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| **OPS 14** | **Workplace Transport Risk Assessment** |
| **Unit Name** |  | **Unit Number** |  |
| **Risk Assessment Completed** | **By**  | **Date** | **Signed** |
| **1st review** | **By** | **Date** | **Signed** |
| **2nd review** | **By** | **Date** | **Signed** |
| **3rd review** | **By** | **Date** | **Signed** |

**Note**: Risk Assessments must be retained for a period of 6 years.

This Workplace Transport Risk Assessment must be completed, and any identified actions implemented so as to ensure a safe place of work and to comply with the requirements of relevant health and safety legislation.

Consider each question shown in Part 1 – General Safety Controls, column 1 and answer Yes, No or Not Applicable in column 2. If ‘Yes’, consider the possible management actions shown in column 3 and record any actions taken or comments in column 4. Record any outstanding required actions in Part 2 – Action Plan, along with the responsible person and update the plan when actions have been completed.

The Risk Assessment must be reviewed every 3 years, whenever there is a significant change in the workplace or in working arrangements and following any incident involving the activity.

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| **Part 1 – General Safety Controls** |
| **Matters to Consider** | **Yes/No****/NA** | **Possible Management Action** | **Actions/Comments** |
| **1. The Workplace** |
| Suitability of the site layout for vehicle and pedestrian activities:* Are vehicles and pedestrians kept safely apart?
* Are routes wide enough for the types and number of vehicles using them?
* Where appropriate, is a one-way traffic system in operation?
 |  | Ensure drivers are aware of the risks to pedestriansConsider alternative routes. Consider using smaller/ narrower vehiclesConsider implementing a one-way traffic system |  |
| Maintenance of vehicle traffic routes:* Are routes well-constructed with firm and even surfaces?
* Are routes free from obstructions and other hazards?
* Are routes well maintained?
 |  | Report obstructions and hazards and/or arrange for their removalEnsure routes/road surfaces are maintained in good condition |  |

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| **Matters to Consider** | **Yes/No****/NA** | **Possible Management Action** | **Actions/Comments** |
| **2. The Vehicles** |
| Suitability of safety features provided on vehicle traffic routes, where appropriate:* Are road junctions marked to indicate right of way?
* Are there direction signs, speed limit signs, stop and/or give way signs?
* Are fixed mirrors installed on blind bends or corners?
* Are road humps installed to reduce vehicle speed?
* Are barriers and clearly marked pedestrian routes used to keep vehicles and pedestrians apart?
 |  | Consider installing road traffic signs, mirrors, road humps, barriers and clearly marked pedestrian routes, where required |  |
| Safety and suitability of vehicles for the work for which they are being used:* Do vehicles have suitable and effective service and parking brakes?
* Do they have windscreens with wipers and suitable external mirrors to provide good all-round vision?
* Are they provided with horns, lights, reflectors, reversing lights and other necessary safety features?
* Do seats have suitable seat belts that are safe and provide driver comfort?
* Are there guards on dangerous parts of vehicles, e.g. exposed exhaust pipes, chain drives?
* Is PPE provided to protect against adverse weather conditions, against cold, dirt, dust, fumes or excessive noise and vibration?
* Are there safe means of access to and exit from cabs and other parts that need to be reached?
* Is the driver protected against injury in the event of a vehicle overturn and from falling objects?
 |  | Ensure that all vehicles are suitable for the purpose intended.*This may include providing features such as an enclosed, soundproof cab, a cab heater etc.* |  |
| Vehicle maintenance procedures:* Do drivers carry out basic safety checks before using vehicles?
* Is a weekly vehicle check completed?
* Is there a regular maintenance programme for each vehicle at set intervals of time or mileage, including thorough examinations of any hydraulic tail lifts?
 |  | Implement pre-use vehicle checksImplement and record weekly vehicle checks Ensure vehicles are maintained in accordance with legal requirements, manufacturer’s recommendations and MOT tested as required |  |
| **Matters to Consider** | **Yes/No****/NA** | **Possible Management Action** | **Actions/Comments** |
| **3. Drivers and other Employees** |
| Driver selection and training:* Is drivers’ previous experience checked and are they tested to ensure they are competent?
* Are drivers trained how to perform the job and given site-specific information about hazards, speed limits, appropriate parking and loading areas etc?
* Is there a planned programme of refresher training for drivers and other employees to ensure their continued competence?
 |  | All drivers to complete the Driving Whilst on Company Business Risk AssessmentCarry out site and vehicle specific trainingCarry out refresher training as appropriate |  |
| Licences and certificates:* Do drivers possess the necessary licences or certificates for the vehicles they are authorised to drive?

