

RISK ASSESSMENT FOR LONE WORKING TRAVEL WORKERS

| Hazard / Risk | Who is at risk and how can the hazards cause harm? | What are we doing already? | What else can be done? | Action by Whom? | Action by When? | Done |
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| Driving. | Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road. | <ul style="list-style-type: none"> Primary consideration should be given to avoiding the journey. It may be possible to conduct the business by telephone, video or telephone conferencing, e-mail or fax. Alternative, safer, means of travel, such as rail or air should be considered where this is a reasonably practicable alternative. | <ul style="list-style-type: none"> LONEALERT Access | | | |
| Competency of drivers to drive safely | Poor driving may lead to injury of driver and others. | <ul style="list-style-type: none"> Drivers must be in possession of a valid UK Driving licence for the class/type of vehicle being driven. Drivers booking hire cars are required to have completed a Permit to Drive form, the contents of which are reviewed periodically. Drivers must follow the guidance and legal requirements set out in the UK Highway Code, and any other relevant traffic legislation, including that relevant to mobile phone use. | <ul style="list-style-type: none"> None | | | |
| Driver competence to drive hire car. | Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road | <ul style="list-style-type: none"> Drivers of hire or lease cars should familiarise themselves with the controls of hire or lease cars prior to commencing their journey: including signal and emergency indicators/horn, locks and type of fuel. Familiarisation should include the setting of seat and mirror position to allow safe driving. | <ul style="list-style-type: none"> None | | | |

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| <p>Poor understanding of intended route and its hazards.</p> | <p>Inability to follow intended route may result in getting lost and the consequential safety issues in particular for inexperienced or lone travellers.</p> | <p>When travelling by road, the time allowed for journeys must enable them to be completed without exceeding speed limits. The following also should be taken into account:</p> <ul style="list-style-type: none"> • Route - the intended journey should follow the safest available route, which may not necessarily be the shortest or quickest, for example using Motorways rather than A/side roads. Try to plan travel routes in advance of the journey. • Driving time is part of the working day. Very long days must be avoided, particularly in winter. Overnight stops may be necessary to avoid very long days. As a guide, where business travel takes place at the end of a working day the total working day including business travel (and breaks) should not exceed 12 hours. • Journey breaks should be taken before the driver begins to feel fatigued - as a minimum, a 15-minute break every 2.5 hours is recommended. Where more than one person is travelling, consideration should be given to sharing the driving. • Where lone driving is required consideration should be given to the provision of mobile phones (and their coverage) for use in emergency especially for inexperienced or vulnerable drivers. • Mobile phones, should be turned off whilst driving | <ul style="list-style-type: none"> • None | | | |
| <p>Poor driving weather conditions</p> | <p>Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.</p> | <ul style="list-style-type: none"> • Consideration should be given to expected weather conditions. For example, if, on the day of travel there is thick fog, icy conditions or heavy snow, the journey should be postponed or cancelled • Consider carrying an old rug, cardboard or cat litter to get purchase in icy conditions | <ul style="list-style-type: none"> • None • Personal Safety Training • LONEALERT Access | | | |

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| Poor condition of vehicle | Driver, and others, may be harmed by inability of the driver to control the vehicle effectively on the road | <ul style="list-style-type: none"> • The vehicle must be provided in a road-worthy condition. • Drivers of hire or lease cars should assess, to the best of their ability, using vehicle checklists if provided, the road-worthiness of vehicles prior to undertaking a journey, for example state of tyres (pressure and tread) and seat belts, and available fuel, screen wash etc. • Where a vehicle is not road worthy alternative transport must be found and the matter reported to the relevant purchasing contact. • Where an employee drives their own vehicle the employee has a responsibility to ensure that it is suitable for the intended task, has a road tax licence, valid MOT and is insured for business use | <ul style="list-style-type: none"> • Consider a safe driving course for those who do long journeys | | | |
| Theft from or damage to car when parked | Drivers could be left stranded if the car is stolen | <ul style="list-style-type: none"> • Plan your journey in advance • Use google earth to find safe places to park • Ensure you lock your car | <ul style="list-style-type: none"> • None | | | |
| Inadequate response in the event of an emergency | Driver, and others, safety may be compromised by the lack of adequate response in the event of an emergency or road traffic accident | <ul style="list-style-type: none"> • Provide employees with emergency equipment, either on a personal or pool basis. Such equipment may include: mobile telephone for emergency use; first aid kit; warning triangle; high visibility jacket or fire extinguisher. • In the event of involvement in an emergency or road traffic accident drivers involved must stop to determine the extent of any injuries to individuals or damage to vehicles and as appropriate call the emergency services for assistance. • Individuals must record, as much detail as possible regarding the accident using the Accident Report Form, supplied in the Hire Car Information Pack. | <ul style="list-style-type: none"> • LONEALERT Access or Instant device | | | |
| Public Transport | Staff could experience both physical and non – physical assault including mugging | <ul style="list-style-type: none"> • Plan your journey in advance • Keep an eye on your belongings • Think about where you sit and try not to sit in an empty carriage on your own • Consider having someone meet you at the other end • Use the organisations buddy system | <ul style="list-style-type: none"> • LONEALERT Access or Instant Device • Personal Safety Training | | | |
| Taxis | Staff could experience both physical and non – physical assault including mugging | <ul style="list-style-type: none"> • Use a reputable firm • Observe the drivers badge (does the picture resemble the driver) • Use a code word rather than your name when booking a taxi • Use your phone to let someone know you are in a taxi and travelling to a specific destination • Don't give out personal details about yourself | <ul style="list-style-type: none"> • LONEALERT Access • Personal Safety training | | | |

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| <p>Hotels</p> | <p>Staff could experience both physical and non – physical assault including mugging</p> | <ul style="list-style-type: none"> • Plan in advance which hotel you will stay at • Check whether they have parking on site • Be aware of people around you • Do not enter the hotel room if the door is ajar and report to reception • Let someone know where you are going and that you have arrived safely | <ul style="list-style-type: none"> • LONEALERT Access • Personal Safety Training | | | |
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If you feel that the solution to any of your identified risks is a product from the LONEALERT range, please contact our team on 0330 999 8484. They will be happy to talk through the most suitable product and method of use to mitigate the risk.

