

Fleet Safety Risk Assessment Checklist

Management of Health & Safety at Work Regulations 1999 — three-area framework

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Complete all three sections for each vehicle type and operational context. Retain records. Review on introduction of new vehicles, routes, or drivers, and at least annually.

SECTION 1 — Driver Assessment

- ☐ Valid licence confirmed — category matches vehicle type (C, C+E, B as applicable)
- ☐ Licence points and endorsements checked — recorded on fleet register
- ☐ CPC card current and in-date (HGV/PSV drivers)
- ☐ Driver medical fitness confirmed — DVLA notifications met for relevant conditions
- ☐ Driver accident and incident history reviewed
- ☐ Telematics behaviour data reviewed — speeding, harsh braking, corner speed patterns
- ☐ Training relevant to role confirmed — load securing, hazardous goods, urban awareness
- ☐ Tachograph and drivers' hours compliance verified (HGV operators)
- ☐ Fatigue risk addressed — shift patterns reviewed against route demands

SECTION 2 — Vehicle Assessment

- ☐ Vehicle category and GVW appropriate for loads carried and routes operated
- ☐ Daily walkaround check process in place and records kept
- ☐ Scheduled maintenance programme current — service dates recorded
- ☐ Annual inspection (DVSA Roadworthiness) in date and passed
- ☐ Operator licence (O-licence) conditions met — vehicle on licence, operator disc displayed
- ☐ Safety equipment fitted per FORS/CLOCS/DVS requirements: nearside camera, sensors, audible alarms
- ☐ Camera system operational — recording, event-trigger clip locking confirmed
- ☐ MDVR cloud connectivity confirmed — footage backed up off-vehicle
- ☐ Proximity sensor walk test completed and recorded in last inspection cycle
- ☐ Load securing equipment present and appropriate — restraint bars, strapping, nets

SECTION 3 — Journey and Route Assessment

- ☐ High-risk routes identified — urban delivery areas, school zones, level crossings, narrow roads
- ☐ Route timing assessed — school run times, congestion, visibility at shift start/end
- ☐ Night driving risk assessed — early/late shifts, lighting, fatigue profile
- ☐ High-sided vehicle routes reviewed for wind exposure and bridge heights
- ☐ Seasonal risks documented — winter ice routes, summer visibility, flood-prone roads
- ☐ Hazardous goods routes comply with ADR requirements if applicable
- ☐ Abnormal load routes formally approved if applicable
- ☐ Drivers briefed on identified route risks — briefing records kept

SECTION 4 — Documentation and Review

- ☐ Significant findings recorded in writing (required for 5+ employees)
- ☐ Control measures documented against each identified hazard
- ☐ Responsibility assigned for each control — named person, not 'fleet team'
- ☐ Review date set and recorded
- ☐ Assessment reviewed after any significant incident
- ☐ Camera/telematics event data reviewed as part of assessment evidence base
- ☐ Drivers, supervisors, and contractors consulted in assessment process