

RISK ASSESSMENT

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (considering the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

| Hazard Severity (a) | | Likelihood of Occurrence (b) | |
|------------------------|--|---------------------------------|------------------------------|
| 1 – Trivial | (e.g., discomfort, slight bruising, self-help recovery, no significant harm to health or mental health) | 1 – Remote | (almost never) |
| 2 – Minor | (e.g., small cut, abrasion, basic first aid need, temporary ill-health leading to discomfort, stress / distress) | 2 – Unlikely | (occurs rarely) |
| 3 – Moderate | (e.g., strain, sprain, incapacitation or other injury or diagnosable mental health condition < 7 days absence from work or amended duties,) | 3 – Possible | (could occur, but uncommon) |
| 4 – Serious | (e.g., fracture or hospitalisation (for >24 hrs) or incapacitation (>7 days) or Diagnosable mental health condition significantly affecting day to day life; Self harm or harm to others due to mental health condition. | 4 – Likely | (recurrent but not frequent) |
| 5 – Catastrophic | (single or multiple fatalities or life changing disabilities or injuries, suicide risk or potential harm to others as a result of severe mental health impacts). | 5 – Very likely | (occurs frequently) |

| Risk Assessment Matrix | | | | | | |
|------------------------|---------|-------|----------|---------|-------|--|
| (b)↓ (a)→ | Trivial | Minor | Moderate | Serious | Fatal | |
| Remote | 1 | 2 | 3 | 4 | 5 | |
| Unlikely | 2 | 4 | 6 | 8 | 10 | |
| Possible | 3 | 6 | 9 | 12 | 15 | |
| Likely | 4 | 8 | 12 | 16 | 20 | |
| Very likely | 5 | 10 | 15 | 20 | 25 | |

| Risk Rating Bands (a x b) | | |
|---|---|--|
| LOW RISK (1 – 8) | MEDIUM RISK (9 – 12) | HIGH RISK (15 – 25) |
| | | |
| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

General Guidance:

- “Additional control” items are controls that have not been implemented yet and have been identified as needing to be introduced. Once the control is in place, the item should be moved to “Existing controls”.
- Hazards should potentially result in harm to a person or group of people. Organisational risks such as reputational or financial risks should be considered when planning events or procedures and included in event documentation, but can be included in Appendix 1 here if necessary.

