

Clwyd Transport Services Ltd

Description Delivery Vehicle Loading and Unloading Operations- Goods Loaded onto - Tipper Delivery vehicles & wheeler & Artic by means of chutes, hoppers, loading machines and cranes and vehicles being off loaded by using the vehicle tipping hoist equipment. Only manual handling operations that are undertaken is when a driver operates the tipper mechanical sheeting devices, and closing the vehicle tail gate.	Risk assessment	
	Prepared by:	Ann Adamson
	Assisted by:	Paul Jones, Craig Jones, Simon Devlin, Russell Jones
	Assessment date:	28 th October 2022
	Review date:	November 2023

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction.

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Collision Hazards	All drivers and those near the activity / access route- Possible fatal injury from being struck by vehicle or loading machines or other machinery on site	<p>Training & Competency - Only trained and competent persons to undertake loading and unloading operations.</p> <p>Maintenance – All vehicles and trailers are maintained to operator licence requirements.</p> <p>Site Rules & access to sites - All site speed limits, rules and traffic management systems must be adhered to. Drivers are not allowed access until the client mans the site.</p> <p>Designated Loading tipping and Parking areas- Drivers must follow site instructions and use designated loading ,tipping and parking areas.</p> <p>Seat Belts , Remain in Cab – drivers to remain in their cabs as much as possible whilst on site . Seat belts must be worn at all times</p> <p>Banksman- banksman to be used where provided. When using banksman drivers must ensure they have good communication, understand signals and stop immediately if they lose sight of the banksman.</p> <p>PPE – All drivers must wear HI vis jackets, Trousers, ankle support lace up boots , safety helmet, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instructions.</p>	Risk 1x 8= 8 Likelihood x severity	LOW
Crushing entrapment loads sticking in body of vehicle or trailer hazard	All drivers and those near the activity / access route Major injury from sudden load movement or tail gate trapping / impact	<p>Traffic routes designated parking area – drivers must follow designated traffic routes and only park in designated areas.</p> <p>Load position access to vehicle / Trailer Do not access or allow others to access the area below the tipper body when it is raised.</p> <p>Vehicles Safety equipment & Banks man Vehicles are fitted with load cells, reversing beepers, CCTV screens and drivers are requested to use the services of a banksman whenever possible and if this equipment is not fitted or not operational</p> <p>Banksman- When using banksman drivers must ensure they have good communication, understand signals and stop immediately if they lose sight of the banksman.</p> <p>Ground Conditions –vehicles must be parked on firm level ground when tipping</p>	Risk 1 X 8 = 8 Likelihood x severity	LOW

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		<p>Adverse Weather & Site lighting conditions – Drivers must take into account weather and lighting condition on site before tipping ensuring the tipping area is well lit. Driver must ensure the tipping area is safe and the ground is firm and level.</p> <p>Surplus material stuck in tipper body/trailer- Drivers must not attempt to remove the material from the tipper body without following site specific procedure or method statement Driver to lower body and seek help from site management.</p> <p>Load data safety sheets /Duty of care transfer note – Drivers are supplied with safety data sheets/duty of care transfer notes and where appropriate if the cargo is hazardous the vehicle is suitably labelled.</p> <p>PPE – All drivers must wear Hi vis jackets, Trousers, ankle support lace up boots , safety helmet, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instruction</p> <p>Ground Conditions –vehicles must be parked on firm level ground when tipping</p> <p>Adverse Weather & Site lighting conditions – Drivers must take into account weather and lighting condition on site before tipping ensuring the tipping area is well lit. Driver must ensure the tipping area is safe and the ground is firm and level.</p> <p>Site Rules & access to sites - All site speed limits, rules and traffic management systems must be adhered to.</p> <p>Banksman- banksman to be used where provided. When using banksman drivers must ensure they have good communication, understand signals and stop immediately if they lose sight of the banksman.</p> <p>Seat Belts, Remain in Cab – drivers to remain in their cabs as much as possible whilst on site . Seat belts must be worn at all times.</p> <p>Housekeeping in vehicle cab- drivers must ensure that any non-integrally fitted equipment / personal possessions is stored safely to prevent the equipment / or possession injuring the driver in an accident or vehicle overturn situation.</p> <p>Exclusion Zone- all drivers must ensure there is a 20m exclusion zone between them and any other tipping vehicle</p> <p>PPE – All drivers must wear Hi vis jackets, Trousers, ankle support lace up boots, safety helmet, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instructions.</p>	<p>Risk 1 x 8 = 8 Likelihood x severity</p>	<p>LOW</p>
<p>Vehicle overturn</p>	<p>All drivers and anyone in the immediate vicinity Possible Fatal /Major Injury from overturning tipper vehicle / trailer Damage to vehicle & property</p>	<p>Site Rules – All site rules , traffic management systems and pedestrian exclusions zones must be followed,</p> <p>Designated Loading tipping and Parking areas- Drivers must follow site instructions and use designated loading ,tipping and parking areas. All vehicles either reverse or drive up to a loading bay or designated loading area where loaded from above or from the side. Drivers must only open the tipping mechanism at the tipping area</p> <p>Loading and discharging safely- the driver is responsible for the load being secured and discharged safely.</p> <p>Sheeting of Loads – all loads must be sheeted. Drivers to sheet vehicles/trailer in designated area's using sheeting platforms /gantry's following site rules. Drivers must not climb onto vehicles to rope and sheet their vehicles / trailers</p> <p>Safe systems of Works – (SSOW3 & 3.1) safe systems of works for tipper discharge (rigid & artic) air hydraulic/ manual operated tailgates issued to drivers must be followed at all times</p>	<p>Risk 1 x 9= 9 Likelihood x severity</p>	<p>LOW</p>
<p>Loading Spill</p>	<p>Anyone in the immediate vicinity Possible Fatal / Major injury from engulfment</p>			

