

HNA FACILITIES

Company: HNA Facilities		Report: Driving	
What are the hazards	Who could be harmed and how?	What are the control measures?	What further actions are required?
Risk of accident due to poorly maintained vehicles	Driver, people nearby who may be affected by a vehicle related accident	The company hold the correct licences for the various vehicles and are obliged to adhere to a schedule of inspection, including:	
		Daily checks by the drivers; any defects are reported by text	
		Tractor units are inspected every six weeks and records kept in the main office	
		Trailers and company vans are inspected every 12 weeks, and records kept in the main office	
		MOTs are organised as applicable and certificate retained at the main office	
		Records of all inspection are kept in the main office for 6 months	
Lone Working	Drivers could be involved in a road traffic accident, or lost	Vehicles are fitted with tracker devices so that vehicle movement can be monitored	Suggest that drivers put a relevant ICE (in case of emergency) contact in the contacts list of their mobile phone Explain the lone working procedure to drivers and ask that they relay this procedure, including the list of emergency contacts, to partner etc.
		Drivers carry a mobile phone with key employee, customer and employer contact details stored on	
		A lone working policy is contained within the Policy and Procedures	
First Aid	Drivers may need access to basic first aid supplies / treatment		Drivers could be issued with personal first aid kits. Drivers could attend a first aid course as part of their on going CPC.