Risk Assessment Record

| | | |
|--|--|-----------------------------------|
| Risk Assessment Title: SU Vehicles | Date Produced: 09/09/2025 | Review Date: 09/09/2026 |
| Overview/Description of Activity: Use of SU vehicles by SU drivers | Duration/Frequency of Activity: Any time/day of year | |
| Location of Activity: UK & Europe | Generic or Specific Assessment: Generic | |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
|---|-----------------------------|---|---|--------------|----------------|---------------------|------------------------------------|
| 1 | Failure of mechanical parts | Occupants, other road users (Various injury types) | <ul style="list-style-type: none"> Vehicles checked by drivers before use, according to SU Drivers' Manual and vehicle check sheet. (SU-owned/leased vehicles) Vehicles checked by Transport Office and approved service agents periodically. (Hired-in vehicles) Vehicles sourced from reputable hire companies with robust safety standards. Failure of a supplier to maintain vehicles effectively may result in that supplier being blacklisted from the Transport Office. Disciplinary procedures for penalising SU drivers who do not follow procedures correctly, to deter driving vehicles with identified defects. | 4 | 1 | 4 | • |
| 2 | Fire | Occupants, other road users (Burns, smoke inhalation, death) | <ul style="list-style-type: none"> Emergency fire procedures outlined in SU Drivers' Manual – evacuate people to safety first, emphasis on people over property. Tyres checked during driver's daily vehicle checks – flat tyres can cause vehicle fires. | 5 | 1 | 5 | • |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
|---|------------------------|---|---|--------------|----------------|---------------------|---|
| 3 | Collision | Occupants, other road users (Various injury types) | <ul style="list-style-type: none"> Procedures outlined in SU Drivers' Manual – assess situation, proceed as applicable and sensible. Prioritise passenger safety. Drivers given training course, with emphasis on avoiding getting into situations where collisions can occur. Drivers provide trip list to area as part of trip planning – area staff have names and contact details of occupants if trip does not return as expected. 24hr advice and help available from Transport Office (mobile phone) and Security. | 3 | 2 | 6 | • |
| 4 | Breakdown | Occupants (Stranding – risks related to lack of shelter or supplies. Various injuries from potential collisions) | <ul style="list-style-type: none"> 24/7 breakdown cover available through SU or hire company breakdown cover. Procedures outlined in SU Drivers' Manual – assess situation, proceed as applicable and sensible. Prioritise passenger safety. 24hr advice and help available from Transport Office (mobile phone) and Security. Daily driver inspections of vehicle should identify and preclude failures on the road – preventative action on campus safer than breakdown on the road. | 3 | 2 | 6 | • |
| 5 | Poor driving technique | Occupants, other road users (Collisions) | <ul style="list-style-type: none"> Drivers trained using SU training course, including on-road assessment by trained assessors. Drivers to drive according to SU training and the SU Drivers' Manual. Disciplinary process for disciplining drivers who do not drive to the required standard. Drivers required to re-register each year, to ensure insurance declarations and information kept up-to-date. Drivers informed that they must make a new insurance declaration if anything about their previous insurance declaration changes. | 3 | 2 | 6 | • Process for passengers (or other witnesses) to report poor driving. |
| 6 | Tiredness | Occupants, other road users (Collisions) | <ul style="list-style-type: none"> Driver hours policy outlined in SU Drivers' Manual. Disciplinary process for disciplining drivers who do not follow driver hours policy. Log sheets used to monitor driver compliance with driver hours policy. | 5 | 1 | 5 | • Process for passengers (or other witnesses) to report poor driving. |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
|---|-----------------------------|---|--|--------------|----------------|---------------------|------------------------------------|
| 7 | Reversing, tight manoeuvres | Bankspeople, other road users (Crushing, collisions) | <ul style="list-style-type: none"> Drivers to be extra vigilant when reversing or performing tight manoeuvres. Drivers to ask one or two passengers to exit the vehicle and act as external guides (bankspeople) to help with blind spots. Bankspeople to be told to stay where driver can see them, not stand directly behind or in front of the vehicle, and not to traverse closely between the vehicle and an object they might be crushed against if the vehicle were to suddenly accelerate (forwards or backwards). Bankspeople to wear high-vis wear possible, alight carefully and safely, and be aware of surrounding traffic. | 4 | 1 | 4 | • |
| 8 | Driving abroad | Occupants, other road users (Collisions) | <ul style="list-style-type: none"> Drivers taking vehicles abroad given quiz of road rules in countries being traversed, to identify gaps in knowledge. Transport office to research current road rules in countries being traversed to devise/update quizzes being provided to drivers. Drivers who have not driven in the foreign country (or similar country) before told to have another driver with them keeping an eye on their driving, to help with any potential confusions/spot errors. Inexperienced drivers also have their allowed hours between breaks halved until they feel they have gained enough experience. | 4 | 2 | 8 | • |
| 9 | Driving abroad | Occupants (Stranding due to driver incapacitation) | <ul style="list-style-type: none"> Additional spare drivers required for trips going abroad. There must be at least: <ul style="list-style-type: none"> 1 vehicle: 3 drivers. 2 vehicles: 5 drivers. 3 vehicles: 8 drivers. Trip to be aborted if driver incapacitated – spare drivers are so that there is not just one driver for a vehicle able to get it back to the UK, so a lack of a spare driver necessitates return to the UK while possible. Extra drivers may be able to be added to insurance over the phone – see “Inability of driver to proceed”. European breakdown cover and repatriation provided through SU insurers. | 1 | 1 | 1 | • |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
|----|--------------------------------|---|---|--------------|----------------|---------------------|--|
| 10 | Driving abroad | Occupants (Stranding due to vehicle breakdown) | <ul style="list-style-type: none"> European breakdown cover and repatriation provided through SU insurers. | 1 | 1 | 1 | <ul style="list-style-type: none"> |
| 11 | Inability of driver to proceed | Occupants (Stranding) | <ul style="list-style-type: none"> Any suitable SU driver on the trip can take over driving, as long as they fill out the log sheet. Chris Lyon (Facilities and Technical Manager) is authorised to add any suitable person to the insurance policy as a one-off emergency measure. This must be done over the phone with the person who will take over driving, and must be done in advance of them driving. Prospective driver must meet the insurance requirements (full licence for required time, required age, no "non-standard" declarations) and be willing to drive. Breakdown service can recover vehicle and passengers if no suitable driver available or Chris cannot be reached. | 1 | 1 | 1 | <ul style="list-style-type: none"> |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
|----|---|--|--|--------------|----------------|---------------------|---|
| 12 | Severe weather (e.g. snow, ice, high winds, heavy rain) | Occupants, other road users (Collisions, high vehicle tipping, stranding) | <ul style="list-style-type: none"> • Drivers to assess weather conditions ahead of trip, and cancel if appropriate. • For multi-day trips, driver to assess weather conditions throughout and abort trip if appropriate. • Drivers of high-sided vehicles to be aware of cross-winds, particularly when emerging from behind trees, buildings, or larger vehicles. • Drivers to drive to conditions, not speed limits. • Transport Office staff to monitor weather conditions on campus. If weather deemed too severe for safe departure or return, trips to be cancelled/recalled/advised to shelter in place as appropriate. • SU Isuzu pick-up has 4x4 capabilities and can be used on snow/ice in emergencies to transport staff to/from home. The driver must make an assessment of the conditions and decide (based on their skills and experience) whether it is safe to do so or if alternative options need to be explored. • Specific drivers may be grounded/required to return to campus due to inexperience in severe weather, to be determined on a case-by-case basis by the Transport Office. | 5 | 1 | 5 | <ul style="list-style-type: none"> • |

