

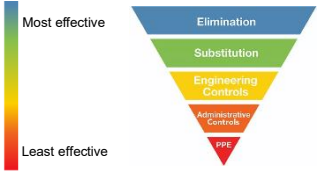
Project:	Use of Mobile Phones whilst Driving	RA No:	23	Review Date
Operation / Task:	Use of Mobile Phones whilst Driving	Persons at risk:	Drivers, Passengers	31/01/2027
Location / Area:	All Company Vehicles	Public at risk:	Yes	
Monitoring Responsibility:	Depot Manager, Workshop Manager, Workshop Foreman, Operatives and Supervisors, HSQE Team, All Managers			

KEY

S = Severity Rating

L = Likelihood of Occurrence

RR = Risk Rating



1. Negligible	1. Improbable	5	5	10	15	20	25	R Unacceptable risk, plan out or add further controls. O Acceptable only if no other method viable & with high level controls in place. Y Acceptable with suitable controls. G Acceptable, no further action required.
2. Minor Injury	2. Remote 1 – 10%	4	4	8	12	16	20	
3. Major Injury (RIDDOR)	3. Possible 10 – 50%	3	3	6	9	12	15	
4. Fatality	4. Probable 50 – 90%	2	2	4	6	8	10	
5. Multiple Fatality	5. Almost certain 90%+	1	1	2	3	4	5	

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Use of Mobile Phones	Hands-free mobile phones can be a distraction and may interfere with a driver having proper control of their vehicle, especially when dialling.	4	3	12	<ul style="list-style-type: none"> Do not use hands-free mobile phone (if this is not practicable then, as a minimum, the following controls should be applied). Driver of L Lynch owned vehicle (Now referred to as Employee) is authorised and has agreed to the use a hands-free mobile phone whilst driving where it is safe to do so. A hands-free mobile phone which complies with the legal requirements is installed in the vehicle. Employee is to make sure traffic conditions allow them to continue to drive safely whilst using the approved hands-free phone. Employee shall not look up numbers and only dial by voice activation or by using pre-set codes where safe to do so. Employee shall avoid lengthy conversations while driving and no attempt shall be made to take notes while driving or to dial full numbers. Where full dialling, lengthy conversations, note taking or the use of a hand-held mobile phone is necessary, employee must stop at a safe parking place with the vehicle's engine switched off. 	4	2	8	Depot Manager. Workshop Manager Workshop Foreman/supervisors HSQE Team Drivers Passengers Other road users and pedestrians All Managers Employees

Project:	Use of Mobile Phones whilst Driving	RA No:	23	Review Date
Operation / Task:	Use of Mobile Phones whilst Driving	Persons at risk:	Drivers, Passengers	31/01/2027
Location / Area:	All Company Vehicles	Public at risk:	Yes	
Monitoring Responsibility:	Depot Manager, Workshop Manager, Workshop Foreman, Operatives and Supervisors, HSQE Team, All Managers			

KEY

S = Severity Rating

L = Likelihood of Occurrence

1. Improbable
2. Remote 1 – 10%
3. Possible 10 – 50%
4. Probable 50 – 90%
5. Almost certain 90%+

RR = Risk Rating

Severity	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

R Unacceptable risk, plan out or add further controls.
O Acceptable only if no other method viable & with high level controls in place.
Y Acceptable with suitable controls.
G Acceptable, no further action required.

Risk Assessment Prepared By:	Paul Lynch	Signature:		Date:	31/01/2026
Risk Assessment Reviewed By:	Daniela Rizvan	Signature:		Date:	31/01/2026