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<p>Slips / Trips and Falls of persons or materials from height</p>	<p>All drivers, vulnerable road users and other third parties in the vicinity. Serious possibility fatal injuries from fall from vehicle cab/trailer or working at height. Possible serious injury / vehicle damage caused by debris of load falling from vehicle in transit.</p>	<p>Safe System of Works – (SSOW 05) Safe system of Works for access and egress of vehicle cab/ Body / trailer issued to drivers must be followed at all times. Site Rules – drivers must follow site rules and use designated sheeting area's using sheeting platforms /gantry's Sheeting equipment- 8 wheeler tippers or Artic tipping trailers are fitted with automatic or manual sheeting devices. Drivers must only open or close sheeting mechanism at the loading and tipping areas Securing Loads- it is the driver's responsibility for the load being secured safely. Driver must ensure that no material can fall from the vehicle before leaving the loading site and that no material is left on or in the vehicle after tipping. All loads must be sheeted. Wheel Wash – Wheel washes facilities must be used on sites applicable to help remove debris between the wheels before leaving site. PPE – All drivers must wear Hi vis jackets, Trousers, ankle support lace up boots, safety helmet, glasses and abrasion resistance gloves when exiting the vehicles and any further site specific PPE requirements Housekeeping & Weather conditions – vehicle steps must be kept clean and free from mud especially in the winter when the ground and steps can be frozen Prohibited Actions - drivers must not climb or stand onto top of loads help must be sought from site personnel or Clwyd Transport Services transport managers Site Rules and hazard signs - All site speed limits, rules , traffic management systems and hazard / warning signs must be followed at all times Assess tipping area Look Up – drivers are instructed to check site for overhead obstructions or power lines in areas where they may have to tip and take appropriate action if cables or obstructions are in the vicinity. Adverse Weather & Site lighting conditions – Drivers must take into account weather and lighting condition on site before tipping ensuring the tipping area is well lit. Driver must ensure the tipping area is safe and the ground is firm and level. Exclusion zone – Drivers must not tip if their vehicle/trailer body when raised is within 1.5m of any overhead powerlines or obstructions. Driver awareness - Drivers to be aware of the height of their vehicle in tipping positions Prohibited actions – Drivers must never travel with their tipper body raised. Parking vehicle /trailer safely- Drivers must not park beneath overhead electricity lines within the limits defined by goad posts or signs Safety information - All drivers are issued with and must follow HSE avoiding danger from overhead powerlines GS6 guidance notes. In cab stickers Danger of Death supplied to all drivers to be placed in vehicle cabs providing drivers of the electricity company emergency number 105 to be called if any part of their vehicle/trailer touches an overhead power line.</p>	<p>Risk 2 x 7 = 14 Likelihood x severity</p>	<p>Medium</p>
<p>Contact with overhead obstructions or equipment.</p>	<p>Possible serious or fatal injury if tipping trailer or lorry body strikes overhead obstruction / equipment or electrocution from power lines. Collapse of structure or Fire or Falling material</p>	<p>Risk 2 x 9= 18 Likelihood x severity</p>	<p>Medium</p>	
<p>Manual Handling</p>	<p>Driver Cuts to hands and Musculoskeletal injuries such as back strain.</p>	<p>Risk 2 x 4 = 8</p>	<p>LOW</p>	

		Likelihood x severity
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Further Control Measures – None

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- Driver Manual containing policies and procedures
- Safe systems of works tipper loading and discharge (SSOW3 3.1)
- Safe systems of works for access and egress of vehicle cab/ body / trailer (SSOW05)
- Any site-specific procedure or method statement for the removal of surplus material in the body of 8-wheeler rigid tippers or artic tipping trailers
- Ciwyd Transport Services Ltd Living with Covid 19 and social distancing Risk assessment and advise to drivers.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.

Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81	Fatality
	Likely	8	16	24	32	40	48	56	64	72	
Highly Unlikely	7	14	21	28	35	42	49	56	63	No Injury / Harm	
Highly Unlikely	6	12	18	24	30	36	42	48	54		No Injury / Harm
Highly Unlikely	5	10	15	20	25	30	35	40	45	No Injury / Harm	
Highly Unlikely	4	8	12	16	20	24	28	32	36		No Injury / Harm
Highly Unlikely	3	6	9	12	15	18	21	24	27	No Injury / Harm	
Highly Unlikely	2	2	6	8	10	12	14	16	18		No Injury / Harm
Highly Unlikely	1	2	3	4	5	6	7	8	9	No Injury / Harm	
Highly Unlikely	1	2	3	4	5	6	7	8	9		No Injury / Harm

Risk rating meaning

Risk Categorised	Immediate action required to reduce risk
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

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Description Driving Standards for Drivers and Subcontractor Drivers Driving & Operating Rigid & Artic Tipper Vehicles on behalf of Clwyd Transport Services Ltd	Risk assessment	
	Prepared by:	Ann Adamson
	Assisted by:	Paul Jones Craig Jones, Simon Devlin, Russell Jones
	Assessment date:	28 th October 2022
	Review date:	November 2023

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction. All drivers are issued with CTS drivers manual

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High / Medium / Low
Collision Hazard	All Drivers , other company employees, other road users, Vulnerable Road users and Pedestrians - Possible fatal injury if struck by a vehicle	<p>Training & competency - Only trained and competent persons to undertake driving operations. All trained persons must hold a current valid licence for type of vehicle they are driving on behalf of the company and current driver's qualification card.</p> <p>Driver responsibilities - All drivers are made aware of their responsibilities and instructed to be professional at all times</p> <p>Daily Walk Around Check Defect reporting - All Drivers must complete a daily walk around check on the vehicle at the commencement of the shift and report any defects found.</p> <p>Statutory traffic rules and regulations, Highway code, Driving Standards - All drivers must adhere to all statutory traffic rules and regulations specified in the Highway code, regarding the manner in which a vehicle is driven and follow the driving standards policy in the CTS drivers manual.</p> <p>Drivers hours, weights measures , tachograph records - All Drivers, sub-contract drivers and owner operators must observe EEC rules and regulations regarding Drivers hours & Vehicle weights and measures and maintain tachograph records</p> <p>Seat Belts- It is mandatory that all drivers and passengers wear seat belts fitted in tipper vehicles and company vehicles.</p> <p>Vehicle Maintenance & Operator licence requirement - All vehicles must be regularly inspected, repaired and maintained as per manufacturers or MOT recommended guidelines and operator licence requirements this includes sub contractor and owner operator vehicles.</p> <p>Speed Limits - All drivers must keep within statutory speed limits and follow traffic signs and road markings.</p> <p>Driving Technique, due care and attention, abide by the law - Drivers must adapt their driving technique when on different road types such as urban, rural and motorways. Drivers must use fuel efficient driving techniques to help with air</p>	<p>Risk 1 x 9= 9 Likelihood x severity</p>	LOW

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quality and emissions. Drivers must drive with due care , within the law and with regards to other road users particularly Vulnerable road users at all times

Safe System of Works - Safe system of Works vehicle reversing forward motion and manoeuvring, & safe system of works Parking, Coupling and Uncoupling to be followed. SSOW 02

Driver awareness - When turning all driver must ensure they use check their blind spots especially when turning looking out for cyclist and vulnerable road users.

Banksman - Where vehicles are not fitted with reversing beepers, or CCTV cameras the drivers have been advised to seek the assistance of a banksman when they are reversing at client's premises. When using a banksman drivers must ensure they have good communication, understand signals and stop immediately if they lose sight of the banksman.

