

Risk Assessment Part A – Generic Hazards

Activity: Deliveries to Sites

Client:			Site:		Date of Assessment:	
Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Collision with persons, structures	Injuries. Collapsing structures	S=5 L=2 R= Medium	All site personnel	Drivers must be competent, Second man may be required to assist with reversing and manoeuvring of vehicles in tight/awkward locations. New/inexperienced drivers are under supervision from experienced employees when driving commercial vehicles. Only drivers over 21 years of age are allowed to drive commercial vehicles.	Planning, employment checks	S=5 L=1 R= Low
Legal competence of driver	Invalid insurance	S=2 L=2 R= Medium	Company	Employees' driving licences are checked on a yearly basis.	Personnel Records	S=2 L=1 R= Low
Mechanical breakdown	Accident leading to injury	S=4 L=2 R= Medium	All site personnel	Servicing is undertaken on all vehicles in line with the manufacturer's recommendations. Daily check of tyres, lights, brakes etc	Safety Check sheets, maintenance records	S=4 L=1 R= Low
Carriage, loading/unloading of vehicles	Back and MSD injuries	S=4 L=2 R= Medium	Operatives	All operatives undertake manual handling training at regular intervals. Second man available to assist with the loading and unloading of vehicles if assessment shows requirement. Vehicles are specifically designed to carry loads that are used for.	Training, supervision	S=4 L=1 R= Low
Carriage of dangerous materials	COSHH, injuries	S=4 L=2 R= Medium	Operatives	Any dangerous substance/ material will be identified and the relevant signage supplied. Substance/ material to be adequately secured to prevent movement.	Planning, training, supervision	S=4 L=1 R= Low
Tipping of vehicle	Injuries	S=4 L=2 R= Medium	Operatives	Care will be taken when "loading up" so to avoid the possibility of the vehicle over turning. Care to be taken when parking.	Planning, training, supervision	S=4 L=1 R= Low

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
				<u>Tail Lift Use</u>		
Failure in operation	Crushing and entrapment injuries	S=4 L=2 R= Medium	Operatives	Machinery to be regularly maintained and checked	Servicing history	S=4 L=1 R= Low
Incorrect Operation	Crushing and entrapment injuries	S=4 L=2 R= Medium	Operative	Operators to be trained in operation of controls and hazards	Training records	S=4 L=1 R= Low
Other vehicles/ adjacent objects	Collisions, physical damage	S=3 L=2 R= Medium	Public	Driver to ensure adequate clearance when positioning vehicle (width of platform plus operating area as minimum)	Training and supervision	S=3 L=1 R= Low
Other vehicles colliding with semi-lowered platform	Collisions, physical damage	S=4 L=2 R= Medium	Other road users	Vertical indicators visible from rear, well-lit locations, rear lights to be on in poor conditions	Training and supervision	S=4 L=1 R= Low
Slips, trips and falls when loading/unloading via platform	Fall injuries	S=5 L=2 R= High	Operatives	Operatives to be aware of obstructions on and by platform, including gap between rear of platform and deck. Beware of step up when platform lowered. Well-lit area required during operations. Load movements to be planned to minimise clutter and maximise space on platform	Training and supervision	S=5 L=1 R= Low
Manual Handling	Musculoskeletal disorders	S=3 L=2 R= Medium	Operatives	Operatives to be trained in manual handling, mechanical aids to be utilised wherever possible. When load assessed as more than one-man lift assistance to be sought	Training, training records	S=3 L=1 R= Low

