

# Barron Wood Distribution Ltd.

## Generic Risk Assessment

### Delivery Drivers

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## Driver Competence

Assessment No: 1

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Possible use of inadequately qualified or inexperienced drivers.</p> <p>Possible use of drivers who are medically unfit to drive.</p> <p>Possible use of vehicles which are inadequately serviced, maintained or insured.</p> <p>Risk of damage to vehicle or property.</p> <p>Risk of road traffic accidents.</p> <p>Risk of injury or death.</p>	<p>Delivery Driver</p> <p>Other Drivers</p> <p>Members of the Public</p> <p>Client Staff</p>	10	4	40	<ul style="list-style-type: none"> <li>• HGV drivers <b>must</b> be assessed under the driver CPC scheme.</li> <li>• Drivers Transporting Dangerous Goods <b>must</b> be qualified under the ADR Driver Training Scheme administered by the Department for Transport.</li> <li>• Drivers <b>must</b> be subject to a formal competency check to ensure: <ul style="list-style-type: none"> <li>▪ They hold the appropriate licence or competencies for the vehicles they propose to drive.</li> <li>▪ They possess adequate insurances.</li> <li>▪ They are aware of the correct use of PPE – safety footwear, gloves and high visibility jacket/vest.</li> <li>▪ They are conversant with the correct methods of loading vehicles.</li> <li>▪ They are conversant with the correct method of securing loads.</li> <li>▪ Their vehicles comply with current laws relating to insurance, maintenance and servicing etc.</li> </ul> </li> <li>• The company <b>should</b> have in place a formal system of checking to ensure that all drivers remain legal to drive.</li> <li>• In addition, drivers expected to operate forklift trucks, pallet trucks, rider operated pallet trucks, hiab's, crane mounted vehicles, access equipment or any other vehicle or piece of equipment in the course of their work <b>must</b> receive <b>appropriate</b> training.</li> </ul>	A

## Physical Impairment

Assessment No: 2

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Risk of drivers operating vehicles or other equipment whilst tired, unwell or medically unfit.</p> <p>Risk of poor eyesight affecting ability to see clearly.</p> <p>Risk of drivers working whilst under the influence of drugs or alcohol.</p> <p>Risk of damage to vehicle or property.</p> <p>Risk of road traffic accidents.</p> <p>Risk of injury or death.</p>	<p>Delivery Driver</p> <p>Other Drivers</p> <p>Members of the Public</p> <p>Client Staff</p>	10	4	40	<ul style="list-style-type: none"> <li>Drivers <b>must</b> be instructed to inform the Company if prescribed any medication which may affect their ability to drive safely.</li> <li>The Company <b>should</b> take steps to ensure that drivers are medically fit to drive by issuing appropriate health questionnaires.</li> </ul> <p>NB: Personal information will remain confidential and not be disclosed to any third party except when required in the event of an accident or claim.</p> <ul style="list-style-type: none"> <li>Drivers <b>must</b> be instructed that: <ul style="list-style-type: none"> <li>The use of alcohol or illegal drugs in the workplace may be a criminal offence as well as a risk to health and safety.</li> <li>Driving with alcohol in the system is against the law and could result in failing a breathalyser test and possible loss of driving licence. Alcohol may still be present in the blood even the day after consuming it.</li> </ul> </li> <li>Drivers who wear corrective appliances such as spectacles or contact lenses, must keep their eyesight tests up to date.</li> <li>Drivers must ensure they maintain regular medical checks to ensure they are fit to drive.</li> </ul>	A

## General Safety

Assessment No: 3

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Exceeding statutory speed limits.</p> <p>Driving in adverse weather conditions.</p> <p>Risk of collision, loss of control of vehicle or other accident or incident.</p> <p>Risk of high-sided vehicles overturning in windy conditions.</p> <p>Risk of injury or death.</p>	<p>Driver</p> <p>Other road users</p> <p>Pedestrians</p>	10	4	40	<ul style="list-style-type: none"> <li>• Drivers <b>must</b> be instructed to: <ul style="list-style-type: none"> <li>▪ Always wear a seatbelt</li> <li>▪ Drive below the statutory speed limits</li> <li>▪ Take account of weather conditions such as high winds, wet or icy roads, snow conditions etc. and reduce speeds or pull off the road if necessary.</li> </ul> </li> </ul>	A
<p>Use of mobile telephones, radio handsets or entertainment systems whilst driving.</p> <p>Risk of road traffic accidents.</p> <p>Risk of damage to vehicle or property.</p> <p>Risk of injury or death.</p>	<p>Driver</p> <p>Other road users</p> <p>Pedestrians</p>	10	4	40	<p>It is a contravention of the Road Safety Act 2006 to use a hand-held mobile phone whilst driving.</p> <p>In addition, the use of any device, which distracts a driver, may result in a heavy fine or a driving ban.</p> <ul style="list-style-type: none"> <li>• Drivers <b>must</b> be instructed that where practicable, telephone calls should only be made when parked in a designated parking place or other safe location.</li> </ul>	A
<p>Vehicle keys left in the driver's cab.</p> <p>Risk of access by children or unauthorised persons.</p> <p>Risk of vehicle theft or damage.</p> <p>Risk of major injuries or fatalities.</p>	<p>Unauthorised persons</p> <p>Children</p> <p>Other road users</p>	10	4	40	<ul style="list-style-type: none"> <li>• Drivers <b>must</b> be instructed that doors must be locked and keys removed from the delivery vehicle when left unattended.</li> </ul>	A

