

WORKPLACE RISK ASSESSMENT NUMBER: 001 **DATE:** 04 Jun 2019
 Duncan Private Hire

LOCATION
 6 Lysander Road, Bowerhill, Melksham, SN126SP

OPERATION/PROCESS TRAFFIC MOVEMENT	MANUAL HANDLING ASSESSMENT N/A
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EQUIPMENT USED Public vehicles Delivery lorries	COSHH ASSESSMENT N/A
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SUBSTANCES USED N/A	NOISE ASSESSMENT N/A
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Hazards Identified	Before Controls			After Controls		
	L	M	H	L	M	H
Traffic accidents	M		X	X		
Injuries to pedestrians			X	X		
Vehicles falling over the edge (canal)		X		X		

EXPOSED PERSONS:
 Employees/Public

FREQUENCY OF EXPOSURE Daily	DURATION OF EXPOSURE Various
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CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING

- All employees to be aware of other vehicles whilst moving in and around the yard.
- Delivery vehicles to be escorted if required.
- Employees are to egress the building carefully, as to ensure that they are fully aware of any passing vehicle/s.
- Vehicles must not be parked outside any designated fire exits.
- All employees parking their vehicle outside of the offices must ensure that they park the vehicle safely, not to close to the edge of the canal.
- Pedestrian movement must be kept to a minimum.
- All employees are to be aware of the increase in potholes in and around the yard and move safely.

MONITORING RESULTS
 Management to ensure compliance

ASSESSOR C Ferguson	POSITION Manager
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WORKPLACE RISK ASSESSMENT NUMBER: Duncan Private Hire		002	DATE: 04 Jun 2019
LOCATION 6 Lysander Road, Bowerhill, Melksham, SN126SP			
OPERATION/PROCESS WORKING AT HEIGHT		MANUAL HANDLING ASSESSMENT N/A	
EQUIPMENT USED Step Ladders		COSHH ASSESSMENT N/A	
SUBSTANCES USED		NOISE ASSESSMENT	
Hazards Identified	Before Controls		After Controls
	L		L
	M		M
	H		H
Employees falling form height	X		X
Falling debris	X		X
Those beneath being injured	X		X
EXPOSED PERSONS: Visitors / Employees and anyone working below			
FREQUENCY OF EXPOSURE Daily		DURATION OF EXPOSURE Various	
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING <ul style="list-style-type: none"> All employees must only use suitable and approve equipment for working at height (No chairs or makeshift ladders etc are to be used). Where work involves leaning out on an open leading edge, then all Employees are to be fitted with full body harness. Employees will have tasks fully explained prior to commencing work, and will be fully aware of the associated hazards. Ensure if ladders are being used for access, they are either footed or tied. The ladder must be set at the correct level of 1 in 4 or approximately 75°. Employee's must not work below anybody working at height. All stepladders must be inspected by the user prior to use and any faults found reported to the management. 			
MONITORING RESULTS Management to ensure compliance			
ASSESSOR C Ferguson		POSITION Manager	

WORKPLACE RISK ASSESSMENT NUMBER:		003		DATE: 04 Jun 2019				
Duncan Private Hire								
LOCATION								
6 Lysander Road, Bowerhill, Melksham, SN126SP								
OPERATION/PROCESS			MANUAL HANDLING ASSESSMENT					
MINIBUS USE			N/A					
EQUIPMENT USED			COSHH ASSESSMENT					
Minibus Vehicles (Various Types)			N/A					
SUBSTANCES USED			NOISE ASSESSMENT					
Diesel Fuel			To be assessed					
Hazards Identified								
			Before Controls		After Controls			
			L	M	H	L	M	H
Rolling Minibus			X			X		
Dropping Clients off Minibus				X		X		
Hitting something/body with Minibus					X	X		
Explosion			X			X		
Electric shock			X			X		
EXPOSED PERSONS:								
All Employees on site								
FREQUENCY OF EXPOSURE			DURATION OF EXPOSURE					
Daily			Varied					
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING ENSURE:								
<ul style="list-style-type: none"> • Trained and qualified drivers must be used to drive Minibuses at all times. • Proper maintenance of the Minibus must be carried out and recorded. • Any reversing alarm and/or flashing amber beacon should be serviceable. • Minibus must be guided by a responsible person where vision could be impaired. • Operator must carry out Drivers Vehicle Defect Reports prior to use. • Operator must ensure he is fully aware of pedestrian movement prior to moving off. • When manoeuvring out of the Vehicle Yard onto the road, the operator must be give way to traffic approaching from his right. • The operator must never overload his passenger lift. • All materials that are to be carried in the vehicles must be secured at all times. 								
MONITORING RESULTS:								
Management to ensure compliance								
ASSESSOR			POSITION					
C Ferguson			Manager					