Prohibited actions- All drivers must never drive a vehicle under the influence of drugs and alcohol or bring to work, consume, possess or sell illegal drugs or other intoxicants. The company operates a drug and alcohol policy section 13 in CTS drivers' manual. Drivers must not travel in convoys. No unauthorised persons to drive or to be transported in vehicles. All drivers must not place objects in vehicle where they will impede their vision or cause distraction. Drivers must not Smoke, eat ,drink or play loud music whilst driving to avoid distractions

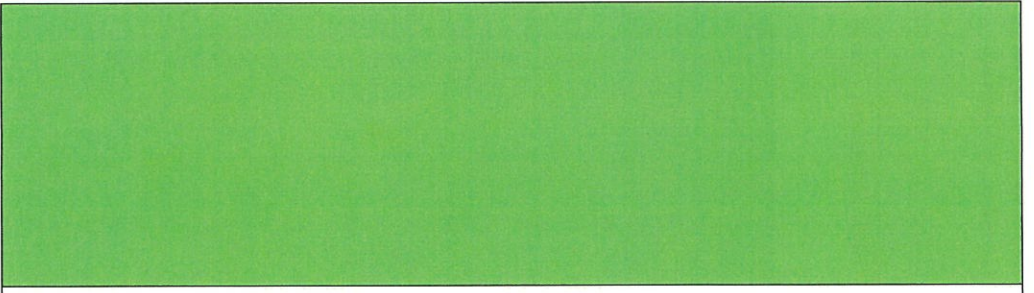
Emergency situations - All drivers have been instructed in what to do in the event of an accident or an emergency situation details of the procedures are in CTS Driver's manual section 15 Emergency situations / incidents and section 24 accidents / collision policy and rules.

Reporting - All vehicle accidents, incidents and near misses are reported and investigated by the company, the driver's employer or in the case of owner-drivers by themselves.

Vehicle breakdown procedure - When a vehicle breaks down drivers must follow the procedure in CTS Drivers manual 31 Vehicle breakdown. If on a Motorway the driver must exit the vehicle from the side furthest away from the traffic.

Adverse Weather conditions - All drivers are instructed not to commence any journey in adverse weather conditions before checking with transport managers Drivers must concentrate on the road when driving in adverse weather conditions and allow extra journey time where weather or traffic conditions dictate.

FORS E learning - CTS Drivers must complete FORS safety e Learning training course as per requirement .



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Collision Hazard	All Drivers , other company employees, other road users, and Vulnerable Road users – Possible fatal injury from not wearing a seat belt	Seat Belts- It is mandatory that all drivers and passengers wear seat belts fitted in tipper vehicles and company vehicles.	Risk 1 X 9 = 9 Likelihood x severity	LOW
Driving on different Road Types or on sites	All Drivers , other road users, Vulnerable Road users and Pedestrians - Possible injury , damage to vehicle, property or persons	Driving Technique - Drivers must adjust their driving to the type of road they are travelling on Urban , rural and motorways. Speed limits , site rules - All drivers must keep within statutory speed limits and follow traffic signs and road markings. Drivers must follow site rules, speed limits and traffic management systems at all times. Communication - Driver to report any concerns with site conditions to the transport managers.	Risk 1 X 9 = 9 Likelihood x severity	LOW
Chemical hazard	All drivers and anyone in the immediate vicinity - Failure to be aware of hazardous nature of chemical substances stored and contained in the vehicle. May result in burns / skin irritation or ill health	Load consignment note - All drivers must check the consignment note and contact the transport office if they have any concerns over the material being transported Load safety information where applicable - All Drivers will be issued with safety data sheets where appropriate if the cargo is hazardous and the vehicle is suitably labelled COSHH assessment - All drivers are issued with COSHH Assessment Diesel Fuel & Adblue, Vehicle Lubricants & Coolant, cleaning materials.	Risk 1 X 8 = 8 Likelihood x severity	LOW
Adverse weather / Speed / distraction	all Drivers , other Road users, vulnerable road users and pedestrians - Failure to drive according to road conditions and getting distracted could result in a serious of fatal collision	Driving Standards Policy - All drivers to follow the driving standards policy and expectations Speed limits - Drivers must always obey speed limits and give regard to the weather and road conditions allowing extra journey time. Communication - Driver and transport manager to monitor weather conditions before starting any journey especially when bad weather conditions are forecasted. Distraction - Drivers must not eat , drink , smoke or listen to loud music whilst driving	Risk 1x 9 = 9 Likelihood x severity	LOW
Driver fatigue/ illness /Lone working	All Drivers , other company employees, other road users, Vulnerable Road users and Pedestrians - Driver / other road users may suffer serious injury if road accident results from fatigue or by Driver taken un well whilst driving. Driver being assaulted whilst on daily rest.	Routing and Schedules - Routing and Schedules are designed to minimise the risk of driver fatigue. Take Regular Breaks - Drivers instructed to take breaks if they become tired whilst driving. Regular Medical check ups & eye sight checks All LGV drivers must undertake regular medical check-ups as per the statutory regulations. Drivers Eye Sight must be checked every 6 months by their transport managers (Check they can read a new style number plate at a distance of 20. metres) Keep in contact - All drivers must speak to transport managers if they feel unwell and to seek medical advice as soon as possible.(see Driver Fatigue policy in CTS drivers Manual section 13) Tracking equipment - All vehicles are fitted with GPS Trackers.	Risk 1 X 7 = 7 Likelihood x severity	LOW

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Fire Hazard	All drivers and anyone in the immediate vicinity - Drivers / others risk possibly fatal injury from burns/ smoke inhalation from vehicles being driven and the cargoes sometimes carried on the vehicles or other vehicles. Also during refuelling of vehicles.	Safe Parking - When parking overnight drivers must follow instructions in CTS manual section 22 – parking Refuel at retail garages - All drivers are instructed to use retail garages for refuelling of Derv & Ad-blue and follow site rules. PPE –disposal gloves provided to be worn when fuelling or topping-up. Prohibited actions - No fuel or ad-blue to be stored on vehicles. No smoking, vaping or e-cigarette use during fuelling operations	Risk 1 x 9 = 9 Likelihood x severity	LOW
Noise Pollution hazard	All drivers and anyone in the immediate vicinity - Damage to hearing/ /Environmental harm/public relations	Routing - Transport plan operations by arranging routes and times to minimise potential nuisance. PPE - Drivers must wear ear defenders when instructed to by site rules, warning signs or directed by transport managers and report any noisy area or equipment Anti Idling and noise pollution Measures - Drivers to follow anti idling and noise pollution measures in place within the CTS manual	Risk 1 x 6 = 6 Likelihood x severity	LOW
Vibration Hazard	All drivers - possible exposure to hand arm vibration whilst driving	Routing and schedules - Drivers and transport managers plan and routes to avoid long periods in one position behind the wheel Drivers hours , Regular breaks - all drivers must observe EEC rules and regulations regarding Drivers hours and take regular breaks. Vehicles – all vehicles are road going vehicles and we have an ongoing fleet modernisation plan in place Vehicle/ Trailer Maintenance & Operator licence requirement - All vehicles must be regularly inspected (every 6 weeks) , repaired and maintained as per manufacturers or MOT recommended guidelines and operator licence requirements this includes sub-contractor and owner operator vehicles. Vehicle Cab – vehicle cabs are comfortable, with heating and ventilation available, Controls are easy to locate and use with minimal stretching and twisting, the driving seat has suspension and can be adjusted. Defect reporting - All Drivers must complete a daily walk around check on the vehicle at the commencement of the shift and report any defects found.	Risk 1 x 4 = 4 Likelihood x severity	LOW

Further Control Measures – Transport manager to regularly review routing and schedules with drivers to ensure the risk of fatigue is minimised.