## Personal Protective Equipment

Assessment No: 4

Date: July 2022

Equipment	Comments
Protective Footwear	Due to numerous hazards involved with vehicle deliveries, possible presence of forklift trucks etc, non-slip protective footwear with a steel toecap, protected mid-sole and non-slip sole must be worn.
Hi-Visibility Jackets or Vests	Hi-visibility vests or jackets must be worn at any time there is a risk of being struck by moving vehicles.  When working close to a roadway where the speed limit is above 50 mph, high visibility jackets incorporating long sleeves must be worn.
Safety Helmet	To be worn when using a HIAB or crane mounted vehicle or when there is a foreseeable risk of any object falling or swinging and hitting the head.
Protective Gloves	Must be worn when carrying out the following tasks:  Moving any goods which may have abrasive edges Sheeting and unsheeting vehicles Coupling and uncoupling trailers, Strapping and unstrapping of loads Handling cold or frozen goods  NB: Gloves must be suitable for the task being carried out – for example – insulated gloves for handling frozen goods.

## Lone Working

Assessment No: 5

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>General work involving a lone driver.</p> <p>Risk of minor injuries requiring first aid.</p> <p>Risk of unconsciousness following falls, illness, etc.</p> <p>Risk that driver may lie undetected or may not be able to summon assistance.</p> <p>Risk of “road rage” incidents with other drivers.</p> <p>Risk of conflict with Client staff or members of the public.</p> <p>Risk of attempted vehicle theft.</p>	Delivery Driver	8	4	32	<ul style="list-style-type: none"> <li>Drivers <b>should</b> ensure they have a fully charged mobile telephone before setting off on a journey.</li> <li>Vehicles <b>should</b> be fitted with a suitable first aid kit compliant with <b>BS 8599-2</b> (first aid kit for vehicles).</li> <li>Drivers <b>should</b> take the 1-day Emergency First Aid at Work training course.</li> <li>A system of regular phoning in, or similar means of contact <b>should</b> be implemented so that a third party is aware of the arrival time and leaving time of the lone worker. Further regular contact should be made to ensure the lone worker remains secure.</li> <li>Consideration <b>should</b> be given to providing lone drivers with a lone worker GPS contact device such as an Alertcom emergency ID contact badge. Further information can be found at <a href="http://www.alert.com.net">www.alert.com.net</a></li> <li>Drivers <b>should</b> avoid confrontation with aggressive or threatening persons. Such behaviour should be met with a calm response and low tone of voice.</li> <li>Where a driver feels at particular risk they <b>should</b> return to the vehicle cab, lock the doors and report back to head office for further advice or if appropriate, telephone the police.</li> <li>Drivers <b>should</b> be vigilant when parking in quiet areas and in the hours of darkness. Keep vehicles locked at all times when driving or parked.</li> <li>Before leaving the vehicle, look for any suspicious persons or vehicles.</li> <li>Be aware that staged accidents, vehicle hijacking and bogus accident claims are increasing crimes.</li> <li>If stopped by a police officer, check their identity before leaving the vehicle. If in doubt, call the police to check validity of ID.</li> </ul>	A

## Load Sheeting

Assessment No: 6a

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>General sheeting of HGV's.</p> <p>Possibility that anchorage points are unsuitable or defective.</p> <p>Risk of webbing straps or chains being damaged or defective.</p> <p>Risk of use of unsuitable ropes or other securing straps.</p> <p>Risk of utilising damaged or defective sheets.</p> <p>Risk of sheeting and straps being blown or falling from vehicle during transit.</p> <p>Risk of unsecured loads falling from vehicle.</p> <p>Risk of subsequent road traffic accidents and injury or death to other road users.</p>	<p>Driver</p> <p>Other road users</p> <p>Other persons in the vicinity.</p>	8	6	48	<p>The <b>Road Vehicles (Construction &amp; Use) Regulations 1986</b> (100 {2}) state that:</p> <p><i>Loads carried by a motor vehicle or trailer shall at all times be so secured, if necessary by physical restraint other than its own weight, and be in such a position, that neither danger nor nuisance is likely to be caused to any person or property by reason of the load or any part thereof falling or being blown from the vehicle or by reason of any other movement of the load.</i></p> <ul style="list-style-type: none"> <li>Sheeted loads <b>must</b> be secured to integrated load anchorage points – not to rope anchoring points - which may not be able to bear the stress of a shifting load.</li> <li>Load anchorage points <b>must</b> comply with BS EN 12640:2001 and carry weight rating information.</li> <li>All webbing, ropes or chains used to restrain a load <b>must</b> conform to BS 5759 and be appropriately rated for the load to be restrained and conform to their appropriate British Standard.</li> <li>Prior to use, all sheeting, chains, webbing etc. <b>must</b> be inspected to ensure there is no damage which may affect the safety of the load.</li> <li>When not in use sheeting and webbing <b>should</b> be stored in a suitable container to protect it from damage and deterioration.</li> <li>Vehicles <b>should</b> be fitted with a suitable load-bearing headboard to prevent loads from falling forward if the driver is forced to brake hard.</li> </ul>	A

