



Risk assessment – Road Risks

Company name: Peak Collections Ltd

Assessment carried out by: R Plant

Date of next review: 21st January 2024

Date assessment carried out: 20th January 2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Aggressive driving, tailgating, speeding	Agents, drivers and general public. Injury in event of RTA	Periodically evaluate drivers. Whistleblowing process	VMI report checking Incident monitoring	Collections Manager	Ongoing	Ongoing
Distraction – texting, using GPS, eating	Agents, drivers and general public. Injury in event of RTA	All vehicles equipped with handsfree kit. Incident monitoring		Collections Manager	Ongoing	Ongoing
Loose items in cab. Disorganised workspace	Agents, Drivers. Injury from rapidly moving objects in event of RTA	Ensure all items are correctly stored & secured	Supervisors to make periodic checks	Agents, Drivers, Supervisors	Ongoing	Ongoing



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PEAK

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Traffic congestion – delays, frustration	Agents, drivers and general public. Injury in event of RTA	Check routes for likely delays. Use local radio stations for traffic updates	Review daily sheets	Collections Manager	Ongoing	Ongoing
Loading vehicles	Agents, drivers & customers. Injury in event of RTA	Ensure all drivers trained. Ensure customers are not near loading process	Investigate IVR6 training	Field Supervisor	31/12/2020	
Fatigue	Agents, drivers and general public. Injury in event of RTA	Drivers to take regular breaks	Use of two man teams where possible	Agents, Drivers	Ongoing	Ongoing
Slip, trip or fall when entering or loading vehicle	Agents, drivers	3 point contact on entry/exit	Company issued footwear must be worn if issued	Agents, Drivers, MD	Ongoing	Ongoing
Poor trip scheduling	Agents, Drivers	Breaks at least every 4.5 hours	Ensure routes schedules are practical	Agents, Drivers	Ongoing	Ongoing
Unsecured or unbalanced load	Agents, drivers and general public. Injury in event of RTA	Train staff how to load vehicles correctly	Investigate IVR6 Training	Field Supervisor, MD	31/12/2020	



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Vehicle not maintained to manufacturer specification	Agents, drivers and general public. Injury in event of breakdown	Ensure service schedules are adhered to		Agents, drivers, Collections Manager	Ongoing	Ongoing
Vehicle not regularly inspected	Agents, drivers and general public. Injury in event of breakdown	Daily walk around checks to be completed	More detailed weekly checklists introduced	Agents, Drivers	Ongoing	Ongoing
Breakdown	Agents, drivers and general public. Injury in event of breakdown	Strict preventative maintenance schedules in place. Daily walkaround checks. Weekly vehicle inspections	Alert the office if any fault found on daily or weekly checks	Agents, Drivers	Ongoing	Ongoing
RTA	Agents, drivers and general public.					



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