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- Driver Manual containing policies and procedures
- Specialist operations Risk Assessment
- Safe System of Works SSOW 02 - vehicle reversing forward motion and manoeuvring, & safe system of works Parking, Coupling and Uncoupling to be followed
- Clwyd Transport Services Ltd Living with Covid 19 Risk assessment and advise to drivers.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81	
		8	16	24	32	40	48	56	64	72	
		7	14	21	28	35	42	49	56	63	
	Likely	6	12	18	24	30	36	42	48	54	
		5	10	15	20	25	30	35	40	45	
		4	8	12	16	20	24	28	32	36	
	Highly Unlikely	3	6	9	12	15	18	21	24	27	
		2	2	6	8	10	12	14	16	18	
		1	2	3	4	5	6	7	8	9	
			No Injury / Harm								
			Minor injury /Harm								
			Fatality								
		Severity									

Risk rating meaning	
Risk Categorised	
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

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<p>Description</p> <p>Working around moving vehicles, Parking, Coupling and Uncoupling, Reversing and Manoeuvring, Forward Motion and turning vehicles / Trailers</p>	<p><u>Risk assessment</u></p> <p>Ref: RA3</p>		<p>Prepared by:</p> <p>Ann Adamson</p>
	<p>Assisted by:</p> <p>Paul Jones Simon Devlin Craig Jones Russell Jones</p>		
	<p>Assessment date:</p> <p>28th October 2022</p>		
	<p>Review date:</p> <p>November 2023</p>		

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction. All drivers are issued with CTS drivers manual

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Collision Hazard	All drivers' other persons in the vicinity other road users Vulnerable Road users Pedestrian – Possible fatal injury if struck by a vehicle	<p>Training and Competency - Only trained and competent persons to undertake driving operations Parking, Coupling and Uncoupling, Reversing Forward Motion, Turning and Manoeuvring of Vehicles / Trailers. All trained persons must hold a current valid driver's licence for type of vehicle they are driving and Drivers Qualification Card.</p> <p>Good Observation of Surroundings & Blind spots - All drivers must observe their surroundings this includes site or road conditions, lighting and weather conditions before carrying out any forward driving operations, turning or manoeuvre making use of their mirrors and vehicle safety equipment fitted. When turning or carrying out slow speed manoeuvres all drivers must ensure they use check their blind spots especially turning looking out for vulnerable road users, Pedestrians.</p> <p>Prohibited Actions - No item should be placed in the windscreen area or in the way of mirrors or monitors and side windows where they might impede visibility or cause a distraction. Table tray are not allowed in vehicle cabs.</p> <p>Housekeeping - Windows and mirrors must be kept clean and in good repair.</p> <p>Safe system of Works – SSOW 01 Safe systems of work in for Parking Coupling and uncoupling and vehicle reversing and manoeuvring must be followed</p> <p>Good Observation of Surroundings & Blind spots - All drivers must observe their surroundings this includes site or road conditions, lighting and weather conditions before carrying out any forward driving operations, turning or manoeuvre making use of their mirrors and vehicle safety equipment fitted. When turning or carrying out slow speed manoeuvres all drivers must ensure they use check their blind spots especially turning looking out for vulnerable road users, Pedestrians.</p> <p>Prohibited Actions - No item should be placed in the windscreen area or in the way of mirrors or monitors and side windows where they might impede visibility or cause a distraction. Table tray are not allowed in vehicle cabs.</p> <p>Housekeeping & Maintenance - Windows and mirrors must be kept clean and in good repair. Driver must report any defects to their transport manager for repair.</p>	<p>Risk</p> <p>1 X 9 = 9</p> <p>Likelihood x severity</p>	<p>Low</p>
Crushing / Entrapment Hazard	All drivers, other persons in the vicinity, other road users, vulnerable Road users and pedestrians - Serious crush injuries if trapped by moving trailer or tractor unit	<p>Good Observation of Surroundings & Blind spots - All drivers must observe their surroundings this includes site or road conditions, lighting and weather conditions before carrying out any forward driving operations, turning or manoeuvre making use of their mirrors and vehicle safety equipment fitted. When turning or carrying out slow speed manoeuvres all drivers must ensure they use check their blind spots especially turning looking out for vulnerable road users, Pedestrians.</p> <p>Prohibited Actions - No item should be placed in the windscreen area or in the way of mirrors or monitors and side windows where they might impede visibility or cause a distraction. Table tray are not allowed in vehicle cabs.</p> <p>Housekeeping & Maintenance - Windows and mirrors must be kept clean and in good repair. Driver must report any defects to their transport manager for repair.</p>	<p>Risk</p> <p>1 X 9 = 9</p> <p>Likelihood x severity</p>	<p>LOW</p>

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Falling Hazard	All Drivers- Serious possibly fatal injuries from fall from vehicle cab or trailer	<p>Safe system of Works – SSOW 01 Safe systems of work in for Parking Coupling and SSOW 02 uncoupling and vehicle reversing and manoeuvring must be followed PPE – All drivers must wear Hi Vis jackets , Trousers , Ankle support lace up boots, Safety helmet as a minimum if working around a vehicle or trailer and wear any additional site PPE requirement (if on a site)</p> <p>Safe System of Works- All drivers must follow SSOW 05 for Access & Egress of Vehicle cab/ Body of vehicles/Trailers & SSOW 08)working at height at all times 3 Point contact- Drivers to maintain 3-point contact when accessing and egressing vehicle cab/body or trailer at all times. Good Housekeeping & Maintenance – Vehicle / trailer steps to be kept clean and in good repair. Driver must report any defects to their Transport Manager for repair.. PPE – All drivers must wear, ankle support lace up safety boots with good grip, Hi vis jackets, Trousers, safety helmet, Safety glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instructions.</p>	<p>Risk 1 x 9 = 9 Likelihood x severity</p>	LOW
Contact with overhead obstructions or equipment or power lines	All Drivers , other third parties in the vicinity- Possible serious or fatal injury to driver if tipping trailer or lorry body strikes overhead obstruction or equipment , Electrocutation from power lines . Collapse of structure, falling material or fire	<p>Prohibited actions - Drivers must never Park, Couple or Uncouple trailer, reverse or manoeuvre vehicles without ensuring it is safe to do so. Drivers must not park beneath overhead electricity lines within the limits defined by goalposts or signs. Safe system of Works – Safe systems of work in for Parking Coupling and uncoupling and vehicle reversing and manoeuvring must be followed Parking areas -Drivers must ensure that the designated parking area or any area they park in is suitable for the vehicle / trailer. Not too close to overhead obstructions, power lines or causing an obstruction, parked illegally or presents any danger to the general public, on site personnel or drivers. Site Rules, procedures and traffic management systems- Drivers must follow site rules, procedures and traffic management systems at all times HSE Guidance notes issue - All drivers must follow HSE Avoiding danger from overhead power lines Guidance notes GS6, as issued</p>	<p>Risk 1 x 9 = 9 Likelihood x severity</p>	LOW