## Load Sheeting

Assessment No: 6b

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Accessing the flatbed during loading or sheeting.</p> <p>Risk of slips or falls from flatbed.</p> <p>Risk of injuries to fingers or hands.</p> <p>Risk of vehicle moving during loading and sheeting operations.</p> <p>Risk of unauthorised movement of vehicle.</p> <p>Risk of driver being struck by other vehicles in the vicinity.</p> <p>Possibility that work may take place in windy conditions.</p> <p>Risk of sheeting flapping and causing injury or falls from flatbed.</p> <p>Risk of musculoskeletal injury.</p> <p>Risk of various serious or fatal injuries.</p>	Driver	8	4	32	<p>The <b>Work at Height Regulations 2005</b> 6[3] state:</p> <p><i>“Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.”</i></p> <ul style="list-style-type: none"> <li>Where practicable all work <b>must</b> take place from ground level with the vehicle handbrake on and keys removed from the tractor unit. High visibility clothing <b>must</b> be worn.</li> <li>Where ground level work is not practicable, then suitable access equipment <b>must</b> be provided.</li> <li>Access equipment <b>must</b> be fit for the purpose and conform to the appropriate British or European Standard.</li> <li>Where practicable, and where frequent access is required, a permanent fixed ladder <b>must</b> be provided.</li> <li>All access equipment, including fixed ladders, <b>must</b> be regularly inspected to ensure that welds/fixings etc. are free from rust and in good condition.</li> <li>Drivers <b>must</b> be instructed to follow the ‘3 point’ rule and always maintain a point of contact with both hands and at least one foot when climbing and descending.</li> <li>Where practicable sheeting and unsheeting <b>should</b> take place undercover or in a sheltered position to reduce the risk of the wind catching the sheeting.</li> </ul>	A

## Accessing Flatbed or Other High Areas

Assessment No: 7

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Accessing the flatbed or tractor unit using guardrails or other unsuitable means of access.</p> <p>Driver falling from flatbed when checking loads.</p> <p>Driver falling from tractor unit when carrying out vehicle checks etc.</p> <p>Driver falling from the top of trailer unit.</p> <p>Risk of slips trips and falls.</p> <p>Risk of musculoskeletal injury.</p> <p>Risk of severe or fatal injury.</p>	Driver	8	4	32	<p>The <b>Work at Height Regulations 2005 6[3]</b> state:</p> <p><i>Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause injury.</i></p> <ul style="list-style-type: none"> <li>Suitable access equipment such as a purpose made vehicle access ladder <b>must</b> be provided to enable the driver to access high areas without the need to climb on guardrails, tyres, under-run guards or other unsuitable structures.</li> <li>Access equipment <b>must</b> be suitable for the purpose and conform to the appropriate British or European Standard.</li> <li>Where practicable, and where frequent access is required, a suitable permanent fixed ladder <b>must</b> be provided.</li> <li>Drivers <b>must</b> be instructed to follow the '3 point' rule and always maintain a point of contact with both hands and at least one foot when climbing and descending.</li> <li>All access equipment, including fixed ladders, must be regularly inspected to ensure that welds/fixings etc. are free from rust and in good condition.</li> <li>Where it may be necessary to access the top of the tractor or trailer unit, a safety harness <b>should</b> be used which should be secured to a purpose designed anchorage point on the vehicle.</li> </ul> <p><b>NB:</b> Prior to using a safety harness training <b>must</b> be undertaken delivered by a competent person or company.</p>	A

## Arrival at a Client Premises

Assessment No: 8

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Unloading vehicles.</p> <p>Driver may be unfamiliar with the site layout and/or site rules.</p> <p>Risk of inappropriate parking resulting in obstruction of through routes.</p> <p>Unloading may have to take place in a congested or busy environment.</p> <p>Risk of blocking emergency evacuation routes or exits.</p> <p>Risk of impact with other vehicles.</p> <p>Risk of impact with pedestrians.</p> <p>Risk of vehicle or goods theft.</p> <p>Risk of serious or fatal injury.</p> <p>Risk of arson attack.</p>	<p>Delivery Driver</p> <p>Client Staff</p> <p>Members of the public</p> <p>Trespassers</p>	8	4	32	<ul style="list-style-type: none"> <li>• Prior to accessing the delivery site, all drivers <b>must</b> ensure that they read and understand any written instructions provided by the Client with regard to site layout and delivery instructions.</li> <li>• Vehicles <b>should not</b> be parked in front of main entrances or anywhere they may impede movement of other vehicles.</li> <li>• Vehicles <b>must not</b> be parked in front of doorways displaying 'FIRE EXIT' safety signage or within areas reserved for emergency vehicles or disabled drivers.</li> <li>• Drivers <b>should</b> remove keys from vehicles and never leave any vehicle unattended at any time with keys in the ignition or with access doors open.</li> <li>• Where applicable, drivers <b>should</b> report to the Client's Transport Office to sign in and to receive induction.</li> <li>• Prior to unloading, a brief inspection <b>should</b> be carried out to identify: <ul style="list-style-type: none"> <li>▪ The precise location of the unloading/loading area</li> <li>▪ Safe routes from the unloading area to the delivery area</li> <li>▪ Emergency access routes which must not be blocked or narrowed</li> <li>▪ Other security issues which may exist</li> <li>▪ Areas where the safety of pedestrians may be compromised.</li> <li>▪ Whether a banksman may be required to assist with reversing.</li> </ul> </li> </ul> <p>If there is any doubt as to the safe loading or unloading of the vehicle, further advice <b>must</b> be sought from the Client or Barron Wood Head Office.</p>	A

