

RISK ASSESSMENT

DESCRIPTION OF TASK/ ACTIVITY	Vehicle Maneuvering in Dalgrain Depot	DEPARTMENT	Fleet Management
LOCATION	Dalgrain Depot	REFERENCE NO	FDRA - 001

PERSONS IDENTIFIED AT RISK (Direct and Indirect) Consider those especially vulnerable (young/ inexperienced workers, members of the public, school pupils, the elderly, residents and contractors)	Employees Members of the Public Contractors
--	---

HAZARDS IDENTIFIED		CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 - 5)	Likelihood Rating (1 - 5)	Risk Rating (1 - 4) LOW	Risk Rating (5 - 9) MED	Risk Rating (10 - 25) HIGH
1	Striking of persons, equipment or vehicles within depot grounds	<ul style="list-style-type: none"> A Traffic Management Plan will be in operation and will be reviewed: <ul style="list-style-type: none"> following any change in the premises that could affect the movement of traffic around the site following any workplace traffic related incident if there is any indication that the controls in place may not be effective at least annually First use vehicle check will be carried out prior to vehicle being moved. All drivers will have suitable licence or training for vehicle being used. Drivers will follow signed and marked traffic directions. Vehicles must not exceed signed speed limit of 5mph within depot. Trained reversing assistant will be used when required if reversing vehicle in depot. Reversing cameras and beepers must be used at all times. Pedestrians must use marked walkways within depot. High visibility clothing must be worn when not using marked walkways. Designated parking for employees, visitors, hires and workshop. Vehicles must be parked in marked bays. 	4	2		8	

RISK ASSESSMENT

HAZARDS IDENTIFIED		CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 - 5)	Likelihood Rating (1 - 5)	Risk Rating (1 - 4) LOW	Risk Rating (5 - 9) MED	Risk Rating (10 - 25) HIGH
		<ul style="list-style-type: none"> Vehicles must not be parked outwith designated bays, across pedestrian walkways or blocking visibility. Depot lighting is installed and checked regularly for faults. 					
2	Striking of persons, equipment or vehicles within workshop	<ul style="list-style-type: none"> All drivers will have suitable license or training for vehicle being used. Contractors must report to workshop reception on arrival. Contractors will receive depot induction prior to starting any work or maneuvering vehicles within depot or workshop. Contractors must only work in area designated by workshop chargehand or supervisor. Trained reversing assistant will be used when required if reversing vehicle in workshop. Reversing cameras and beepers must be used at all times. Vehicles must be moved at a slow controlled speed within the workshop. Where possible vehicles should be driven forward, reversing should only be done when unavoidable. Mechanics will wear correct PPE at all times. i.e. Overalls, safety boots, gloves and bump cap. Visitors to the workshop will wear high visability clothing and be escorted at all times. Mechanics must ensure that workshop doors are fully opened before driving vehicles in or out of workshop. 	4	2		8	

RISK ASSESSMENT

HAZARDS IDENTIFIED		CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 - 5)	Likelihood Rating (1 - 5)	Risk Rating (1 - 4) LOW	Risk Rating (5 - 9) MED	Risk Rating (10 - 25) HIGH
3	Striking of persons carrying out vehicle maintenance within depot.	<ul style="list-style-type: none"> • Speed limit of 5mph must be adhered to at all times. • Contractors/visitors to the depot must report to reception and liaise with the Workshop Chargehand or Supervisor before commencing works. Signing in/out of the depot must be strictly adhered too. • Workshop Chargehand or Supervisor will ensure that vehicles are parked in the correct work areas. Specific areas for vehicle drop off and work zones must be used at all times. • When carrying out repair works to vehicles employees and or contractors must ensure to move the vehicle to the designated area and set up the barriers around the vehicle. • Where the contractor or the mechanic has to work on the vehicle in-situ then barriers should be erected around the front of the vehicle and/or wrapped around the vehicle to segregate the work zone from other vehicles. • Pedestrians crossing points must be used at all times including when mechanics go outside to bring fleet into the workshop to be repaired. • All staff must ensure to report any unsafe working practices immediately to the Workshop Chargehand or Supervisor. • Correct PPE must be worn at all times. i.e. Overalls, safety boots, gloves and bump cap. 	4	2		8	