Further Control Measures – Transport managers will remove any item in vehicle cabs that may obscure the driver’s vision or cause a distraction.
 All site specific rules , procedure or method statement issued by the site to be followed

Vulnerable road users are Pedestrians particularly children, older or disabled persons, Cyclists, Motor Cyclists and Horse Riders

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- Driver Manual containing policies and procedures
- Safe systems of works (SSOW 05) for access and egress of vehicle cab/ body / trailer
- Safe systems of works (SSOW 04) for tipper loading Rigid & Arctics vehicle and trailer
- Safe systems of works (SSOW 02) for Reversing and Manoeuvring of vehicle (Forward motion and turning)
- Safe systems of works (SSOW 01)for Parking / coupling / uncoupling
- Safe systems of works (SSOW 08) for Working at Height

- Clwyd Transport Services Ltd Living with Covid 19 Risk assessment and advice to drivers.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81	Severity	
		8	16	24	32	40	48	56	64	72		
		7	14	21	28	35	42	49	56	63		
	Likely	6	12	18	24	30	36	42	48	54		
		5	10	15	20	25	30	35	40	45		
		4	8	12	16	20	24	28	32	36		
	Highly Unlikely	3	6	9	12	15	18	21	24	27		
		2	2	6	8	10	12	14	16	18		
		1	2	3	4	5	6	7	8	9		
												No Injury / Harm
												Minor injury /Harm
												Fatality

Risk rating meaning	
Risk Categorised	
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

Clwyd Transport Services Ltd

<p>Description</p> <p>Access and egress of Vehicles Cabs & Body, working at height & working around moving vehicles whilst working on behalf of Clwyd Transport Services Ltd</p>	<p><u>Risk assessment</u></p> <p>Ref RA 4</p>		Prepared by:	Ann Adamson
			Assisted by:	Paul Jones, Craig Jones, Simon Devlin, Russell Jones
			Assessment date:	28 th October 2022
			Review date:	November 2023

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction.

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Slips and Falls	Clwyd Transport Services Ltd Drivers, Subcontractor Drivers & other parties - Physical injury such as fractures or bruising if they slip on spillages or trip over objects	<p>Safe System of Works- All drivers must follow SSOW 05 for Access & Egress of Vehicle cab/ Body of vehicles/Trailers at all times</p> <p>3 Point contact- Drivers to maintain 3-point contact when accessing and egressing vehicle cab/body or trailer at all times.</p> <p>Maintenance – Vehicle / trailer steps to be kept clean and in good repair. Driver must report any defects to their Transport Manager for action.</p> <p>Good Housekeeping- All drivers must ensure the vehicle cab is kept tidy with any cleaning materials or equipment (E.G books, I pads, etc) are stored securely.</p> <p>PPE – All drivers must wear, ankle support lace up safety boots, Hi vis jackets, Trousers, safety helmet, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instructions.</p>	<p>Risk 3 x 7 = 21 Likelihood x severity</p>	Medium
Other vehicles	Clwyd Transport Services Ltd Drivers, Subcontractor Drivers & driver of passing vehicle, other parties and vulnerable road users. – possible fatality if struck by passing vehicle & possible collision with other vehicles	<p>Warnings - If on public highway activate hazard lights to warn others.</p> <p>Lighting conditions - During hours of darkness or in poor light conditions park in well-lit area.</p> <p>Awareness - Be aware of traffic flow.</p> <p>Use of vehicle safety aids - Park vehicle with cab aligned so wing mirror use is not compromised.</p> <p>Adhere to site rules & Banksman - On all sites follow parking arrangements and engage with Banksman if present.</p> <p>CTS Driver Manual - Section 16 personal Safety in or around Vehicles when entering and exiting vehicle cab / body policy in driver's manual to be followed.</p> <p>PPE – All drivers must wear, Hi vis jackets, Trousers, safety helmet, ankle support lace up safety boots, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirements following site instructions.</p>	<p>Risk 1 X 9 = 9 Likelihood x severity</p>	Low
Working at height	Clwyd Transport Services Ltd Drivers, Subcontractor Drivers, & other parties - Catastrophic injury falling from height	<p>Communication & Site Rules - Driver must inform site and abide by site rules before egressing the vehicle cab at all times.</p> <p>Use of onsite equipment - Driver to use sheeting platforms / gantry whenever possible.</p>	<p>Risk 1 x 8 = 8</p>	Low

Clwyd Transport Services Ltd

			Likelihood x severity	
<p>Inadvertent vehicle Movement</p>	<p>Clwyd Transport Services Ltd Drivers, Subcontractor Drivers & other parties, Vulnerable road users - Catastrophic injury: form vehicle movement – crush, fall</p>	<p>Safe System of Works- All drivers must follow SSOW 08 for working at height & SSOW 05 for Access & Egress of Vehicle cab/ Body of vehicles/Trailers at all times PPE – All drivers must wear, ankle support lace up safety boots, Hi vis jackets, Trousers, safety helmet, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instructions. Communication & Site Rules- Driver must inform site and abide by site rules before leaving the vehicle cab. Actions Drivers must follow - Vehicle to have brakes applied. Chocks to be used if parked on incline, camber or unsuitable ground, Ignition key removed before leaving cab. Drivers to ensure vehicle is out of gear. Safe systems of Works – SSOW 02 vehicle reversing and manoeuvring forward motion and turning & SSOW 01 Parking, Coupling and Uncoupling must be followed at all times CTS Drivers Manual - Section 11 in driver’s manual -Reversing and Manoeuvring of vehicle (Forward motion and turning), Parking, Coupling/Uncoupling of trailers Policy to be followed PPE – All drivers must wear, ankle support lace up safety boots, Hi vis jackets, Trousers, safety helmet, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instructions</p>	<p>Risk 1 x 8 = 8 Likelihood x severity</p> <p>Low</p>	
<p>Vehicle body or Trailer being loaded whilst driver is in the process of accessing or egressing cab / body or trailer</p>	<p>Clwyd Transport Services Ltd & Subcontractor Drivers, Other Parties - Catastrophic injury: from product being loaded while someone is in the vehicle trailer or body - crushed, suffocated.</p>	<p>Communication & Site Rules – Driver must inform site and abide by site rules before leaving the vehicle cab or accessing the vehicles body or trailer to ensure they cannot be loaded in error. Ground & lighting conditions & Area - Driver must ensure the vehicle / trailer is parked on firm level ground in a well-lit designated area. Use vehicle safety warnings - Hazard Warning lights and flashing beacon to be in operation to act as a warning that a driver is accessing the vehicles body or trailer Safe systems of Works – SSOW 04 tipper loading (Rigids & Arctics vehicles & Trailers) must be followed at all times CTS Drivers Manual – Section 20 in Drivers manual loading and unloading safety rules must be adhered to. PPE – All drivers must wear, ankle support lace up safety boots, Hi vis jackets, Trousers, safety helmet, glasses and abrasion resistance gloves as a minimum and wear any additional site PPE requirement following site instructions</p>	<p>Risk 1 x 9 = 9 Likelihood x severity</p> <p>Low</p>	