## Loading and Unloading Palletised Goods

Assessment No: 9

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Delivery and unloading of palletised goods.</p> <p>Risk of unstable loads falling from delivery vehicle.</p> <p>Risk of broken or damaged pallets.</p> <p>Risk of falling or toppling of goods or whole pallets.</p> <p>Risk of severe or fatal injuries.</p>	<p>Delivery drivers</p> <p>Other persons in the vicinity</p>	8	4	32	<ul style="list-style-type: none"> <li>Where practicable, loading and unloading <b>should</b> take place away from where pedestrians may circulate.</li> <li>Where necessary, barriers <b>must</b> be erected to ensure that unauthorised persons cannot access the loading/unloading area.</li> <li>Barriers <b>must</b> display suitable 'CAUTION - VEHICLE LOADING/UNLOADING' warning signage.</li> <li>Prior to unloading, pallets <b>should</b> be checked to ensure that any wrappings, holding straps etc. are secure and that the pallet itself is not broken or damaged.</li> <li>Any damage to the pallet <b>must</b> result in the goods being removed by hand, or the pallet and goods being secured with suitable load bearing strapping prior to movement.</li> <li>Badly damaged pallets <b>must not</b> be loaded or unloaded by a forklift truck or pallet trucks.</li> </ul>	A

## Use of Pallet Trucks/Pump Trucks

Assessment No: 10a

Date: July 2022

Identified Task & Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Possible use of inadequately trained operator.</p> <p>Risk of load shedding or other accidents or incidents due to poor manoeuvring skills.</p> <p>Risk of damaged pallets causing the load to topple.</p> <p>Load may become unstable during manoeuvring operations.</p> <p>Risk of load falling.</p> <p>Risk of severe injuries.</p>	<p>Operator</p> <p>Other persons in the vicinity</p>	8	4	32	<ul style="list-style-type: none"> <li>• Operators <b>should</b> receive suitable training with regard to the safe operation of the truck. Training should include: <ul style="list-style-type: none"> <li>▪ Correct manoeuvring procedures</li> <li>▪ Maximum weight of loads to be carried</li> <li>▪ Maximum height and width of loads to be carried</li> <li>▪ Inspection of pallets for damage</li> <li>▪ Inspection of load safety and stability before lifting or moving</li> <li>▪ Safe stacking of palletized loads</li> </ul> </li> <li>• Reference <b>must</b> be made to risk assessment 9 regarding palletised goods.</li> </ul>	
<p>General use of pallet truck.</p> <p>Trucks may develop mechanical or electrical faults during normal use.</p> <p>Risk of:</p> <ul style="list-style-type: none"> <li>• Brake failure</li> <li>• Hydraulic failure</li> </ul> <p>Subsequent risk to operators and pedestrians.</p>	<p>Operator</p> <p>Other persons in the vicinity</p>	8	4	32	<p>The <b>Provision &amp; Use of Work Equipment Regulations 1998</b> require all work equipment to be suitably maintained, inspected and/or thoroughly examined as appropriate.</p> <ul style="list-style-type: none"> <li>• Pallet trucks <b>must</b> be subject to inspection and maintenance by a competent person at least every 12 months.</li> <li>• Pallet trucks <b>should</b> be subject to a brief visual and functional check to be carried out by the operator prior to use.</li> </ul>	A

## Use of Pallet Trucks/Pump Trucks

Assessment No: 10b

Date: July 2022

Identified Task & Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Load may become unstable during manoeuvring operations.</p> <p>Risk of load falling.</p> <p>Possible risk of overturning on uneven ground.</p> <p>Risk of operator or pedestrians becoming trapped.</p> <p>Risk of collision with other vehicles.</p> <p>Risk of severe or fatal injuries.</p>	<p>Operator</p> <p>Other persons in the vicinity</p>	8	4	32	<ul style="list-style-type: none"> <li>Referral <b>must</b> be made to assessment 10a with regard to operator training.</li> <li>Referral <b>must</b> be made to assessment 9 regarding palletised goods.</li> <li>Low speeds <b>must</b> be maintained at all times.</li> <li>Care <b>must</b> be taken when operating on uneven or damaged ground.</li> <li>Do not use pallet trucks or pump trucks, stand on pallet trucks or similar on sloping ground or operate them over road humps.</li> </ul>	A

