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. |