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
				<u>Use of Lorry Mounted Cranes e.g. Hiab</u>		
Failure in operation	Crushing and entrapment injuries	S=3 L=2 R= Medium	Operatives	Machinery to be regularly maintained and checked	Servicing history	S=3 L=1 R= Low
Incorrect Operation	Crushing and entrapment injuries	S=3 L=2 R= Medium	Operative	Operators to be trained in operation of controls and hazards	Training records	S=3 L=1 R= Low
Incorrect positioning of vehicle	Trapping of operator/ other persons Damage to load or other items	S=3 L=2 R= Medium	Operative/ adjacent persons	Operator should be positioned on the opposite side of the truck to that which the load will be lifted or lowered. Operator should have a clear view of the area where the load will be lifted from or lowered onto. Ensure that loads will not become snagged which may cause equipment failure. This may require an observer or guide ropes to be attached.	Training and supervision	S=3 L=1 R= Low
Unstable vehicle	Toppling of lorry/ load	S=4 L=2 R= Medium	Operative/ adjacent persons	Stabilisers MUST be lowered and on firm footing. NOTE: The truck wheel should not be lifted off the ground as they supply the main stability. Ensure: <ul style="list-style-type: none"> • Parking brake is applied. • That the truck wheels are chocked if the ground slopes. • Weight within SWL It is recommended that the ground should not slope more than 5 degrees	Training and supervision	S=4 L=1 R= Low
Fall from back of lorry/load when connecting/ removing hook	Fall injuries	S=5 L=2 R= High	Operatives	Wherever possible work is to be carried out at ground level. Where this is not possible care is to be taken at all times when working on the back of the lorry. Where load will require operative to stand in an insecure place (e.g. a requirement to climb load to connect/disconnect slings) operative to wear harness and connect fall arrest block. Hook to be raised above load slinging position. Fall arrest block to be connected to hook before slings. Load to be lifted into position on lorry and operative to climb to the safest position to enable the slings to be unhooked. Operative to descend to ground and lower hook to detach fall arrest block Unloading: Operative to be firmly positioned on flat part of lorry clear from obstruction and edges. Where necessary to climb load, operative is to be connected by fall arrest block to hook of hydraulic arm prior to climbing load to connect. On completion of connecting load operative to descend to level surface and disconnect fall arrest block from harness. On lowering of load and disconnecting, fall arrest block to be removed from hook	Training and supervision	S=5 L=1 R= Low

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
				<u>Use of Lorry Mounted Cranes e.g. Hiab (continued)</u>		
Falls of loads and other items onto feet	Crush Injuries	S=3 L=2 R= Medium	Operatives	Operatives to be trained in basic slinging. Correct PPE including safety boots must be worn	Training records	S=3 L=1 R= Low
Entrapment of hands and arms under loads	Crush Injuries	S=3 L=2 R= Medium	Operative	All persons to be kept clear of loads	Training and supervision	S=3 L=1 R= Low
Crushing of operative by load	Crush Injuries	S=4 L=2 R= Medium	Operative	All persons to be kept clear of loads	Training and supervision	S=4 L=2 R= Low
				<u>General including Environmental</u>		
Noise	Environment	S=1 L=2 R= Low	All	Reduce noise from your vehicles by: <ul style="list-style-type: none"> § turning off engines when they are not in use § checking the brakes are properly adjusted and don't squeal § not revving the engine unnecessarily § only using the horn in emergencies § replacing exhaust systems as soon as they become noisy § Minimise the use of vehicle reversing alarms by route planning 	Training and supervision	S=1 L=2 R= Low
Hazardous Materials	Harm to persons and environment	S=4 L=2 R= Medium	All	A 'Material Safety Data Sheet' must accompany any material supplied that has potentially hazardous properties. The Material Safety Data Sheet gives information on how chemicals should be handled, stored and disposed of. If a Material Safety Data Sheet does not accompany the delivery, contact the supplier and ask for one. Suppliers who fail to provide adequate information for the safe use of their products are in breach of the law. Ensure materials packed, carried and stored in accordance with MSDS. Advise site of materials and storage requirements	Training, MSDS	S=4 L=1 R= Low
Dust	Harm to persons and environment	S=3 L=2 R= Medium	All	To ensure that dust arising from loaded wagons leaving the site is kept to a minimum, use covered wagons and skips.	Planning	S=3 L=1 R= Low

**Risk Assessments
Part B – Site Specific Hazards**

Activity: Deliveries to Sites

Consider:

Location (space available, lighting, environment, one way traffic requirements)

Others affected (other work in vicinity, staff, public, vulnerable persons including children)

Hazards	Harm	Risk <u>prior</u> to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied

Site Specific Assessment compiled by _____ Date _____