RISK ASSESSMENT

HAZARDS IDENTIFIED		CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 - 5)	Likelihood Rating (1 - 5)	Risk Rating (1 - 4) LOW	Risk Rating (5 - 9) MED	Risk Rating (10 - 25) HIGH
4	Injury as a result of an unsecured trailer.	<ul style="list-style-type: none"> • Parking brake on the trailer must be applied before un-coupling the trailer. If the trailer is still attached to the vehicle then the vehicle should be left in gear (when safe to do so). • Wheel-chocks are placed at the front and back of the tyres to prevent movement in any direction. • The ground is firm; level, where possible, and able to support the standing legs of the trailer. • Air suspension, where fitted, is lowered. • The brakes are engaged when turning jockey wheels. 	2	2	4		

RISK ASSESSMENT

ADDITIONAL CONTROL MEASURES REQUIRED		Severity Rating (1 - 5)	Likelihood Rating (1 - 5)	Risk Rating (1 - 4) LOW	Risk Rating (5 - 9) MED	Risk Rating (10 - 25) HIGH	Action By	Date Implemented
1	Depot safety sign detailing traffic management plan and site rules to be installed							

NAME OF ASSESSOR	Mark Cox	ASSESSMENT DATE	17 th January 2023
NAME OF MANAGER	Mark Cox	REVIEW DATE	17 th January 2023

Risk Assessment Explanatory Notes

A risk assessment is a careful examination of tasks and activities in the workplace which can cause harm. Managers need to ensure Risk Assessments are carried out for all activities where workplace hazards could affect the health and safety of employees, service users, pupils, volunteers, contractors or members of the public. Risk Assessments should also consider possible damage to property or the environment.

To complete the risk assessment you should understand the following definitions:

Hazard: something with the potential to cause harm or damage to someone or something

Harm: injury, ill health, psychological harm, industrial disease, death, loss or damage.

Risk: the chance or likelihood that a particular hazard could cause harm.

The person carrying out the risk assessment should first identify the hazards arising from the task or activity and the control measures already in place. The risk rating can be calculated using the risk matrix below and appropriate action taken.

HOW TO CALCULATE THE RISK RATING: MULTIPLY the LIKELIHOOD by the SEVERITY e.g. Possible (3) X Significant (3) = Risk Rating of (9) = <u>MEDIUM RISK</u>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity
Likelihood Index	Highly Probable (5)	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	
HIGH RISK (10-25)	High level of risk. The Health, Safety & Wellbeing team must be consulted prior to the completion of this risk assessment.						
MEDIUM RISK (5-9)	Acceptable level of risk but only if subject to regular active monitoring. Action plan required to reduce risk to as low a level as reasonably practicable.						
LOW RISK (1-4)	Acceptable level of risk subject to regular passive monitoring.						

Likelihood Index		Severity Index	
Very unlikely	Activities well managed and all reasonable precautions taken. Exposure to the hazard could only occur under exceptional situations.	Negligible	Minor injury not affecting a person's ability to perform their normal range of activities.
Unlikely	Activities generally well managed. Exposure to the hazard limited to occasional lapses in following control measures.	Marginal	Injury or illness preventing a person from performing their normal range of activities for up to seven days.
Possible	Exposure to the hazard is unlikely under normal conditions but may occur in non-routine situations.	Significant	Injury or illness preventing a person from performing their normal range of activities for more than seven days.
Probable	Insufficient or substandard controls in place. Exposure to the hazard through the action/inaction of individuals may be possible but more likely due to inadequate controls.	Severe	Injury or illness specified in RIDDOR. OR Activity or its impacts lead to breach of a regulatory or other duty.
Highly Probable	Under current conditions exposure to hazards is almost certain.	Critical/ Fatal	Death or permanent disability to an individual.