- Further Control Measures – all site-specific rules, procedure or method statement issued by the site

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- Driver Manual containing policies and procedures
- Safe systems of works (SSOW 05) for access and egress of vehicle cab/ body / trailer
- Safe systems of works (SSOW 04) for tipper loading (Rigids & Arctics vehicle and trailer

- Safe systems of works (SSOW 02) for Reversing and Manoeuvring of vehicle (Forward motion and turning)
- Safe systems of works for (SSOW 01) Parking / coupling / uncoupling
- Safe systems of works (SSOW 08)for Working at Height
- Clwyd Transport Services Ltd Living with Covid 19 Risk assessment and advise to drivers.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81	Severity	
		8	16	24	32	40	48	56	64	72		
		7	14	21	28	35	42	49	56	63		
	Likely	6	12	18	24	30	36	42	48	54		
		5	10	15	20	25	30	35	40	45		
		4	8	12	16	20	24	28	32	36		
	Highly Unlikely	3	6	9	12	15	18	21	24	27		
		2	2	6	8	10	12	14	16	18		
		1	2	3	4	5	6	7	8	9		
												No Injury / Harm
												Minor injury /Harm
												Fatality

Risk rating meaning	
Risk Categorized	
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk
LOW	Look to reduce risk if practicable

Clwyd Transport Services Ltd

<p>Description</p> <p>Being aware of Vulnerable Road users – Whilst working on behalf of Clwyd Transport Services Ltd</p>	<p><u>Risk assessment</u></p> <p>Ref: RA 5</p>		<p>Prepared by:</p> <p>Ann Adamson</p>
			<p>Assisted by:</p> <p>Paul Jones, Craig Jones, Simon Devlin, Russell Jones</p>
			<p>Assessment date:</p> <p>28th October 2022</p>
			<p>Review date:</p> <p>November 2023</p>

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction. CTS driver manual issued to all drivers

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Collision Hazards	Driver, Cyclists, Pedestrians, users of Wheelchairs, Users of mobility scooters, children, Horse Riders all other road users - Possible fatal injury if struck by a vehicle.	<p>Training & Competency - Only trained and competent persons to undertake driving operations.</p> <p>Daily Vehicle check – all drivers to carry out daily vehicle to ensure roadworthiness</p> <p>Good Observation & Warning Signs - All Owner operators/ Drivers and their representatives must observe warnings and signs near school, care homes, and hospitals as they indicate vulnerable road users exist in the area. Use your mirrors, Safety aids, and check blind spots.</p> <p>Company policy and procedure - All drivers to follow Vulnerable Road users' policy and procedure in Clwyd Transport Services drivers manual (section 32).</p> <p>Prohibited Actions - Drivers must not drive on the pavement or close to the kerb. Don't assume a vulnerable road user has heard your vehicle, they may be deaf, hard of hearing or wearing earphones</p> <p>Road conditions - Be aware of vehicle leaning on severe road cambers. Exercise caution where roads narrow or dip.</p>	<p>Risk</p> <p>1 X 9 = 9</p> <p>Likelihood x severity</p>	<p>LOW</p>
Crushing/Entrapment Hazard	Cyclists, Banksman, Pedestrians, users of Wheelchairs, Users of mobility scooters, Children, all other road users. - Serious possible fatal crush injuries if trapped by moving Vehicle or Trailer	<p>Training & Competency - Only trained and competent persons to undertake driving operations.</p> <p>Good Observation & use safety features fitted to vehicle– All drivers to use your mirrors , Safety aids, camera systems (if fitted) and check blind spots.</p> <p>Vehicle safety features - Vehicles must be fitted with class V & VI Mirrors, Side under run protection and Rear blind spot warning signs.</p> <p>Banksman - When using a Banksman, stop immediately if you lose eye contact.</p>	<p>Risk</p> <p>1 X 9 = 9</p> <p>Likelihood x severity</p>	<p>LOW</p>

Further Control Measures – Route schedules to taking into account delivery or collection near schools , hospital any were vulnerable road users may exist

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- Drivers Manual containing policies and procedures

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

		Severity								
		No Injury / Harm			Minor injury /Harm			Fatality		
Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81
		8	16	24	32	40	48	56	64	72
		7	14	21	28	35	42	49	56	63
		6	12	18	24	30	36	42	48	54
	Likely	5	10	15	20	25	30	35	40	45
		4	8	12	16	20	24	28	32	36
		3	6	9	12	15	18	21	24	27
		2	2	6	8	10	12	14	16	18
	Highly Unlikely	1	2	3	4	5	6	7	8	9

Risk rating meaning

Risk Categorised	
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

Clwyd Transport Services Ltd

Description of Task		Risk Assessment		Prepared By	
Use of Mobile phones, other technology and in-vehicle equipment in vehicles this includes Navigation devices, Camera Monitor systems, Tablet Computers, Laptops, and E-readers, Personal digital assistance (PDA's) devices, Two way rad o's		Ref RA 6		Ann Adamson	
				Assisted By	
				Paul Jones ,Craig Jones , Simon Devlin, Russell Jones	
		Assessment date:		28 th October 2022	
		Review date:		November 2023	

All Drivers have been issued with Clwyd Transport Ltd drivers manual

Hazard	Who might be harmed and how	Existing control Measures	Risk (L x S) Likelihood x Severity	Residual Risk High/Medium/Low
Collision Hazard	All drivers, other road users Vulnerable Road users, and pedestrians, Cyclists, Horse riders Motor cyclists – Catastrophic injury as a result of in-cab drivers' distraction, loss of control caused by lapse in concentration	<p>Training & Competency – Only trained and competent persons to undertake driving operations</p> <p>Drivers Licence – All drivers must hold a current valid licence for type of vehicles they are driving</p> <p>Prohibited Actions – Whilst driving the use of hand-held devices is prohibited this includes, phones, two-way radio, Bluetooth/wireless controller or PDA device etc.</p> <p>Prohibited Actions – Whilst the engine is turned on drivers must not programme satellite navigation or personal entertainment systems. Whilst driving must not watch or take videos, look at or take photos, browse the web, scroll through playlist or play games on a mobile phone or personal entertainment systems .</p> <p>Park vehicle safely with Keys removed - Drivers shall not make calls, text or email messages from their mobile phones unless their vehicle is stationary, and parked in a safe place with keys removed from the vehicle's ignition.</p> <p>Satellite Navigation systems – Satellite navigation systems must be for type of vehicle driven e.g. HGV</p> <p>Clear View of the Road / Distraction – Driver to ensure any device does not obscure their main line of sight or cause a distraction.</p> <p>Contact with office – Transport Managers and Office Staff are instructed to green text drivers where possible and to end any call if they suspect the driver is driving. Drivers must always park their vehicle safely before taking any notes in connection with work.</p> <p>Company Policy – All drivers must adhere to the mobile phone, other technology and in-vehicle equipment policy in the CTS drivers Manual – Whilst the vehicle is in motion mobile phones must not be used.</p>	<p>Risk</p> <p>1 x 9 = 9</p> <p>Likelihood x severity</p>	<p>LOW</p>

Further Control Measures – Transport Managers and office staff to check with drivers that it is safe to speak to them if they call them on their mobile phones.

