

Risk Assessment

Reference number: RA1
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Use of Hand Tools
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Sprains & strains.	3	3	9	Always use the correct tool for the task in hand. During repetitive work (hammering, sawing) share the task or take regular breaks to do alternative work.	3	1	3
Flying particles.	3	3	9	Safety glasses/ face shield to be worn when using hand tools. Screens must be used to protect other personnel.	3	1	3
Lacerations.	3	5	15	Ensure sharp edges of tools are protected when stored or carried. Always keep hands behind the cutting edge. Wear suitable PPE where required.	3	1	3
Falling from height.	4	4	16	All hand tools used at a height where there is a risk of them falling must be securely stored. With adequate protection installed to prevent materials falling.	4	1	4
Slips, trips & falls.	3	3	9	After use all hand tools must be correctly stored away.	3	1	3
Noise.	3	4	12	Ear protection is to be worn where required, display signage to warn other personnel in the vicinity.	3	1	3
Injuries from insufficient lighting.	3	3	9	When using hand tools ensure there is adequate lighting to enable the task to be done safely.	3	1	3
Injury from damaged equipment.	3	5	15	Only well maintained tools that conform to British Standards to be used. Prior to use check all tools for wear and damage. Any worn or damaged equipment must be returned to the stores.	3	1	3

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1		Very Unlikely = 1

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA2
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Protection to 3rd Parties
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Injury to visitors (delivery drivers, customers etc) or other 3 rd parties.	3	3	9	Excellent standards of housekeeping to be maintained - all floors and surfaces to be kept clear of potential slip and trip hazards. Visitors should be informed upon arrival of the arrangements in place for emergency evacuation, the associated assembly points and the location of welfare and first aid facilities and no-go areas. No visitor to the premises/site should be permitted to access any area of the premises/site out of the offices/work hours unescorted - where potentially hazardous operations take place such as plant being used. In such areas visitors should only be escorted by employees who are familiar with the operations taking place so these can be avoided. Access should not be permitted where any maintenance or other such works are taking place.	3	1	3
Injury/harm to contractors working on clients behalf	4	3	12	Prior to commencing works, whether at a clients premises or other, a competence assessment must be carried out to ensure the contractor possesses adequate skills, training and relevant experience to carry out the works. It must also be ensured that adequate insurances are held, that an adequate safe system of work will be employed and suitable and sufficient risk assessments are in place for the works to be carried out, and that sufficient resources of time have been allowed for to carry out the work safely and equipment is provided to carry out the works in accordance with the above. This must all be assessed and approved prior to works commencing. For major works the contractor should be researched for any previous health and safety prosecutions or enforcement notices and accident statistics requested.	4	1	4
Injury to customers	3	3	9	When employees visit another premises, it should be ensured that any site or other safety rules/exclusion zones in place are adhered to and any potentially unsafe situations are reported immediately.	3	1	3

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA3
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Manual Handling
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Lifting/ pulling/ pushing heavy loads.	3	4	12	Use mechanical aids where possible i.e. Pallet Truck, Fork Lift Truck etc. If this is not necessary or practicable, and the load is within your capabilities, lift the load with your back straight and your knees bent looking straight ahead, taking the strain on your legs. If the load is too heavy or awkward seek assistance- Do not attempt to lift it on your own.	3	1	3
Slips/ trips/ falls.	3	4	12	Plan your route, move any obstacles. Ensure safe access and egress to and from all work areas and adequate lighting. Maintain high standards of housekeeping.	3	1	3
Cuts from sharp edges.	3	4	12	Wear gloves for manual handling operations to protect hands.	3	1	3
Trapped fingers & hands.	3	4	12	Always try to keep hands away from load edges especially in tight areas and use handles where provided.	3	1	3
Sprains & strains.	3	4	12	Avoid twisting, stooping, reaching and carrying long distances.	3	1	3
Muscular/ skeletal disorders.	3	4	12	Ensure an even floor and sufficient rest/ recovery time. Maintain a good posture; if the task is repetitive a separate risk assessment may be required.	3	1	3

