Safety Risk Register Template (Completed Example) D21/145643/3

| Hazard | What could happen? | How likely? | How serious? | Should something be done? | What could be done? | What will be done? | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | What will be done | Action owner | Action date | Action status | |
| Driver not competent at driving specific on-demand vehicle | Unable to safely drive a particular new type of vehicle with different handling characteristics | May happen | Serious injury | Yes, as an incident may happen which leads to a serious injury | On-the-job training delivered by (name of person) by (date)  Undertake external delivered training course  Put driver in alternative vehicle | On the job training | Tonks | Review- 1 July 2022 | On-going | |
| Driver not medically fit to drive on-demand vehicle | Loss of consciousness or medical episode when driving | May happen | Fatality | Yes, an incident may happen which leads to a fatality | Ensure driver meets commercial medical fitness to drive.  Remind driver to notify RMV about medical condition.  Undertake alternative duties  Ask driver in a month about their medical condition  Obligation for driver to report to operator if change to condition.  If driver fails to notify RMV, the operator notifies the RMV within a month. | Undertake alternative duties | Tonks | Review -1 July 2022 | On-going | |
| Driver does not check passengers are seated in taxi with seatbelts on before turning on the engine and starting vehicle | Passenger falls entering the taxi and is dragged or run over by the taxi | May happen | Serious injury | Yes, as an incident may happen which leads to a serious injury | New instruction that driver does not turn on the engine until all passengers are in the taxi with their seatbelts on. This instruction to go into the on boarding training, driver manual and communicated through the newsletter. | New instruction | Tonks | 1 July 2022 | Complete | | |
| Driver does not check passenger has exited vehicle before driving | Passenger falls and is dragged or run over by vehicle | May happen | Serious injury | Yes, as an incident may happen which leads to a serious injury | New instruction for driver to turn off engine at the end of the taxi journey and does not restart engine until passenger has moved away from the vehicle. This instruction to go into on boarding training, driver manual and communicated through the newsletter. | New instruction | Tonks | 1 July 2022 | complete | | |
| Driver does not see pedestrian on the road | Pedestrian is hit or run over by vehicle | Will happen | Major | Yes, as the pedestrian would sustain personal injury if hit by vehicle | New instruction for driver that when entering intersections, at pedestrian crossings and places where pedestrians cross, ensure that the driver keeps attention on and around the road looking out for pedestrians. This instruction to go into on boarding training, driver manual and communicated through the newsletter. | New instruction with monthly reminders in the newsletter | Tonks | 1 July 2022 | On-going | |
| Driver drivers too fast for high traffic areas | Driver unable to slow vehicle and collides with another vehicle | Will happen | Moderate | Yes, as there may be vehicle damage if the vehicle fails to stop | New instruction to drivers about the importance of not rushing in busy periods or congestion, and drive to the conditions by slowing down and keeping focus on the road. | New instruction | Tonks | 1 July 2022 | Complete | |
| Driver fails to stop at patrolled intersections and roundabouts | Driver collides with another vehicle on intersection | Will happen | Moderate | Yes, as there may be vehicle damage if the vehicle fails to stop | Instruction to driver about taking care when entering intersection/roundabout when lawful to do so. | New instruction | Tonks | 1 Sept 2022 |
| Drives vehicles contrary to road rules | Disobeys road rules | Will happen | Moderate | Yes, as there may be vehicle damage if the vehicle fails to stop | Toolbox meeting  Distribution of email to drivers.  Network newsletter. | Monthly road rule reminder in newsletter | Tonks | 1 Dec 2022 | On-going |
| Intoxicated or under the influence of illicit drugs when driving | Greater risk behaviour to breach road law | May happen | Moderate | Yes, as the driver may not have appropriate judgement which relates to an incident | Reminder in monthly staff newsletter. | Tonks | 1 Dec 2022 | On-going |