WORKPLACE RISK ASSESSMENT		004		DATE:04 Jun 2019			
Duncan Private Hire							
LOCATION							
6 Lysander Road, Bowerhill, Melksham, SN126SP							
OPERATION/PROCESS			MANUAL HANDLING ASSESSMENT				
WORKING FROM LADDER/STEPLADDER			Separate Assessment				
EQUIPMENT USED			COSHH ASSESSMENT				
Ladder, Hand tools, Electric tools			N/A				
SUBSTANCES USED			NOISE ASSESSMENT				
N/A			N/A				
Hazards Identified		Before Controls		After Controls			
		L	M	H	L	M	H
Falling		X			X		
Dropping items onto people below		X			X		
EXPOSED PERSONS:							
Employees/visitors							
FREQUENCY OF EXPOSURE			DURATION OF EXPOSURE				
Daily			Various				
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING ENSURE:							
<ul style="list-style-type: none"> Ladders are tied or otherwise secured and properly used at all times. Employees are briefed on the task and guided on the safe use of ladders. Ladders to be inspected prior to use and any faults reported to management. Bystanders are kept away from the immediate work area. Lighting is sufficient to carry out the task. Must be of industrial standard Must extend 1.05 beyond stepping off point (5rungs) Clean soles of footwear before climbing The ladder must be set at the correct level of 1 in 4 or approximately 75° Replace damaged ladders immediately 							
MONITORING RESULTS:							
Management to ensure compliance							
ASSESSOR			POSITION				
C Ferguson			Manager				

WORKPLACE RISK ASSESSMENT NUMBER: Duncan Private Hire		005		DATE: 04 Jun 2019		
LOCATION 6 Lysander Road, Bowerhill, Melksham, SN126SP						
OPERATION/PROCESS MANUAL HANDLING OF GENERAL ITEMS			MANUAL HANDLING ASSESSMENT As detailed			
EQUIPMENT USED Manual Handling			COSHH ASSESSMENT May be required depending on the substance handled.			
SUBSTANCES USED Materials			NOISE ASSESSMENT Dependant on background noise.			
Hazards Identified			Before Controls		After Controls	
			L	M	H	
Muscular skeletal injuries if the load is too heavy or awkward					X	X
Employee falling/ tripping					X	X
Contamination from the substance being carried				X		X
Fall of material being carried					X	X
EXPOSED PERSONS: Employee and bystander/ colleagues						
FREQUENCY OF EXPOSURE Varied			DURATION OF EXPOSURE Varied			
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING <ul style="list-style-type: none"> Employee involved in handling to be assessed or physical capability prior to lifting and carrying (Employee to be trained in Kinetic handling). Employee to wear PPE against substance being carried. Ensure good housekeeping against tripping/fall hazards. Employee to ask for assistance if load too heavy- team lift if necessary. Utilise mechanical lifting/carrying aids where possible. Ensure access equipment, ladders will take weight of Employee and load being carried. Ensure item being carried is properly bonded or will not be liable to break apart whilst being manually handled. <ul style="list-style-type: none"> If the load weighs over 25kg - team lifting is mandatory All employees must be made aware of the correct handling technique - Bend the legs, not the back 						
MONITORING RESULTS Manual handling injuries are a constant risk on vehicle sites. Assessment of an Employees training and physical capabilities must be continually observed.						
ASSESSOR C Ferguson			POSITION Manager			