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA4
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Use of Portable Electrical Equipment
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Operator error	4	3	12	Only competent personnel are to use electrical equipment.	4	1	4
Electrocution	4	4	16	Only equipment with a current PAT test is to be used. Before use check the equipment for damage. If unsure about the safety of electrical equipment do not use it. Only competent persons are to repair faulty electrical equipment. If any defects are found the item must be taken out of use and replaced or repaired by a competent person. Never stand on damp or wet surfaces when using electrical equipment and keep electrical equipment clean and dry.	4	1	4
Slips, trips & falls	3	3	9	Run all cables in a tidy manner so they are not a trip hazard. Ensure they are not over stretched, exposed to sharp edges or susceptible to damage from hot work or traffic. After use disconnect tools and cables and store correctly.	3	1	3
Flying particles	3	4	12	Safety glasses/ face visor to be worn where risk of flying particles. Screens to be used where required to protect other personnel and 3 rd parties.	3	1	3
Noise	3	5	15	Most processes generate noise so hearing protection may be required. Should hearing protection be required signage will be used to warn other personnel in the vicinity to wear hearing protection.	3	1	3
Vibration	3	4	12	When using vibrating electrical equipment take regular breaks from the task to do alternative work, and keep your hands warm. Report any problems immediately to the safety department.	3	1	3

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1		Very Unlikely = 1

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 - 11	Medium Risk
1 - 7	Low Risk

Risk Assessment

Reference number: RA5
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Working in Remote Areas/Alone
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Personal Injury	4	3	12	Lone workers are not to carry out hazardous operations with a high risk of injury e.g. working at heights, electrical work. If this is unavoidable then a safe system of work involving a reliable means of communication or lone worker alarm will be provided. Procedure to be established with lone worker to report in at set times. First Aid equipment and training must be appropriate to the nature of the work and readily available. Managers to brief operatives on work to be completed and limit of their own initiative. Depending on nature of the work relevant permits must be in place.	4	1	4
Loss of contact	4	2	8	Management must know the exact location of worker(s) at all times - this should be achieved by lone worker reporting in at set times. Lone worker to report when task complete and where applicable permits closed off with all involved.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA6
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Dust
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Production of dust	4	4	16	Work areas will be kept free from excessive dust by regular cleaning. Areas where excessive dust production is foreseeable will be kept clear of personnel until airborne levels settle. Personnel will wear suitable respiratory protection at all times in these areas. Covers will be in place on equipment to prevent emissions of dust. Where possible areas that are to be cleaned will be dampened prior to cleaning to reduce the levels of dust being spread into the air. Measures to reduce the amount of dust produced during all stages of the graining process should be implemented.	4	1	4
Eye irritation	3	5	15	Ensure all operatives who are working in areas prone to dust must wear suitable eye protection i.e. safety glasses, goggles or face shield.	3	2	6
Inhalation of dust	4	5	20	When there are still high levels of dust present Respiratory Protective Equipment must be used. RPE will be carefully selected and used in consultation with the supplier/manufacture. Unless selected carefully it is unlikely to be effective in providing the appropriate protection. Use natural ventilation where possible to reduce the amounts of dust, ensure that this ventilation does not produce a build up of dust in another area. Ensure systems installed to protect operatives from dust such as filtration systems in cabs are maintained and full working order.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA7
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Using Substances Hazardous to Health
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Operator error	4	3	12	Know what the substance is and what it does before using. Read the COSHH assessment and sign the briefing sheet before taking any substance from the COSHH stores. Information and instructions detailed in the COSHH assessment must be followed.	4	1	4
Contact with skin	4	3	12	Wear the correct PPE as indicated by the COSHH assessment. Any contamination must be cleaned up immediately and any contaminated clothing removed and laundered before re-use.	4	1	4
Contact with eyes	3	5	15	If substances need to be decanted or moved do so in a controlled manner. Any contact with the eye must be rectified immediately. Never store hazardous substances above head height.	3	1	3
Inhalation	3	4	12	If natural ventilation is insufficient use local exhaust ventilation or respiratory protective equipment as required. Ensure other persons are not affected by emissions.	3	2	6
Ingestion	4	5	20	Do not drink or eat any hazardous substances. Never eat or drink when using hazardous substances and after use always follow good hygiene practices.	4	1	4
Spillage	4	3	12	Ensure spill clean up equipment is readily available. Always replace the lid after use.	4	1	4
Explosion/ fire	4	5	20	Do not mix substances together. Never smoke when using substances. Always have a suitable extinguishing media available. Keep flammable materials away from hot work areas. Store materials correctly in accordance with the COSHH assessment.	4	1	4
Environmental damage	4	4	16	Prevent hazardous substances entering drains or watercourses. Spills to be contained cleared and disposed of in accordance with relevant COSHH assessment.	4	1	4
3 rd party contact.	4	3	12	After use all substances must be returned to the COSHH stores.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 - 11	Medium Risk
1 - 7	Low Risk