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- CTS drivers Manual containing policies and procedures

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should and accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

		Severity								
		no Injury/Harm				Minor Injury / Harm				Fatality
Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81
		8	16	24	32	40	48	56	64	72
		7	14	21	28	35	42	49	56	63
		6	12	18	24	30	36	42	48	54
	Likely	5	10	15	20	25	30	35	40	45
		4	8	12	16	20	24	28	32	36
		3	6	9	12	15	18	21	24	27
		2	4	6	8	10	12	14	16	18
	Highly Unlikely	1	2	3	4	5	6	7	8	9

Risk rating meaning	
Risk Categori	
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

Clwyd Transport Services Ltd

Description of Task		Risk Assessment		Prepared By	
Vehicle Routing operations- Routing of 8-wheeler Rigid Bulk Tipper and Artic units with Bulk tipper trailers		Ref RA 8		Assisted By	
		Assessment date:		16 th November 2022	
		Review date:		December 2023	

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working outside their vehicle or when visiting clients company premises. PPE issued may include Clean Hi VIS jackets/coats, trousers, ankle support lace up safety boots, wet weather clothing, safety helmet, bump cap/ Safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for specific task / procedure. Drivers are asked to report any site-safety concerns to the designated person on site cease task and to contact CTS office for further instruction
 All Drivers have been issued with Clwyd Transport Ltd drivers manual

Hazard	Who might be harmed and how	Existing control Measures	Risk (L x S) Likelihood x Severity	Residual Risk High/Medium/Low
Collision Hazard on collection / delivery site / designated route	All drivers, other road users Vulnerable Road users, pedestrians and on-site personnel – Catastrophic injury as a result of a collision.	Training & Competency – Only trained and competent persons to undertake driving operations Drivers Licence – All drivers must hold a current valid licence for type of vehicles they are driving Prohibited Area – Driver to contact transport office if they have entered any prohibited area Designated Route / Traffic Management System - Drivers must follow designated routes/ traffic management system at all times where possible and contact the transport office before any deviation from the designated route or traffic management system, the deviation must be justified and will be discussed with the client if applicable	Risk 1 x 9 = 9 Likelihood x severity	LOW
Overhead powerlines or overhead obstruction or low bridges (Bridge strike)	All drivers, other road users, vulnerable road users, pedestrian, on site personnel- Possible fatal injury if tipping trailer or lorry body strikes overhead powerlines or obstruction. Collapse of structure or fire or falling materials	Specific Site Rules & Customer Designated Route – Any site-specific rules/designated routes are issued to drivers through the transport office and must be followed. Site Induction – Drivers must undergo site induction when required and follow traffic management systems in place at all times. Driver Awareness of Vehicle and Tipping Heights- Drivers must ensure that the vehicle height indicator in the cab is correct, and that they are aware of the maximum height their vehicle / trailer will reach when tipping. Bridge Strike – drivers are instructed to check for low bridges on route and at entrance/exit to sites and to report any to the transport office (01978 660022) before proceeding. Overhead Power Lines / Obstructions – Drivers are instructed to check site for overhead obstructions or power lines in areas	Risk 1 x 9 = 9 Likelihood x severity	LOW

Clwyd Transport Services Ltd

<p>Continued</p>	<p>Continued</p>	<p>where they may have to tip and take appropriate action if cables or obstructions are in the vicinity. Prohibited Action- Drivers must not tip if their vehicle/trailer body when raised is within 15m of any overhead power lines or obstructions. Prohibited Action -Drivers must not drive on site with their tipper body raised. Prohibited Action- Drivers must not park beneath overhead electricity lines or within the limits defined by goalposts or signs Information Material – HSE avoiding danger from overhead power lines guidance note GS6 and Clwyd Transport policy / procedures are issued to all drivers in the CTS drivers manual</p>	<p style="background-color: #90EE90; text-align: center; font-weight: bold; font-size: 24px;">LOW</p>
<p>Route Permits/ Tolls/Low Bridges/Clean air zones vehicle Emissions/ Parking/ Direct Vision</p>	<p>All drivers, other road users Vulnerable Road users, and pedestrians- Possibility of fines incurred</p>	<p>Route planning procedure – Route planning procedure in place. Routes are planned by the transport managers taking into account driving hours and WTD, vehicle dimension and weight, Vehicle emissions standards and restrictions, Parking loading, and unloading restrictions if applicable. Abnormal loads (including indivisible load movements if applicable) Vulnerable Road users, community consideration schools hospitals and cycle route, permit requirements, any road user charging schemes or tolls ,curfews, customer specific routing instruction etc following the procedure. Distance travelled- Routes should be used that minimise distance driven, fuel used and minimise the use or routes that are subject of local air quality. Distances travelled to be recorded by vehicle type London Lorry Control Scheme – Vehicles are registered with the London Lorry control Scheme Direct Vision Standards – Direct vision permit in place for all vehicles to conform with the direct vision standards evidence provided at time of permit application. Toll Road / Bridge – Vehicles are registered with Dart Tag, Mersey flow and have fast tags on board. Clean Air Zone/LEC or Congestion Zones – Addresses which may be in any Clean Air Zone, Congestion Zone, T Charge Zone, Ultra Low Emission Zones are checked on line with the fee being paid where necessary.</p>	<p>Risk 2 x 4 = 8 Likelihood x severity</p>

Clwyd Transport Services Ltd

Further Control Measures –

- Transport Managers to check planned routes for low bridges and reroute vehicles if any
- Transport Manager to check any deviation to the planned route reported by a driver, it must be justified and discussed with client if applicable

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- CTS drivers Manual containing policies and procedures

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should and accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

Likelihood	Highly Likely		9	18	27	36	45	54	63	72	81	Severity
			8	16	24	32	40	48	56	64	72	
			7	14	21	28	35	42	49	56	63	
	Likely		6	12	18	24	30	36	42	48	54	
			5	10	15	20	25	30	35	40	45	
			4	8	12	16	20	24	28	32	36	
	Highly Unlikely		3	6	9	12	15	18	21	24	27	
			2	4	6	8	10	12	14	16	18	
			1	2	3	4	5	6	7	8	9	

Risk rating meaning	
Risk Categorised	
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

Clwyd Transport Services Ltd

Description	Risk assessment		Prepared by:	Ann Adamson
	Specialist Operations – Carrying Hazardous and Non-Hazardous loads	Ref: RA9	Assisted by:	Paul Jones Craig Jones, Simon Devlin, Russell Jones
			Assessment date:	28 th October 2022
			Review date:	November 2023

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction. All Drivers are issued with CTS drivers Manual

