

# RISK ASSESSMENT

## Sherburn Visiting Scheme

**Task/ Process:** Using a Personal Vehicle to carry out SVS activities

**Completed by:** M Rennison

**Completed on:** 20/01/2023

**People at Risk:** Staff & Volunteers, Service Users, Members of the public

**Reviewed by:** M. Rennison

**Review date:** 21/11/2025

**Next Review due:** 01/11/2026

### PPE Requirements

None required

### Overall control measures

Staff and Volunteers are trained in Health & Safety.

Staff and volunteers are trained in First Aid

Ref:	Hazard	Risk	Persons involved	Industry best practice/guidance	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
1.1	Injury resulting from poor driving ability.	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff and volunteers, Members of public.	Highway Code	1. All staff and volunteers are holders of a current licence for the vehicle they are using	Y	NONE		

1.2	Injury resulting from hazardous driving conditions.	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and	Staff and volunteers, Members of public.	Highway Code	1. All staff and volunteers are holders of a current licence for the vehicle they are using	Y	NONE		
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		abrasions, Musculo skeletal injuries			2. Pay more attention to the road and surrounding in hazardous conditions. 3. Ensure vehicle mirrors are cleaned thoroughly. 4. Ensure lights are clearly visible at all times.	Y Y Y	NONE NONE NONE		
1.3	Injury resulting from collision with other vehicles or objects.	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff and volunteers, Members of public	Highway Code	1. All staff and volunteers are holders of a current licence for the vehicle they are using 2. Ensure vehicle mirrors are cleaned thoroughly. 3. Ensure lights are clearly visible at all times.	Y Y Y	NONE NONE NONE		
1.4	Vehicle not being fit for intended purpose	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries.	Staff and volunteers, Members of public	Periodic vehicle inspections	1. Pre-use checks to be completed by the staff or volunteer prior to use, paying particular attention to the safety aspect of lights, brakes, steering etc. 2. Ensure the vehicle is reasonably clean if transporting food and the food is not at risk of cross-contamination during transit.	Y Y	NONE NONE		

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					3. Unroadworthy vehicle must not be used for SVS activities.	Y	NONE		
1.5	Injury caused by slips and trips entering the vehicle and exiting the vehicle	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff and volunteers	Periodic vehicle inspections	1. Pre-use checks to be completed by the driver prior to use. 2. Ensure members of the public are not close to the vehicle when entering or exiting the vehicle 3. Pay particular attention to the flooring in wet weather.	Y  Y  Y	NONE  NONE  NONE		

This risk assessment will be monitored and reviewed annually to ensure the welfare of all persons is continually promoted in the organisation.

NB You should always review your risk assessment as soon as possible once you think it may no longer be valid (eg something has changed within the organisation, or an accident has occurred).

Risk Assessment reviewed by: Matthew Rennison (BA Hons, PGCE, Tech IOSH, MRSPH, MSET, GMIFPO, MIIRSM)

Date: 21<sup>st</sup> November 2025

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## Document History

Date	Issue Number	Updated By	Reason for New Version
21/11/25	1.2	Matthew Rennison (BA Hons, PGCE, TechIOSH, MRSPH, MSET, GMIFPO, MIIRSM)	Annual Review

### Approved For Release

SVS policies are reviewed in line with the Policy Document Log and their effectiveness is measured during day to day monitoring of SVS operations. Any changes are made and communicated as necessary.