Risk Assessment

Reference number: RA8
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Vermin
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Leptospirosis (Weils Disease)	4	3	12	Pest control contractor to be called to rid area of rodents as far as possible. All operatives must maintain good levels of personal hygiene. Operatives must never touch dead animals . If feeling flu like symptoms with severe headaches/sickness to report to G.P. immediately and inform of the fact that you have worked in a vermin contaminated area. All operatives to be instructed in the symptoms of Leptospirosis and issued with Leptospirosis cards. This can be best achieved by showing Leptospirosis COSHH Assessment to medical staff.	4	1	4
Bitten	4	3	12	Disinfect area of wound immediately, apply dressing and seek immediate medical attention. See Leptospirosis COSHH Assessment.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA9
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Disposal of Waste Materials
 Persons at Risk: Employees, 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Fires	4	3	12	Skips to be provided and kept in secure locations. Build up of waste to be removed regularly. Waste fires not to be permitted on sites. Suitable extinguishers to be available depending on type of waste.	4	1	4
Toxins/ contamination	4	3	12	Manufacturer's and local authorities' waste disposal instructions to be applied. Disposal to be dealt with by registered waste carriers and transfer notes required. Containers to clearly identify types of waste they contain. See relevant COSHH assessment for storage and disposal requirements. Asbestos waste to be stored in accordance with requirements outlined within safe systems of work and method statements.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 - 11	Medium Risk
1 - 7	Low Risk

Risk Assessment

Reference number: RA10
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Work on Occupied Sites
 Persons at Risk: Employees and 3rd parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Injury to Clients Personnel	4	4	16	Prior to contract commencement will establish, through liaison with occupiers representative the exact areas on the land where contract related works will take place and erect suitable and sufficient barriers (where required) and signage to prevent access to site areas by occupiers personnel and to advise them of all known site hazards. Where access to areas on site is required to be shared, priority will be given to occupier's traffic, pedestrian and vehicular at all times. Methods of work likely to cause minimum disruption and annoyance via the generation of high levels dust, fume and noise will be instigated. Where contract operations alter the occupier's normal emergency escape and access routes, alternative safe routes will be established through liaison with the occupier's representative and these temporary routes will be clearly signed and will remain unobstructed for the duration of their use.	4	1	4
Injury to Contract Personnel	3	4	12	The Supervisor will through liaison with the occupiers representative, establish formal site rules specific to the requirements of the occupiers activities. In addition the nature of all hazardous substances and activates on the occupiers land will be made known to all site personnel during initial formal induction. Site personnel will not be permitted to trespass onto 'offsite' occupiers areas without the express permission of the occupiers agreed representative.	3	1	3

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA11
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Preventing Slip/Trip/Falls
 Persons at Risk: Employees

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Carpeted Floor surface	3	4	12	The carpet is to be inspected at regular intervals and faults rectified without delay. Any member of staff spotting a defect with the carpet is to report the fact to the management without delay.	3	2	6
Personal possessions and stored items	3	4	12	Customers are to be requested not to place bags and items of clothing in the walk ways. All items are to be stored so as not to cause an obstruction to a walk way. Lighting is to be kept at a level to allow easy vision while staff and customers are walking around.	3	2	6
Change in level	3	4	12	The area around the stage is to have sufficient lighting so as to give clear vision when changing level. A hand rail should be provided to assist where required and a suitable method be provided to assist disabled persons.	3	2	6
Trailing Electrical cables	3	4	12	All cables are to be kept clear of floor surfaces without going under carpet. All cables are to be secured to prevent them accidentally causing a trip hazard	2	2	6

