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|  | **Workplace Transport Risk Assessment (H&S Update – August 2017)** |  |

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| Operations/Work Activities covered by this assessment: | **workplace transport** | | |
| Site Address/Location: |  | Department/Service/Team: |  |
| **Note:** A person specific assessment must be carried out for young persons, pregnant women and nursing mothers | | | |

| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | | Risk Rating | | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | | Risk Rating | | | | |
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| Likelihood | Severity | Risk Rating | | who | when | | complete | Likelihood | | Severity | Risk Rating | |
| *(Name)* | *(Date)* | | *(Date)* |
| Vehicle(s) movement on site in the vicinity of pedestrians, which could result in accidents and injury, or collisions resulting in damage. | Staff, pupils, visitors, contractors and members of the public may experience cuts, bruises, fractures or death as a result of collisions with vehicles. | Pedestrians and vehicles are segregated as far possible e.g. by use of separate entrances.  Pathways / designated areas are provided on site for pedestrians. Pathways / designated areas for use by pedestrians are clearly marked / signed.  Action is taken to control access (e.g. automated gates/visual link to office, use of attendants etc.)  Action taken to prevent movement of vehicles during peak pedestrian times (e.g. locking vehicle entrance gates, signage stating times during which vehicle movement is prohibited, arrange deliveries for alternative times). | |  |  |  | |  |  |  | |  |  |  | | |  |
|  |  | **NB**: Emergency services should be notified where entrance gates are locked at specific times during working hours.  Clear warning signs in place e.g. speed limit, children crossings, emergency exit door route shared by vehicles and pedestrians etc.  There are clear directional signs/road markings e.g. visitor/staff and no parking areas, reception and exit routes, individual parking bays, pick up and drop off points (mini bus, bus, coach).  Barriers at points at ‘junctions’ to prevent children from running on to vehicle routes / public roads.  Vehicle barriers to prevent falls e.g. where there are sudden drops / steep slopes.  Fixed mirror(s) (e.g. convex type) to assist drivers at blind corners or sharp bends.  External lighting is adequate.  Shrubs etc. are cut back / reduced in height to improve vision.  Enforcing measures are in place e.g. CCTV / disciplinary procedures.  Employees are aware that children must NOT be used as signallers e.g. during the reversing / manoeuvring of vehicles. | |  |  |  | |  |  |  | |  |  |  | | |  |
|  |  | Instructions have been given to those making deliveries to avoid peak pedestrian times.  Consideration is given to the area immediately outside the school gates e.g. is there any ‘knock on’ effect resulting from measures taken.  A school travel plan is in operation.  **Reversing**: vehicle reversing has been minimised e.g. by use of one way systems, turning circles.  All vehicles are aware of site rules about workplace transport safety.  Employees driving licences checked annually where appropriate. | |  |  |  | |  |  |  | |  |  |  | | |  |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | | | | | | | | | Review Date (*Step 5*) : | | | | | | | | |
| Assessors Signature: | | | Date: | | | | Authorised By: | | | | Date: | | | | | | |

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| **Risk Definitions** | |
| **Low** | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| **Medium** | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| **High** | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **must** have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy. |

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| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| Medium **(an injury requiring further medical assistance or is a RIDDOR incident)** | Low | Medium | High |
| Low **(minor injuries requiring first aid)** | Low | Low | Medium |
|  |  | Low  **(The event is unlikely to happen)** | Medium  **(It is fairly likely it will happen)** | High  **(It is likely to happen)** |
|  |  | Likelihood of Harm Occurring | | |