WORKPLACE RISK ASSESSMENT NUMBER: 006 **DATE:** 04 Jun 2019
 Duncan Private Hire

LOCATION
 6 Lysander Road, Bowerhill, Melksham, SN126SP

OPERATION / PROCESS HAND TOOL USE - (Knife to cut banding / parcelling)	MANUAL HANDLING ASSESSMENT N/A
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EQUIPMENT USED Knife	COSHH ASSESSMENT N/A
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SUBSTANCES USED N/A	NOISE ASSESSMENT N/A
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Hazards Identified	Before Controls		After Controls
	L M	H X	L M H
Cut to hands	M	X	X
Cuts to third parties	M	X	X

EXPOSED PERSONS:
 All employees

FREQUENCY OF EXPOSURE Daily	DURATION OF EXPOSURE Varied
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- CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING**
- Ensure that you are wearing suitable issued gloves for protection.
 - The equipment is serviceable (sharp and intact).
 - Employees have been made aware of the hazards when using the equipment.
 - Lighting is sufficient to carry out task.

MONITORING RESULTS:
 Management to ensure compliance

ASSESSOR C Ferguson	POSITION Manager
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WORKPLACE RISK ASSESSMENT NUMBER: 007 **DATE:** 04 Jun 2019
 Duncan Private Hire

LOCATION
 Various delivery and collection locations - including yards and customer premises

OPERATION / PROCESS COUPLING/UNCOUPLING TRAILERS	MANUAL HANDLING ASSESSMENT N/A
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EQUIPMENT USED Vehicle and trailer	COSHH ASSESSMENT N/A
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SUBSTANCES USED N/A	NOISE ASSESSMENT N/A
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Hazards Identified	Before Controls			After Controls		
	L	M	H	L	M	H
Run over by moving vehicles			X	X		
Crushed between vehicle and other objects		X		X		

EXPOSED PERSONS:
 Drivers and others in vicinity

FREQUENCY OF EXPOSURE During operation as required	DURATION OF EXPOSURE Varied
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CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING

- Only trained persons to conduct this operation
- Ensure the ground is firm and level enough to support both of the landing legs
- Ensure that the trailer parking brake is applied
- Reverse the tractor unit slowly under the trailer and listen for the locking mechanism to engage
- Check that the fifth wheel locking mechanism is fully engaged (usually by trying to drive forward in low gear)
- Apply the parking brake on the tractor unit
- Visually check the engagement of the fifth wheel and depending on the type of mechanism , put on any safety clip
- Reconnect the air lines (turning on any air taps that may be fitted to older vehicles) and electrical supplies to the trailer
- Wind up the trailer landing legs and secure the handle
- Release the trailer parking brake
- Fit the number plate , as well as any necessary warning plates , check the lights
- The procedure for uncoupling is generally the reverse of the coupling procedure but always remember to set the tractor unit park brake before leaving the cab.

