This sheet should only be used for guidance, in order to assist you in completing your own risk assessment

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|  | **Hazard****Something with a potential to cause harm** | **✓****If hazard exists and who it could harm** | **Suggested Action / Control Measure (prevention measures). This list is not exhaustive. Below are some control measures which you may find useful when completing your risk assessment.**  |
| 01. | Vehicle movement on site during working hours. (Deliveries from outside companies). |  | - Ensure all deliveries are reported to  reception prior to loading or unloading.- Minimise traffic route usage.- Stop all deliveries being made during  school admission times and home times. - Route planning: separate vehicles from  Pedestrians.- Minimise traffic route usage. - Display suitable warning signs at  entrances for vehicle drivers and pedestrians.- Produce a safe system of work were  segregation is not possible.  |
| 02. | Parent/child pick-ups and drop offs in vehicles. |  | - Prevent pickups/drop offs on the site. - Segregate vehicles and pedestrians. - Do not allow general access to pick up and drop off points.  - Introduce a walkway for passengers to  wait / disembark. - Introduce lane markings with signage. |
| 03. | Children riding bicycles on site. |  | - Produce a safe system of work where  segregation is not possible. - Introduce instruction that bicycles are  to be walked through the site to the  lock up area.- Allocate bicycle routes around/across  the site away from vehicle movements. - Introduce bicycle walkways creating  the most direct route. |
| 04. | Staff parking on site. |  | - Situate staff parking area in the safest  location considering people movement to and from their vehicles.  - Consider an allocated route to designated  Spaces.  - Ensure the parking area is level, well lit, lit, well drained and clearly marked. - Introduce a one-way system. |
| 05. | Pedestrians and vehicles using the same access, egress route. |  | - Segregate vehicles and pedestrians. - Do not allow general access to pick up and drop off points. - Ensure walkways are well lit, clearly  marked and kept in good repair.- If possible separate pedestrians from  vehicle movement area.  |
| 06. | Poor outside lighting. |  | - Ensure adequate lighting is available at all times.- Ensure that any lighting does not  reflect on the driver causing blind vision.  |
| 07. | Poor housekeeping: Waste materials left loose on the ground. |  | - Ensure all areas are clear of any slipping  Hazards.   |
| 08. | Corners/blind spots. |  | - Ensure good visibility for drivers and  Pedestrians. - Where blind spots cannot be avoided,  use mirrors or one-way systems. - Use barriers to stop pedestrians walking into the roadway. |
| 09. | Loading and unloading of vehicles: Risk of falling objects. |  | - Consider authorising any supervision of  of unloading to a specific employee. - Produce a safe system of work.- Ensure no-one can access area during  loading and unloading activity. - Consider using cones to direct pedestrians.  |
| 10. | Reversing vehicles on site. |  | - Designing layout to eliminate/minimize  Reversing. - Include lane markings and signage.- Plan out a reversing area and mark it  clearly for drivers and pedestrians.- Incorporate lateral white lines for clear  visibility to the reversing driver.  |
| 11. | Uneven surfaces causing an overturn of a heavy goods vehicle. |  | - Ensure that good housekeeping is  adhered to at all times especially on any road surface.- Make sure that the surface is even and no potholes are present. |
| 12. | Excess movement of vehicles at any one time. |  | - Produce a safe system of work.- Display clear and suitably sited. - Directions and instruction. - Introduce sensible speed limits.- Introduce traffic calming measures.  |
| 13. | Site works - refer to managing contractor’s documentation. |  | - Produce a safe system of work.- Ensure adequate risk assessments for  the works have been completed.  |
| 14. | Unauthorised access to the vehicle cab. |  | - Ensure that the cab is securely locked and keys taken out in the event of the vehicle being left unattended.  |
| 15 | Lack of information /instruction. |  | - provide instruction to pedestrians who  have to use the same areas as vehicles- provide information about routes to be used, any specific hazards, about any other  people on site - inform the delivery drivers of safe working  practices - e.g., parking and unloading - consider printing site rules, directions, maps etc. on the back of order forms or invoices- use adequate signage to instruct.  |