

Likelihood		Probable outcome	
Extremely unlikely	1	Minor injury (first time visit)	1
Unlikely	2	Moderate injury (lost time accident)	2
Likely	3	Serious injury (RIDDOR reportable)	3
Extremely likely	4	Major injury (RIDDOR reportable)	4
Almost certain	5	Catastrophic injury (fatality)	5

		Severity				
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Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
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	4	4	8	12	16	20
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RISK ASSESSMENT

Activity Location:	Training Provider:	Training course being Assessed: 4x4 On and Off-Road Driving Courses	Activity Assessor: Tim Manwaring	Date: 12/01/16	Local Ref.No.
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Hazard	Affects:	Risk	Current Control Measures	Current Risk Rating (L x S = Total)			Revised Control Measures	Ref	Revised Risk Rating (L x S = Total)			Resp. Person	Date Completed
				L	S				L	S	T		
Car park and candidate arrival	All	Collision – vehicle to vehicle	Access roads and parking areas should be well signed and laid out. Speed restrictions should be in place and, where possible, physical speed control measures should be in place. If the site being used is not designed for this purpose, temporary measures should be put in place and the BDI or other qualified person should marshal.	2	2	4		C1					
	All	Collision – vehicle to pedestrian	Where possible, pedestrians should be separated from vehicles with safe walkways. Where not possible, BDIs or site staff should be available to meet and greet and marshal.	2	2	4		C2					
Car park and reception area	All	Slips, trips falls	Signage should denote risks. Hazardous areas should be roped/bollarded off to ensure that clients cannot access them. BDIs to ensure that they or site staff meet and greet clients and advise.	1	1	1		C3					
Refreshments, hot drinks, kettles, drinks machines	All	Scalding	Candidates should be served drinks by staff, or be advised of risk	1	1	1		C4					
Classroom areas	All	Slips, trips falls	Signage should denote risks. Trailing cables should be covered, candidates warned of risks. Access to hazardous areas restricted.	1	1	1		C5					

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	All	Fire	Fire procedures to be outlined at initial induction. Exit walkways clear and doors unlocked at all times. Alarm systems checked and First Aid available.	1	3	3		C6					
	All	Non-course equipment in training rooms	Training area to be placed away from any hazards. Trainer to request another room if unable to control candidates or hazards.	1	3	3		C7					
Presentation equipment	All	Discomfort, Fatigue	Laser pointers must not be used. Projector glare minimised by positioning. Candidate comfort confirmed by trainer questioning.	1	1	1		C8					
Seating	All	Discomfort, Fatigue	Seating should be provided for all candidates. Candidates allowed to request breaks at any point	1	1	1		C9					
Entering and exiting vehicles	All	Slips, trips, falls, collision with vehicle body/parts	Safe entry and exit encouraged (2 points of contact). Novices reminded of extra height of 4x4s. Suitable footwear to be used for conditions.	2	1	2		P1					
	All	Collision with other vehicles	Vehicles to be parked in safe areas and full observations taken prior to opening doors. Pedestrians to wait in safe areas.	1	3	3		P2					
Walking and recce activities on site	All	Slips, trips falls	Candidates advised to keep hands out of pockets. Suitable footwear to be used according to conditions/local procedures.	2	2	4		P3					

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Vehicle checks	All	Occupational dermatitis, eye injury, burns (heat/chemical)	Checks to be carried out on cold engines. Use well lit areas. Protective gloves worn. Fluids stored correctly. Rubbish disposed of according to COSHH. Avoid inhaling vapours	2	2	4	Only to be carried out by fully trained operators. When working under client or site policies, their risk assessment takes precedent.	P4					
Driving around site	All	Collision with other vehicles, obstacle or pedestrians while under training	Appropriate areas for manoeuvres planned by trainer. Observation, safe speeds and site limits ensured by instructors.	1	3	3		P5					
	All		Vehicles must only be driven by trainer, or under direct supervision, or once fully trained in that aspect of driving and when fully appraised of risk.										
Driver changeovers	Train er/ Train ee	Slips, trips, falls, collision	Full observation undertaken, cautions given accordingly. High visibility clothing may be required. Changeovers undertaken in parking areas wherever possible, increased level of observations and cautions to trainees if not possible.	1	2	2		P6					
Vehicle refuelling	Train er/ Train ee	Fire, skin irritation/dermatitis	Local procedures followed. Gloves available.	1	4	4		P7					
	Train er/ Train ee	Spillage, ground contamination, slips	Local procedures followed. Cautions given.	1	2	2		P8					