 *(e.g. Forklift trucks, Public Service Vehicles, HGV’s etc)* |  | Ensure that drivers have the necessary licences or certificates, or arrange training for them to gain applicable qualifications.Prohibit use of relevant vehicles until licence or certificate has been obtained |  |
| Driver work activities:* Do drivers drive with care, e.g. use correct routes, drive within the speed limit and follow site rules?
* Do they park safely and in safe locations?
* Do employees use safe working practices, e.g. when loading/unloading, carrying out maintenance checks etc?
* Do drivers and other employees have sufficient time to complete their work?
* Do drivers take regular breaks from driving to avoid fatigue?
 |  | Check driver habits and take appropriate remedial action to correct unsafe drivingAllocate sufficient time for tasks to be completedEnsure drivers take breaks from driving at least every 2 hours |  |
| Visiting drivers:* Are visiting drivers made aware of site rules?
 |  | Ensure all drivers are made aware of site rules on arrival at the site |  |
| **4. Vehicle Activities** |
| Reversing manoeuvres:* Are drive-through drop off/ collection points available so that the need to reverse vehicles is avoided?
* Can non-essential personnel be excluded from areas where vehicle reversing is common?
* Where visibility is limited or where pedestrians are present, is a signaller (banksman) available to direct reversing vehicles?
* Do vehicles have reversing alarms fitted?
 |  | Consider alternative drop off/collection points, or improve the layout of existing points to provide a drive through facilityExclude non-essential personnel from reversing areasEnsure competent banksmen are available to direct reversing vehicles in high risk areas Fit reversing alarms where reasonably practicable |  |
| **Matters to Consider** | **Yes/No****/NA** | **Possible Management Action** | **Actions/Comments** |
| Parking:* Do drivers use designated parking areas?
* Do they always ensure that the handbrake is applied and that vehicles are secure with the ignition key removed before leaving them?
 |  | Ensure all drivers park vehicles safely and securely |   |
|  Loading/Unloading:* Are loading/unloading operations carried out in areas away from passing traffic, pedestrians and others not involved in the operation?
* Are loading/unloading activities carried out on ground that is flat, firm and free from potholes etc.?
* Are vehicle handbrakes applied and where necessary, vehicles stabilised to prevent unsafe movements during loading/unloading?
* Are vehicles loaded/unloaded so that the load is evenly spread to avoid vehicle instability?
* Are checks made to ensure that vehicles are not loaded beyond their capacity?
* Can people load/unload vehicles without the need to climb on top of the vehicle or load?
* Do vehicles with hydraulic tail lifts have protective edges to stop loads rolling off?
 |  | Ensure loading/unloading operations do not put drivers, pedestrians or others at riskRepair defective surfaces, or consider alternative loading/unloading areasEnsure drivers park vehicles securelyEnsure the load capacity is not exceeded and that loads are evenly distributed in vehiclesProvide suitable safe access equipmentFit protective side strips to tail lifts. |  |
| Avoiding overturns:* Are drivers made aware of any physical features on routes that may cause the vehicle to overturn if care is not taken when driving?