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 - 11	Medium Risk
1 - 7	Low Risk

Risk Assessment

Reference number: RA12
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Use of Spreading and Distribution Machine
 Persons at Risk: Employees and 3rd Parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Trapping	3	4	12	Operatives to ensure the Sand Spreader is only used in designated areas and 3 rd parties to be kept clear of all moving parts when in use. Operatives are to carry out daily/pre-use inspections and recorded inspections are to be carried out weekly. Any defects are to be reported to management immediately and defects rectified by a competent person.	3	1	3
Unauthorised use	4	5	20	The machine is to be kept in a secure area when not in use and disabled to prevent use. Ignition key to be removed and the handbrake/brake applied when the operator is not at the controls to ensure 3 rd parties cannot engage the tractor in anyway.	3	3	9
Manual handling	3	4	12	Operatives are to ensure they use manual handling techniques following a manual handling assessment when filling the hopper with sand. A suitable number of operatives are to unload the Finishing Mower from the trailer should any lifting be required. A manual handling assessment will be used as required; all operatives carrying out lifting will have received manual handling training.	3	1	3
Contact with rubber belting	3	4	12	Operatives to ensure 3 rd parties cannot gain access to the rear sand spreader when the spreader is in operation.	3	1	3
Hydraulic Pressure Loss	4	4	16	Operatives must visually inspect all hydraulic pipes before each use to ensure there are no leaks in the pipework that could effect the operation of the machine. Any faults must be reported to your supervisor immediately and remedial work carried out by a competent person.	4	1	4
Contact with 3 rd parties	3	4	12	When working in public areas operatives are to ensure all plant movements are in designated areas away from the movements of any person. Operatives are to ensure they only work in areas as specified by the head teacher and must contact the head teacher should they need to go into areas not already pre-agreed.	3	1	3

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA13
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Use of Skid Steer with Attachments
 Persons at Risk: Employees and 3rd parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Operator error	4	3	12	Only trained, competent, certified and authorised personnel are to operate skid steer. Certification must be held also for attachments where these are used. Persons taking medication should consult their line manager prior to operating. Never to be operated under the influence of alcohol or drugs.	4	1	4
Mechanical failure	4	4	16	At the beginning of every working shift or day, visual safety checks must be carried out. If any defects are found remove from service immediately and inform line manager. Weekly inspection to be recorded. To be maintained by competent persons only.	4	1	4
Collision	4	4	16	Operate the truck in a safe controlled manner, only in areas designated and in good lighting conditions only. Sound horn before emerging from behind a blind corner and reduce speed to an appropriate level. When not in use the skid steer should be isolated with keys kept in a separate, secure location.	4	1	4
Explosions & fire	4	3	12	Ensure that the truck is fit for use and has no defects e.g. leaking fuel pipes, by doing a pre-use check and recording the findings. Report any problems. Refuelling to take place in designated area only.	4	1	4
Other personnel	4	3	12	Make sure that other personnel are aware of the operation and that no persons are within a close proximity of the skid steer during operation. Always drive carefully and slowly when pedestrians are about and never trap a person so they have no means of escape. Always remember that it is the driver's responsibility to be aware of pedestrians.	4	1	4
Trapping	4	4	16	Do not place arms, legs, hands or head between any working parts of the machine. Always keep to the confines of the truck. Never allow anyone to stand or walk beneath the fork arms.	4	1	4
Operator injury	4	3	12	Always embark and disembark the machine using purpose designed features only. Always ensure surfaces are clean and free from slip/trip hazards prior to entering.	3	1	3