## Roadside Deliveries

Assessment No: 11

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
Roadside deliveries. Risk of driver being struck by other vehicles. Risk of loads shifting during transit. Risk of loads falling from vehicle. Risk of injury to driver, pedestrians or other road users. Vehicle keys left in the driver's cab. Risk of access by children or unauthorised persons. Risk of vehicle theft or damage. Risk of severe or fatal injury.	Delivery Driver Other road users Pedestrians Unauthorised persons Children	10	4	32	<ul style="list-style-type: none"> <li>When working adjacent to a public highway a clean high visibility vest or jacket <b>must</b> be worn.</li> <li>When working on a public highway with a speed limit of <b>50 mph</b> or more, high visibility jackets with sleeves <b>must</b> be worn.</li> <li>All doors <b>must</b> be locked and keys removed from the delivery vehicle when left unattended.</li> <li>Where practicable, vehicles <b>must not</b> be parked in front of entrances where emergency access may be required.</li> <li>When parking on sloping ground, extra care <b>should</b> be taken to ensure goods have not shifted and are safe to unload <i>before</i> commencing unloading.</li> </ul>	A

## Use of Moffett Lift Truck/Forklift Trucks

Assessment No: 12a

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Possible use of inexperienced, or untrained operators.</p> <p>Risk of inability to control or manoeuvre vehicle correctly.</p> <p>Risk of loads falling from forks.</p> <p>Risk of operating the vehicle close to pedestrians or other vehicles.</p> <p>Risk of impact with other vehicles.</p> <p>Risk of lift truck overturning on uneven, sloping or damaged ground.</p> <p>Risk of impact with pedestrians or other staff.</p> <p>Risk of falls from vehicle.</p> <p>Risk of injury or death.</p>	<p>Operator</p> <p>Client staff</p> <p>Pedestrians</p>	10	4	40	<ul style="list-style-type: none"> <li>• Operators <b>must</b> receive suitable training which should include the following: <ul style="list-style-type: none"> <li>▪ Correct vehicle operation</li> <li>▪ Maximum load weight and reach capacities</li> <li>▪ Correct choice and use of lifting accessories</li> <li>▪ Spatial awareness</li> <li>▪ Vehicle routine inspections &amp; maintenance</li> </ul> </li> <li>• Forklift truck drivers over the age of 40 years <b>should</b> be medically examined for fitness every 5 years.</li> <li>• All non-essential persons <b>must</b> be excluded from the area.</li> <li>• Where necessary barriers <b>should</b> be erected to prevent pedestrians from accessing hazardous areas.</li> <li>• Seat belts <b>should</b> be worn at all times unless the cab is fitted with a fully operational door which is kept closed during manoeuvres.</li> <li>• Vehicles <b>must</b> never be left unattended whilst keys are in the ignition.</li> <li>• Forklift trucks <b>must not</b> be used for lifting persons unless fitted with a purpose-built compliant man-riding cage.</li> <li>• Reference <b>must</b> be made to risk assessment 9 regarding damaged pallets.</li> </ul>	A

## Use of Moffett Lift Truck/Forklift Trucks

Assessment No: 12b

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Faulty equipment.</p> <p>Failure of hydraulic systems or mechanical components.</p> <p>Risk of lifting attachments not being secured.</p> <p>Risk of failure of lifting accessories.</p> <p>Risk of loads falling from forks.</p> <p>Risk of injury to driver during movement of materials.</p> <p>Risk of serious injury to pedestrians, banksman or other persons assisting with the loading/unloading.</p>	<p>Operator</p> <p>Pedestrians</p> <p>Client staff</p>	10	4	40	<ul style="list-style-type: none"> <li>• The <b>Lifting Operations &amp; Lifting Equipment Regulations 1998</b> state that lifting equipment <b>must</b> be thoroughly examined by a competent person at least annually.</li> <li>• Lifting accessories such as chains, shackles, slings, fork attachments, etc. <b>must</b> be subject to a <b>thorough examination</b> by a competent person at least every 6 months.</li> <li>• In addition, the lift truck <b>should</b> be subject to a daily visual inspection carried out by the operator to include: <ul style="list-style-type: none"> <li>▪ Hydraulic and fuel systems for major leaks</li> <li>▪ Seat belt and mounting</li> <li>▪ Rear or side view mirrors for cleanliness and damage</li> <li>▪ Reversing cameras or other reversing aids</li> <li>▪ Flashing beacons and reversing sounders</li> <li>▪ Windows for damage and cleanliness</li> <li>▪ Forks or other attachments for damage and serviceability</li> </ul> </li> <li>• In addition, all fixings used to secure the lift truck to the delivery vehicle <b>must</b> be subject to regular inspection.</li> </ul>	A

Barron Wood Distribution Ltd.      Generic Risk Assessment – Delivery Drivers  
Trailer Coupling and Uncoupling