*Vehicles can overturn when travelling on/over:** *Slopes that are too steep*
* *Slippery surfaces*
* *Soft ground or uneven terrain*
* *Kerbs, steps and other edges*
* Are drivers instructed not to drive too fast around corners and on parts of routes where the vehicle could overturn?
* Do drivers wear seat belts or suitable restraints and are they instructed not to jump from a vehicle if it starts to overturn?
* Are suitable vehicles used for the task and are they loaded in such a way that the vehicle does not become unstable?
 |  | Ensure drivers are made aware of any physical features that pose a risk of vehicles overturningEnsure drivers are trained and instructed to drive at safe speeds Ensure drivers wear seat belts or restraints and that they do not try to jump from a vehicle that is tipping overEnsure that the correct vehicles are used for the load being transported |  |
| **Matters to Consider** | **Yes/No****/NA** | **Possible Management Action** | **Actions/Comments** |
| **5. Falls from Vehicles** |
| Avoiding falling from vehicles:* Can the need to climb onto the load, on top of the vehicle or onto the vehicle loading / unloading area be avoided?
* Can vehicle operating controls be used by standing at ground level?
* Can maintenance tasks and vehicle checks be carried out at ground level?
 |  | Ensure loading/unloading can be carried out in a safe mannerRetro-fit controls to a more suitable position on the vehicleUse gantries, catwalks etc |  |
| Avoiding slips, trips and falls:* Are spillages around vehicle~~s~~ parking & unloading points cleaned up as soon as they occur?
* Are floor areas/walkways around vehicle parking and unloading points kept free from potholes, loose items and other tripping hazards?
* Are internal vehicle floor surfaces and cab steps cleaned regularly to keep them free of grease, oil, mud, food debris and other contaminants?
* Is suitable cleaning equipment made available?
* Are drivers provided with slip resistant safetyfootwear?
* In refrigerated vehicles, is the floor kept free from water and ice as much as possible?
 |  | Ensure floor areas and walkways around vehicle parking & unloading points, cab steps and internal vehicle floor surfaces are properly maintained and free of slip and trip hazards.Ensure adequate cleaning equipment is provided at the loading area or on the vehicle and that drivers receive training in cleaning tasksProvide suitable slip resistant safety footwearIn refrigerated vehicles avoid keeping the doors open unnecessarily and ensure the load space is maintained at correct temperature |   |
| Getting on and off vehicles:* Are drivers and other vehicle users trained and instructed to get on and off vehicles safely?

*Training/instructions should include:** *Do not jump down*
* *Always use steps and handholds if provided whilst facing the vehicle*
* *Before stepping off the vehicle, check for uneven surfaces such as kerbs or potholes*
 |  | Ensure drivers and other users receive training and instruction on getting on and off vehicles |  |

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| **Matters to Consider** | **Yes/No****/NA** | **Possible Management Action** | **Actions/Comments** |
| **6. Management and Supervision** |
| * Are drivers and visiting drivers made aware of on-site transport and vehicle safety rules?
* Are sanctions applied when safety rules and safety standards are not maintained?
* Are drivers adequately supervised to ensure that they drive with care, follow correct routes and observe site speed limits?
* Are vehicle faults and defects reported on the Weekly Vehicle Checklist dealt with promptly?
* Do managers and supervisors set a good example by always adhering to safety rules themselves?
 |  | Ensure that arrangements are in place to inform all drivers of on-site rules and safety standardsEnsure that sanctions are applied when necessary by following Company disciplinary proceduresCarry out routine stop checks around siteEnsure all faults are dealt with and that no unsafe vehicles are used until made safe.Lead by good example at all times. |  |

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| **Part 2 – Action Plan** |
| **Section** | **Action Required** | **Date Recorded** | **Responsible Person** | **Date Completed** |
| *Example**1.* | *Mirror to be installed on entrance/exit to the loading bay* | *25/07/2023* | *Unit Manager* | *14/08/2023* |
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