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|---------------------|------------------------|-----------------|-------------------------|------------------------|-----------------|
| Assessor signature: | Print name: C. Lyon | Date: 9/9/25 | Authoriser's signature: | Print name: C. Lyon | Date: 9/9/25 |
|---------------------|------------------------|-----------------|-------------------------|------------------------|-----------------|

Appendix 1 – Organisational Risks

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
|---|---------------------------------------|--|--|--------------|----------------|---------------------|------------------------------------|
| 1 | Driver ignorant of correct procedures | Driver, other Transport Office users, Security, Transport Office staff (Miscommunications, disciplinary actions, delayed/cancelled trips) | <ul style="list-style-type: none"> SU Drivers' Manual and Risk Assessments reviewed each year and communicated to new/returning drivers on SU website. Drivers emailed from Transport Management System when SU Drivers' Manual and/or Risk Assessments updated and invited to read the revised materials. | 3 | 1 | 3 | • |
| 2 | Driving abroad | Driver (Arrest, prosecution, loss of licence) | <ul style="list-style-type: none"> Drivers to be given a quiz ahead of the trip, to identify gaps in knowledge of foreign country's laws. Transport Office to provide standard required equipment and documents for countries being traversed, to ensure it is present in vehicle. | 4 | 1 | 4 | • |
| 3 | Driving abroad | SU (Loss of vehicle/money/reputation) | <ul style="list-style-type: none"> Drivers to be given a quiz ahead of the trip, to identify gaps in knowledge of foreign country's laws. Transport Office to provide standard required equipment and documents for countries being traversed, to ensure it is present in vehicle. Repatriation service provided through breakdown cover if required. | 3 | 1 | 3 | • |
| 4 | | | • | | | | • |
| 5 | | | • | | | | • |
| 6 | | | • | | | | • |

Appendix 2 - Risk Assessment Action Plan

| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
|---------------------------------|--|---------|-------------|---------------------------------|------------------------|
| 5 & 6 | Create process for passengers (or other witnesses) to report poor driving. | C. Lyon | 1/9/2026 | | |
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| Responsible person's signature: | | | | Responsible person's signature: | |
| Print name: | | | | Print name: | |
| Date: | | | | Date: | |