MONITORING RESULTS:
 Management to ensure compliance

ASSESSOR C Ferguson	POSITION Manager
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WORKPLACE RISK ASSESSMENT NUMBER:		008		DATE: 04 Jun 2019			
Duncan Private Hire							
LOCATION							
Various delivery and collection locations - including yards and client premises/schools							
OPERATION / PROCESS			MANUAL HANDLING ASSESSMENT				
USE OF TAIL-LIFT			N/A				
EQUIPMENT USED			COSHH ASSESSMENT				
Vehicle and tail lift			N/A				
SUBSTANCES USED			NOISE ASSESSMENT				
N/A			N/A				
Hazards Identified		Before Controls		After Controls			
		L	M	H	L	M	H
Crushed between lift and vehicle		M		X	X		
Damage to materials and vehicle				X			
Clients falling from lift				X			
Unauthorised use			X		X		
EXPOSED PERSONS:							
Drivers and Clients in vicinity							
FREQUENCY OF EXPOSURE			DURATION OF EXPOSURE				
During operation as required			Varied				
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING							
<ul style="list-style-type: none"> • Only trained persons to conduct this operation. • Lift is to be operated and serviced in accordance with the manufacturers working instructions (thorough Loller inspection every 6 months). • Lift is only to be used to load and unload vehicle Wheelchair accessible Clients. • Ensure vehicle parking brake is fully applied. • Ensure the vehicle is on firm level ground. • Only operate lift if vehicle is on a slope of 1:12 or less. • Keep area around and below lift clear of personnel and obstructions at all times. • Do not exceed safe working load as shown on the manufacturers information plate. • Ensure that load does not overhang edges of platform. • All wheelchair brakes to be secured prior to lifting. • Keep feet clear of platform edges and hands clear of moving parts. • Adequate lighting must be available during unloading. • If the lift is not in use or the vehicle is left unattended or prior to driving then the lift. must be fully stowed all switches placed in the off position and keys removed. 							
MONITORING RESULTS:							
Management to ensure compliance							
ASSESSOR			POSITION				
C Ferguson			Manager				

WORKPLACE RISK ASSESSMENT NUMBER:		009		DATE: 04 Jun 2019			
Duncan Private Hire							
LOCATION							
Various delivery and collection locations - including yards and client premises/schools							
OPERATION / PROCESS			MANUAL HANDLING ASSESSMENT				
SECURING VEHICLE LOADS			Separate assessment may be required				
EQUIPMENT USED			COSHH ASSESSMENT				
Vehicle and Cargo			N/A				
SUBSTANCES USED			NOISE ASSESSMENT				
N/A			N/A				
Hazards Identified		Before Controls			After Controls		
		L	M	H	L	M	H
Fall from height				X	X		
Handling injury whilst securing load			X		X		
Handling injury whilst working in a confined area			X		X		
Struck by curtain side during high wind			X		X		
EXPOSED PERSONS:							
Drivers							
FREQUENCY OF EXPOSURE			DURATION OF EXPOSURE				
During operation as required			Varied				
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING							
<ul style="list-style-type: none"> • Only trained persons to conduct this operation. • Access to vehicle platform is to be from a designated loading bay or by other suitable safe means. • Drivers to use correct restraints whilst securing loads. • Lighting should suitable in order to carry out the task. 							
MONITORING RESULTS:							
Management to ensure compliance							
ASSESSOR			POSITION				
C Ferguson			Manager				

WORKPLACE RISK ASSESSMENT NUMBER: Duncan Private Hire		010	DATE: 04 Jun 2019			
LOCATION Various locations during delivery, collection and routine breaks - including yards and client premises/schools						
OPERATION / PROCESS ALIGHTING/MOUNTING VEHICLE		MANUAL HANDLING ASSESSMENT N/A				
EQUIPMENT USED Vehicle		COSHH ASSESSMENT N/A				
SUBSTANCES USED N/A		NOISE ASSESSMENT N/A				
Hazards Identified	Before Controls			After Controls		
	L	M	H	L	M	H
Fall from height			X	X		
Driver struck by other vehicle		X		X		
Others struck by open door		X		X		
Damage caused by open doors during high wind		X		X		
EXPOSED PERSONS: Drivers						
FREQUENCY OF EXPOSURE During operation as required		DURATION OF EXPOSURE Varied				
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING <ul style="list-style-type: none"> • Driver to select a suitable place to stop prior to alighting vehicle. • Driver to check mirrors for other vehicles and persons prior to opening door to alight. • Care must be taken when using access steps to and from vehicle cab. • Suitable footwear must be worn whilst using cab steps. • Drivers to access alight in an adequately lit area. • During high winds doors must remain fully closed to prevent sudden movement 						
MONITORING RESULTS: Management to ensure compliance						
ASSESSOR C Ferguson		POSITION Manager				