Assessment No: 13

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Coupling and uncoupling of trailer.</p> <p>Risk of trailer or tractor unit rolling away.</p> <p>Risk of trailer sinking into soft ground.</p> <p>Use of fail-safe emergency air pressure brake as a parking brake.</p> <p>Risk of trailer jumping when emergency air brake is reconnected.</p> <p>Risk of slips or falls from tractor unit.</p> <p>Risk of minor injuries to fingers or hands.</p> <p>Risk of various serious or fatal injuries from crushing or falling.</p>	<p>Driver</p> <p>Other persons in the vicinity.</p>	8	6	48	<ul style="list-style-type: none"> <li>• Where practicable, coupling and uncoupling <b>should</b> only take place on firm level ground.</li> <li>• Suitable weight bearing pads <b>should</b> be available to place under the landing legs if the ground is soft.</li> <li>• If no lighting is installed at the rear of the tractor unit, drivers <b>must</b> use a suitable head torch or portable lighting for use during hours of darkness or when lighting is poor.</li> <li>• The fail-safe emergency air brake <b>must not</b> be used as a parking brake (where fitted).</li> </ul>	A
<p>Risk of falls from vehicle.</p> <p>Risk of using unsuitable access equipment.</p> <p>Risk of musculoskeletal injury.</p> <p>Risk of various serious or fatal injuries.</p>	<p>Driver</p>	6	6	36	<ul style="list-style-type: none"> <li>• A suitable purpose made vehicle access ladder (or similar) incorporating non-slip rubber pads and feet <b>must</b> be used.</li> <li>• Access equipment <b>must</b> be suitable for the purpose and conform to the appropriate British or European Standard.</li> </ul>	A

## Use of Lorry Mounted Crane or (HIAB)

Assessment No: 14a

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Use of lifting equipment.</p> <p>Equipment may be defective or unsuitable.</p> <p>Slings, ropes and hydraulic systems etc may fail due to misuse, material fatigue or over-loading.</p> <p>Risk of loads slipping into public roadways or within a client's premises.</p> <p>Risk of road traffic accidents, crush injuries or fatalities.</p>	<p>Driver/ Operator</p> <p>Client</p> <p>Pedestrians</p> <p>Other road users</p>	8	4	32	<p>The <b>Lifting Operations &amp; Lifting Equipment Regulations 1998</b> require lifting equipment to be subject to a thorough examination by a competent person at least every 12 months.</p> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>All lifting machinery and accessories <b>must</b> be clearly marked to indicate their safe working load (SWL).</li> <li>Lifting accessories such as slings, ropes etc. <b>must</b> be thoroughly examined by a competent person at least every 6 months.</li> <li>Lifting equipment such as hydraulic systems or structural framework <b>must</b> be thoroughly examined by a competent person at least every 12 months.</li> <li>All slings and accessories <b>should</b> be subject to a monthly recorded inspection by a competent person.</li> <li>As far as is reasonably practicable, lifting accessories <b>should</b> be visually inspected after each operation to ensure they are safe for future use.</li> <li>Operators <b>should</b> perform a visual inspection of lifting accessories prior to use with identified faults resulting in equipment being taken out of use immediately.</li> </ul>	A

## Use of Lorry Mounted Crane or (HIAB)

Assessment No: 14b

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Loading and unloading of vehicle using crane or grab attachment.</p> <p>Unsecured load may become unstable during transit and when lifting.</p> <p>Possible use of outriggers on sloping, unstable or uneven ground.</p> <p>Risk of vehicle instability during unloading.</p> <p>Risk of severe musculoskeletal injuries resulting from falling delivery materials.</p>	<p>Driver/ Operator</p> <p>Client</p> <p>Pedestrians</p> <p>Other road users</p>	8	4	32	<ul style="list-style-type: none"> <li>Operators <b>must</b> be competent to use the equipment and receive theoretical and practical training prior to its use from an accredited training provider.</li> <li>Prior to unloading the vehicle traffic warning lights <b>should</b> be activated.</li> <li>The load <b>must</b> be examined for stability prior to commencing any lifting manoeuvre.</li> <li>Where a load is perceived to be unsafe or unstable, the operator <b>must</b> contact head office to request assistance in redistributing the load and making it safe.</li> <li>Prior to unloading, the operator <b>must</b> ensure that the vehicle and stabilisers/outriggers are sited on suitable stable and firm ground. Where there is any doubt, contact should be made with head office for further advice.</li> </ul>	A

## Use of Lorry Mounted Crane (HIAB)

Assessment No: 14c

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Roadside deliveries.</p> <p>Risk of operator being struck by other vehicles when working at roadside.</p> <p>Risk of operator being struck by moving vehicles at a client's premises.</p> <p>Risk of driver or other persons being struck by the jib or swinging load.</p> <p>Delivery and unloading of palletised goods.</p> <p>Risk of broken or damaged pallets.</p> <p>Risk of unstable loads falling from delivery vehicle.</p> <p>Risk of falling or toppling of goods or whole pallets.</p> <p>Risk of severe or fatal injuries.</p>	<p>Driver/ Operator</p> <p>Client</p> <p>Pedestrians</p> <p>Other road users</p>	8	4	32	<ul style="list-style-type: none"> <li>When working on a public road, a high visibility vest or jacket <b>must</b> be worn.</li> <li>All persons not involved in the unloading process <b>must</b> be kept away from the area.</li> <li>The driver and any other person involved in the loading or unloading of the hiab <b>must</b> wear a safety helmet.</li> <li>Loading and unloading of vehicles <b>must</b> take place away from where customers may circulate.</li> <li>Barriers or cones <b>must</b> be erected to ensure that unauthorised persons and customers cannot access the loading/unloading area.</li> <li>Barriers <b>must</b> display suitable 'CAUTION - VEHICLE LOADING/UNLOADING' warning signage.</li> <li>Prior to loading or unloading, pallets <b>should</b> be checked to ensure that any wrappings, holding straps etc. are secure and that the pallet itself is not broken or damaged.</li> <li>Badly damaged pallets or unsecure loads <b>must not</b> be loaded or unloaded by the grab attachment.</li> </ul>	A

