the engine is not running. Where possible refuelling should be done on hard and impermeable surfaces. Petrol vapour is invisible and can travel considerable distances from spillage or fuelling sites. Maintain a safe distance from all sources of ignition at all times.	0	0	0
Road traffic accident	Providing you are not injured take the following details: <ul style="list-style-type: none"> • Photograph the scene if possible. • Take details of the other party's insurance, registration number, and vehicle details. • Note the weather conditions. • Note road markings and traffic conditions. • Get details of any witnesses. Do not admit any liability. Report as soon as possible to your supervisor or manager.	0	0	0

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 7 of 10.	



OZONE COURIERS

RISK ASSESSMENT : Driving company vehicles

Address: OZONE COURIERS LIMITED, 213 STATION ROAD, STECHFORD, BIRMINGHAM, B33 8BB	Landline: 0121 328 7742	Mobile:	Email: recruitment@ozonecouriers.co.uk
--	--------------------------------	---------	---

PPE Required									
Hand Protection / Safety Gloves	Overalls / Protective Clothing	Boots / Protective Footwear	Safety Glasses	Face Shield / Mask	Respirator	Hearing Protection	Hi-Vis	Hard Hat	Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Persons at Risk				
Staff	Client Staff	Other Contractors	Public	Others
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 8 of 10.	



OZONE COURIERS

RISK ASSESSMENT : Driving company vehicles

**Address: OZONE COURIERS LIMITED,
213 STATION ROAD, STECHFORD,
BIRMINGHAM,
B33 8BB**


Landline: 0121 328 7742

Mobile:

Email:recruitment@ozonecouriers.co.uk

	Likelihood		Severity		Risk Ranking = L x S
1	Highly Unlikely	1	Trivial		No Action Required (1)
2	Unlikely	2	Minor Injury		Low Priority (2 to 6)
3	Possible	3	Over 3 day Injury		Medium Priority (7 to 9)
4	Probable	4	Major Injury		High Priority (10 to 14)
5	Certain	5	Incapacity or Death		Urgent action (>= 15)

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 9 of 10.	

	OZONE COURIERS		
	RISK ASSESSMENT : Driving company vehicles		
Address: OZONE COURIERS LIMITED, 213 STATION ROAD, STECHFORD, BIRMINGHAM, B33 8BB	Landline: 0121 328 7742	Mobile:	Email:recruitment@ozonecouriers.co.uk

Sign off Sheet

I have read and understood the contents of this Risk Assessment. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any instructions are provided for my safety and the safety of others.

Print Name	Signed	Date
Ivan Miller		1/4/2022

Series		Series Number	Number System	Issue Date	Enter Date 1/4/2022
Revision Number	POZDRIK/442021	Revision Date 1/1/2022	POZDRIK/442022	Page 10 of 10.	