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| **OPS07** | **Use of Light Utility Vehicles Risk Assessment** |
| **Unit Name:** |  | **Unit Number:** |  |
| **Risk Assessment Completed** | **Date**  | **By** | **Signed** |
| **1st review** | **Date** | **By** | **Signed** |
| **2nd review** | **Date** | **By** | **Signed** |
| **3rd review** | **Date** | **By** | **Signed** |

**Note** - Assessments must be reviewed every 12 months, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Part 1 – General Safety Controls** |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Moving LUVs | Compass employeesAgency staffMembers of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being hit by moving vehicles equipment  | * LUVs to be used only by trained employees.
* Follow manufacturer's user instructions where these are available.
* LUVs only to be driven by trained persons who have been signed off as authorised drivers. Drivers must be over 18 years of age and hold a full driving licence
* Drivers to have responsibility for ensuring that all safety requirements are complied with while in use.
* When stationary and parked the handbrake must be fully engaged.
* The key must be removed at all times when the LUV is left unattended.
* Keep footwell clear of obstructions.
* Ensure there is no grease/oil on the driver’s shoes or the break and accelerator pedals.
* Handheld mobile phones and radio comms devices must not be used when driving. Before using mobile phones and radios, pull up in a safe space, engage the handbrake and turn off the LUV.
* Always adhere to site speed restrictions. If speed restrictions are not displayed, then do not exceed 5 mph.
* Before backing up and setting off, ensure the area is completely clear of people and obstructions
* Use traffic routes that are segregated from pedestrians where practicable. In heavily populated areas, vehicles must have a guide walker ahead of the vehicle
* Passengers must be seated in a proper vehicle seat, one person per seat. No standing, no riding on the cargo section or on the tailgate.
* Seat belts must be worn where fitted. Passengers must be briefed on the use of the hand holds and grab handles.
* LUVs used for towing must be equipped with fully functional tow hitches/hooks and electrics.
* Always give way to pedestrians. On approaches to blind sections and pedestrian areas, sound your horn to make any pedestrians aware of the presence of the vehicle.
* When not in use, LUVs must be safely parked away from walkways, fire escape routes and traffic routes.
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| Manual handling | Compass employeesAgency staff | Back injuries from over exertion, repetitive strain injuries, injured toes/ feet, fingers/ hands from poor handling | * Implement manual handling safety precautions.
* Consider the task – what is the safest way to lift load, is more than one person needed?
* Staff only to lift what they can manage safely and to get assistance if needed.
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| Falling objects | Compass employeesAgency staffMembers of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit by falling objects  | * Employees must ensure that the load is stacked securely.
* Cargo sections must not be overloaded. Loads must be evenly distributed, properly secured and must not obstruct the view of the driver – front, side and rear.
* The tailgate should be secured in the upright position when moving.
* Do not use the tailgate for supporting the weight of items.
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| Uneven surfaces and sloping routes | Compass employeesAgency staffMembers of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit by falling objects or overturned equipment | * Avoid soft ground, uneven ground, and substantial gradients.
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| Damaged or faulty equipment | Compass employeesAgency staff | Electrocution/burns as a result of contact with faulty equipmentBruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit malfunctioning equipment | * LUVs must be maintained by competent persons and in accordance with manufacturer's guidance.
* Pre-use checks to be carried out prior to use of the LUV.
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| Recharging batteries | Compass employeesAgency staff | Contact with battery acid | * Batteries should only be re-charged in a designated area for the re-charging of batteries, that is cool and well ventilated
* This area should be away from main thoroughfares and work areas and from any source of ignition.
* Appropriate signage should be in place advising of “No Smoking and No Naked Lights”
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| Petrol and diesel | Compass employeesAgency staffMembers of the public  | Burns as a result of fire or explosion | * Petrol/ Diesel powered vehicles have an increased fire risk associated with them. Refuelling should take place in the open air.
* A strict no smoking policy must be enforced in the areas where LUVs operate, park and refuel.
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| **Part 2 – Additional Specific Hazards / Controls** |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What is required to control the risks?** |
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| **Part 3 – Authorised User Register** |

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| **Employee name** | **Employee signature** | **Trainer name** | **Trainer signature** | **Date** |
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