## Use of Lorry Mounted Crane or (HIAB)

Assessment No: 14d

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Keys remaining in the ignition or in the vehicle.</p> <p>Risk of unauthorised persons attempting to steal or move vehicle.</p> <p>Risk of road traffic accidents.</p>	<p>Pedestrians</p> <p>Driver/ Operator</p> <p>Other road users</p> <p>Unauthorised persons</p>	10	4	40	<ul style="list-style-type: none"> <li>When it is necessary to operate the vehicle with the key in the ignition, a second key <b>should</b> be used to lock the delivery vehicle cab door when operating the lifting jib.</li> <li>Wherever practicable, the delivery vehicle <b>should</b> be kept locked.</li> </ul>	A
<p>Reversing onto a busy highway or reversing where visibility is limited.</p> <p>Risk of collision with pedestrians.</p> <p>Risk of road traffic accidents.</p>	<p>Pedestrians</p> <p>Other road users</p>	10	4	40	<ul style="list-style-type: none"> <li>The vehicle <b>should</b> be fitted with a suitable reversing camera.</li> <li>Alternatively, and where practicable, the driver/operator <b>should</b> request the assistance of a competent banksman when reversing.</li> </ul>	A
<p>Deliveries may take place close to overhead power cables.</p> <p>Risk of striking electricity cables with jib.</p> <p>Risk of damage to property.</p> <p>Risk of electrocution and severe burns.</p>	<p>Driver/ Operator</p> <p>Other persons in the vicinity.</p>	8	8	64	<ul style="list-style-type: none"> <li>Drivers <b>must</b> be instructed to check for overhead cables or power lines prior to unloading.</li> <li>Referral <b>must</b> be made to risk assessment – 14e Overhead Power Cables.</li> </ul>	A

## Use of Lorry Mounted Crane (HIAB)

Assessment No: 14e

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Deliveries may take place close to overhead power cables.</p> <p>Risk of striking electricity cables with jib or load.</p> <p>Risk of damage to property.</p> <p>Risk of electrocution and severe burns.</p>	<p>Driver/ Operator</p> <p>Other persons in the vicinity</p>	8	8	64	<p><b>HSG (6)</b> pertains to working near to overhead power cables.</p> <p>The following are guidelines only:</p> <ul style="list-style-type: none"> <li>The minimum recommended safe working distance away from overhead cables must be <i>at least</i>:</li> </ul> <p><b>CABLES MOUNTED ON WOODEN POLES:</b></p> <ul style="list-style-type: none"> <li>The length of the jib <b>PLUS 9 metres</b></li> </ul> <p><b>CABLES MOUNTED ON METAL POSTS OR PYLONS:</b></p> <ul style="list-style-type: none"> <li>The length of the jib <b>PLUS 15 metres</b></li> <li>Operators <b>must</b> be aware of the precise dimensions of the maximum extent of the jib from a vertical to a horizontal plane.</li> <li>Safety information <b>should</b> be posted in each vehicle cab to instruct the operator of the safe distances which must be maintained.</li> <li>This distance <b>should</b> include a suitable percentage safety factor.</li> <li>Operators <b>must</b> be provided with information regarding the Emergency Procedures to be followed if contact with cables is made.</li> </ul>	U

## Use of Tail Lift

Assessment No: 15a

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
Use of vehicle tail lift for loading and unloading goods.  Risk of failure of tail lift.	Driver  Other persons in the vicinity	6	6	36	<p>The <b>Provision &amp; Use of Work Equipment Regulations 1998 (5)</b> and the <b>Lifting Operations &amp; Lifting Equipment Regulations 1998 (9)</b> both require lifting equipment to be suitably maintained, inspected and thoroughly examined as appropriate.</p> <ul style="list-style-type: none"> <li>Vehicle tail lifts must be subject to a thorough examination by a competent person <b>every 6 months</b>.</li> <li>The examination <b>should</b> include a weight test.</li> <li>The competent person, who must have appropriate practical and theoretical knowledge of the lifting equipment, may specify shorter periods between examinations.</li> <li>The frequency of examinations specified by the competent person, if less than 6 months, will then become mandatory.</li> <li>Tail lifts <b>should</b> also be subject to a visual and functional check to be carried out at the beginning of each shift by the vehicle driver.</li> </ul>	A