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Vehicle washing	Trainer/Trainee	Electric shock, high pressure fluid injury, debris blow back, surface contamination.	Local procedures followed and precautions given. Trained operators only. RCDs fitted. Eye protection provided and used.	1	2	2	Only to be carried out by fully trained operators. When working under client or site policies, their risk assessment takes precedent.	P9					
Driving – all	All	Distraction, Fatigue	Mobile phones on silent and away. GPS use under instructor control. Trainer and candidates encouraged to spot fatigue and take breaks accordingly	1	4	4		P10					
Driving – all	All	Stress	Trainer must control session according to ability. Candidates encouraged to spot stress triggers and avoid. Instructor to revert to guided instruction and find safe stopping place ASAP.	2	2	4		P11					
Driving – all	All	Incident/collision caused by mechanical failure	Daily inspection of vehicle under supervision of instructor. Checking of routine maintenance. Use of suitable vehicle for task. Do not use vehicle if in doubt of safety.	2	2	4		P12					
Driving – all	All	Incident/collision caused by driving error	Candidates ability and experience to be assessed prior to training. Training should begin under full instruction and DVSA ADI methods used to ensure that training progresses safely.	2	2	4		P13					

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Driving – all	All	Loss of grip	Trainer to strictly control speed according to conditions and ground surface. Minimum tyre tread 3mm on-road, 4mm off-road. Tyre type and weather conditions to be taken into account. Sideslopes to be avoided where possible. If required for off-road training purposes, safe run-off areas must be available and ground should be walked to ensure no hidden issues which could cause vehicle rollover.	2	2	4		P14					
Driving – all	All	Loss of grip/power on hill ascent	Trainer to talk through failed hill climb in safe areas prior to actual loss of traction or stall situation. Only progress once student is 'independent'.	1	3	3		P15					
Driving – all	All	Rollover	Trainer to strictly control speed according to conditions. Personnel area clear of objects. Centre of gravity lowered as much as possible (any load areas must be checked prior to training). Loads must be secured. Fluid/powder tanks to be fully baffled and where possible either completely full or empty. Pay particular attention during on road sessions to reduce speed prior to changes of direction.	2	2	4		P16					

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Driving off-road	All	Grounding causing vehicle immobilisation.	A recovery plan must be in place, with adequate communication if this is a possibility. Any recovery or jacking operation must only be carried out using suitably trained operators. (see also 'crush injuries')	1	3	3		P17					
Driving off-road	All	Bogging, causing immobilisation.	Trainer must endeavour to avoid this during driving courses. A recovery plan must be in place with adequate communication if this is a possibility. Any recovery operation must only be carried out using suitably trained operators.	1	3	3		P18					
Vehicle Fire	All	Burns	All doors and seatbelts must operate correctly, with child locks disabled. Vehicle must be clear of debris/flammables. No smoking in vehicles. No flammable fluids during training courses. All explosives/ammunition to be carried in approved containers outside the personnel compartment. If burning is smelt during training, stop and exclude danger before continuing.	1	3	3		P19					

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Jacking/Recovery	All	Crush injuries	No-one to work underneath a jacked or otherwise raised vehicle during training. Wheel changing, where allowed by client procedures must be carried out by trained staff according to their policies/manufacture's instruction (esp. LR Defender). Vehicles should not be approached, or worked on from the downhill side. Avoid standing near front or rear of vehicles at all times. Vehicles should be secured properly whenever parked (park-brake, gear selected, steer to safety/uphill, chock or rope if necessary).	1	4	4	Only to be carried out by fully trained operators. When working under client or site policies, their risk assessment takes precedent.	P20					
								P21					

Persons affected:
Trainer – Beyond Driving Instructor / C - Contractor / P - Member of Public / OE - Other Employee / V - Visitor / Trainee - Candidate / LR - Local Resident

Date Revised.	Reason for Revision.	Name