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA14
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Use of Telescopic Handler
 Persons at Risk: Employees, 3rd parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Operator error	4	4	16	Only trained, competent, certified and authorised personnel are to operate plant.	4	1	4
Overtuning	4	4	16	Drive at a speed consistent with conditions, but always within the prescribed speed limit; avoid sudden braking, striking obstructions, operating on an incline. When travelling carry loads as low as is possible with boom retracted. Cross rails, kerbs and gullies slowly and wherever possible diagonally. Never lift a load using one fork arm.	4	1	4
Overloading & Loss of load	3	5	15	Never exceed the maximum lifting capacity of the truck and in no circumstances should counter-weight be added to increase its load carrying capacity. Never stack at an unsafe height. Ensure that the load weight is equally distributed on both forks. Do not operate the truck with an unsecured load.	3	2	6
Collision	4	5	20	Operate the truck in a safe controlled manner. Keep a safe braking distance from any vehicle in front (three truck lengths). Ensure there is adequate clearance around the truck when lifting and travelling. If vision is obscured travel seek assistance from a Banksman.	4	1	4
Floor failure	4	4	16	Before driving over bridge plates make absolutely certain that they will support the weight of the truck and that they are secured.	4	1	4
Explosions & fire	4	3	12	Ensure that the truck is fit for use and has no defects e.g. leaking fuel pipes, by doing a pre-use check and recording the findings. Report any problems.	4	1	4
Other personnel	4	3	12	Make sure that other personnel are aware of the operation and that the trucks motion indicators are working. Always drive carefully and slowly near pedestrians and never trap a person so they have no means of escape. Always remember that it is the driver's responsibility to be aware of pedestrians	4	1	4
Trapping	4	3	12	Do not place arms, legs, hands or head between the working parts of the vehicle. Always keep to the confines of the cab. Never allow anyone to stand/ walk beneath the fork arms.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA15
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Public safety
 Persons at Risk: Employees, 3rd parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Struck by plant	4	4	16	Pedestrians to be made aware of plant entering and leaving the site and whilst crossing all pedestrian areas. Ensure plant is not in danger of knocking down barriers onto pedestrian areas. Ensure reverse alarms, lights and beacons are in working order. Ensure traffic management is appropriate to deal with members of the public. Any concerns about the safety of public or other site operatives stop work & report to supervisor.	4	1	4
Traffic accidents	4	4	16	Ensure safety exclusion zone from traffic (Road and Street works Act) is in place. Access/ Egress to be signed and controlled by banksman. Rotating beacons to be used on all vehicles. Hi-vis jackets/vests to be worn at all times. If not satisfied with traffic management stop work and report to immediately to supervisor.	4	1	4
Struck by materials	4	4	16	Ensure all materials are stacked and safely secured away from areas where pedestrians may enter.	4	1	4
Noise	3	5	15	When working in built up areas always use equipment and plant with consideration for residents living in the area.	3	1	3
Dust	3	5	15	Use water spray to damp surface down.	3	1	3
Injury to trespassers	4	4	16	Members of public will not be allowed to enter the workshop area. Ensure work area is securely protected with signage warning of all hazards. All plant to be immobilised when left unattended. Flammable and dangerous substances securely stored.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1	Very Unlikely = 1	

Risk Ratings =

Risk Ratings (R)	
20 - 25	Very High Risk
12-20	High Risk
8 – 11	Medium Risk
1 – 7	Low Risk

Risk Assessment

Reference number: RA16
 Assessment date: July 2009
 Location: Hemsworth Playing Fields

Operation Description: Transport safety on site
 Persons at Risk: Employees, 3rd parties

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Struck by plant	4	4	16	Separate vehicle routes and pedestrian routes and where possible provide footways. Ensure all traffic routes, and offloading points are adequately signed. Ensure system is in place to ensure that all delivery drivers report to site before entering. Control vehicles/plant using designated banksman. Ensure banksman and driver use agreed and recognised signs. Banksman must always wear high visibility jacket.	4	1	4
Reversing	4	4	16	Minimise the need for reversing operations. Keep personnel clear of areas where vehicles need to reverse. Provide markings to guide drivers. Ensure that banksman is used when reversing. Ensure rotating beacons, reverse alarms and reverse cameras are used and are all in working order.	4	1	4
Vehicles overturning	4	4	16	Ensure traffic areas are firm and level. Drivers should drive with care and attention. Visible warnings/barriers must be used near hazards (e.g. excavations).	4	1	4
Struck by falling materials.	4	4	16	Designate an area for offloading and keep personnel clear. Ensure there are no objects, which may fall from the equipment onto those working below.	4	1	4

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
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