## Use of Tail Lift

Assessment No: 15b

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Use of vehicle tail lift for loading and unloading goods.</p> <p>Risk of goods or persons falling from tail lift.</p> <p>Risk of slips and trips resulting in falls.</p> <p>Risk of musculoskeletal injuries when moving goods.</p> <p>Risk of entrapment between moving and non-moving parts.</p> <p>Risk of injury to pedestrians during roadside deliveries.</p>	<p>Driver</p> <p>Other persons in the vicinity</p>	6	6	36	<ul style="list-style-type: none"> <li>Tail lift platforms <b>should</b> be fitted with non-slip surfacing to prevent slips.</li> <li>An audible and visual warning system <b>must</b> be fitted to signal when the tail lift is in operation.</li> <li>The platforms <b>should</b> be fitted with suitable guardrails to prevent persons or goods from falling. Guardrails must be a minimum of 950mm high and fitted with an intermediate rail providing a gap of no more than 470 – 500 mm and may be permanently fixed or detachable.</li> <li>Drivers <b>must</b> be provided with a means of moving goods easily from the body of the vehicle on to the tail lift and instructed to PUSH goods on to the platform rather than pull goods towards themselves.</li> <li>Operating controls <b>should</b> be of the 'run to hold' type to prevent unauthorised persons becoming trapped or injured by the moving platform.</li> </ul>	A

## Use Refrigerated Vehicles

Assessment No: 16

Date: July 2022

Identified Task & Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Risk of slips on wet or icy floor.</p> <p>Risk of drivers suffering from the effects of extreme cold.</p> <p>Risk of falls from height when accessing the control units mounted at the top of vehicles.</p> <p>Risk of persons being trapped inside the refrigerated unit.</p> <p>Risk of severe or fatal injuries.</p>	Driver	8	4	40	<ul style="list-style-type: none"> <li>• Where practicable, floors <b>should</b> be fitted with non-slip flooring.</li> <li>• Drivers <b>must</b> wear safety footwear incorporating non-slip soles and appropriate warm or insulated clothing and gloves.</li> <li>• Where access to the control unit is required by means of a ladder the following <b>must</b> apply: <ul style="list-style-type: none"> <li>▪ Access equipment must conform to the appropriate British or European Standard.</li> <li>▪ Where practicable, and where frequent access is required, a permanent fixed ladder must be provided.</li> <li>▪ Staff must be instructed to follow the '3 point' rule and always maintain a point of contact with both hands and at least one foot when climbing and descending.</li> <li>▪ All access equipment, including fixed ladders, must be regularly inspected to ensure that welds/fixings etc. are free from rust and in good condition.</li> </ul> </li> <li>• Doors to the refrigeration unit <b>must</b> be capable of being opened from the inside.</li> <li>• An internal light <b>must</b> be installed to provide visibility inside the refrigeration unit.</li> <li>• An internal alarm <b>should</b> be fitted to alert persons outside that a person is trapped inside.</li> </ul>	A

## Accident or Breakdown

Assessment No: 17

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Vehicle breakdown or accident.</p> <p>Unexpected load movement or shifting.</p> <p>Load shedding.</p> <p>Risk of various injuries to driver or other road users.</p> <p>Risk of fatal injury.</p>	<p>Driver</p> <p>Other road users</p>	10	6	60	<ul style="list-style-type: none"> <li>• Drivers <b>should</b> ensure they carry suitable emergency equipment at all times, for example: <ul style="list-style-type: none"> <li>▪ Warning triangle/strobe beacon</li> <li>▪ First Aid kit</li> <li>▪ Torch</li> </ul> </li> <li>• A high visibility vest or jacket <b>must</b> be worn (jacket with sleeves <b>must</b> be worn when on any road with a speed limit more than 50 mph).</li> <li>• Vehicle hazard warning lights or beacons should be switched on.</li> <li>• When it is necessary to stop on a roadway an emergency warning triangle or strobe beacon <b>should</b> be positioned approx. 50 metres behind the vehicle on the kerbside.</li> <li>• Warning triangles <b>must not</b> be used on motorways.</li> <li>• Where practicable, any repair work or alterations <b>must</b> take place in a safe area away from where other vehicles may circulate, where practicable the driver should drive the vehicle to a place of safety before attempting any repairs or alterations.</li> <li>• Drivers <b>must</b> be provided with written instruction regarding the procedures to be followed in the event of a breakdown, accident or other incident.</li> </ul>	A

## Fire

Assessment No: 18

Date: July 2022

Identified Hazard	Persons at Risk	S 1-10	L 1-10	RR 1-100	Control Measures & Best Practice	Residual Risk
<p>Risk of fire within the driver's cab or trailer.</p> <p>Risk of electrical fire.</p> <p>Risk of flammable loads catching fire.</p>	<p>Driver</p> <p>Pedestrians</p>	8	4	32	<ul style="list-style-type: none"> <li>• It is recommended that the following extinguishers <b>should</b> be available: <ul style="list-style-type: none"> <li>▪ One 2kg Dry Powder Extinguisher within the driver's cab.</li> <li>▪ One 6 kg Dry Powder Extinguisher affixed to the outside of the vehicle.</li> </ul> </li> </ul> <p><b>NB: The Carriage of Dangerous Goods &amp; Use of Transportable Pressure Equipment Regulations 2009</b> may advise alternative or additional extinguishers dependent upon the goods being carried.</p> <ul style="list-style-type: none"> <li>• Where necessary, advice <b>must</b> be sought from a Qualified DGSA.</li> </ul>	A