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Carrying Hazardous and Non-hazardous waste	All drivers, other road users , Vulnerable road users, pedestrians and the environment - Danger to persons & environment from load spillage.	Warn others manage load spillages call emergency services - All drivers must warn other road users and members of the public who may approach the scene e.g. position warning triangle, cones, hazard lights, torch or verbal communication. Try to manage any load spillages if possible without putting themselves, or anyone else at risk. Contact the emergency services on 999 giving full details of the incident and if any injuries sustained by affected persons. Inform and instigate clean-up operation- Call the Transport Office 01978 660022 who will manage the clean-up operation and inform the relevant emergency services and environment agency. Consignment Notes- Duty of Care waste transfer notes/ consignment notes and disposal codes are supplied by customers at time of collection. Provide Consignment note information - Drivers must provide a copy of the consignment note to the emergency services to ensure they are aware of the type spillage they are dealing with. Rules and Procedures and Inductions - Drivers must follow onsite loading and delivery site rules & procedures at all times and undergo site inductions. PPE - Driver will be issued with any site-specific PPE identified by the collection or delivery site. Prohibited actions - Drivers must not handle the product at any time.	Risk 1 X 9 = 9 Likelihood x severity	LOW
Carrying Hazardous and Non-hazardous waste	All drivers - Potential risk to drivers health from the components in the material being transported when cleaning out the vehicle/ trailer body		Risk 1 X 9 = 9 Likelihood x severity	LOW
Carrying Hazardous and Non-hazardous waste	All drivers, other road users , Vulnerable road users, and pedestrians the environment - Operator licence and business at risk from delivering load without correct paperwork in place	Waste Carrier Licence - Clwyd Transport Services Ltd hold a valid waste carriers licence. All hauliers and sub-contracts must hold a valid waste carriers licence and supply a copy to Clwyd Transport Services Ltd. Supply of consignment notes - Duty of Care waste transfer notes/ consignment notes and disposal codes are supplied by customers at time of collection.	Risk 1 X 9 = 9 Likelihood x severity	LOW

	<p>Check Consignment notes - Drivers must check the consignment notes & contact the transport office if the paperwork issued with the load is incorrect or if they have any concerns over the material being transported.</p> <p>Driver Qualifications - For loads requiring ADR regulations , the vehicles will have the correct markings and test, drivers must have current ADR qualifications</p>	
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Further Control Measures – None

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- CTS drivers Manual containing policies and procedures

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

		<table border="1"> <tr> <td></td> <td colspan="5">No Injury / Harm</td> <td colspan="5">Minor injury /Harm</td> <td>Fatality</td> </tr> <tr> <td></td> <td>9</td><td>18</td><td>27</td><td>36</td><td>45</td><td>54</td><td>63</td><td>72</td><td>81</td> <td>8</td><td>16</td><td>24</td><td>32</td><td>40</td><td>48</td><td>56</td><td>64</td><td>72</td> <td>7</td><td>14</td><td>21</td><td>28</td><td>35</td><td>42</td><td>49</td><td>56</td><td>63</td> <td>6</td><td>12</td><td>18</td><td>24</td><td>30</td><td>36</td><td>42</td><td>48</td><td>54</td> <td>5</td><td>10</td><td>15</td><td>20</td><td>25</td><td>30</td><td>35</td><td>40</td><td>45</td> <td>4</td><td>8</td><td>12</td><td>16</td><td>20</td><td>24</td><td>28</td><td>32</td><td>36</td> <td>3</td><td>6</td><td>9</td><td>12</td><td>15</td><td>18</td><td>21</td><td>24</td><td>27</td> <td>2</td><td>2</td><td>6</td><td>8</td><td>10</td><td>12</td><td>14</td><td>16</td><td>18</td> <td>1</td><td>1</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </table>											No Injury / Harm					Minor injury /Harm					Fatality		9	18	27	36	45	54	63	72	81	8	16	24	32	40	48	56	64	72	7	14	21	28	35	42	49	56	63	6	12	18	24	30	36	42	48	54	5	10	15	20	25	30	35	40	45	4	8	12	16	20	24	28	32	36	3	6	9	12	15	18	21	24	27	2	2	6	8	10	12	14	16	18	1	1	3	4	5	6	7	8	9
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Risk rating meaning

Risk Categorized	HIGH	Immediate action required to reduce risk
MEDIUM	MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	LOW	Look to reduce risk if practicable

Clwyd Transport Services Ltd

<p>Description</p> <p>Operational Security and counter terrorism in fleet operation and potential security and terrorist vigilance – Clwyd transport services ltd drivers and sub-contract 8 wheeler and Artic bulk tippers</p>	<p><u>Risk assessment</u></p> <p>REF RA10</p>		<p>Prepared by:</p> <p>Ann Adamson</p>
	<p>Assisted by:</p> <p>Paul Jones, Craig Jones, Simon Devlin, Russell Jones</p>		
	<p>Assessment date:</p> <p>28th October 2022</p>		
	<p>Review date:</p> <p>November 2023</p>		

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction. All drivers are issued with CTS drivers manual

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Theft of vehicle or Fuel	Driver of vehicle - Serious possible fatal Physical attack / adverse impact to company insurance	<p>Policies and procedures - Drivers must follow Operational Security and Counter Terrorism Policy and procedure in CTS drivers manual</p> <p>Prohibited actions - Drivers must not confront anyone attempting to steal fuel or the vehicle. Call police 999 and the office 01978 660022. Drivers must never leave their vehicle unlocked and always keep the keys with them even when loading or unloading. Drivers must never pick up passengers on route.</p> <p>Plan / designated routes - Drivers must plan their route, stopovers and overnight parking with the transport manager before starting their journey, any diversion or deviations must be discussed with the transport manager</p> <p>Training & instructions - FORS operator drivers to complete counter terrorism E learning Every 24 months. Drivers are instructed to look out for suspicious behaviour or vehicles and</p> <p>Toolbox talk - Toolbox talk on counter terrorism issued to all drivers within our internal communication plan.</p> <p>Security Devices Check- Drivers must check all security devices are working</p> <p>Prohibited actions - Drivers must not confront anyone attempting to steal fuel or the vehicle. Call police 999 and the office 01978 660022. Drivers must never leave their vehicle unlocked and always keep the keys with them even when loading or unloading. Drivers must never pick up passengers on route.</p> <p>Charged mobile phone - Driver must keep a mobile phone with sufficient charge to contact the police and transport manager.</p>	<p>Risk</p> <p>1x 8 = 8</p> <p>Likelihood x severity</p>	<p>LOW</p>
Use of Vehicle as a mobile weapon	All drivers, vulnerable road users and other third parties in the vicinity. Company reputation - Fatal / Serious / injuries or psychological damage to persons caused by terrorist actions Adverse impact or company finances	<p>Do not approach report - Drivers must not confront anyone they feel is acting suspiciously call the anti -terrorist hotline 0800 789321 and the office 01978 660022</p> <p>Good Observation - Drivers to check their surroundings and look out for broken surveillance cameras.</p> <p>Deviation - Drivers must contact transport managers if they are directed or instructed to deviate from their schedule collection /Delivery point or route.</p>	<p>Risk</p> <p>1 X 9 = 9</p> <p>Likelihood x severity</p>	<p>LOW</p>
Improvised explosive devices/ bomb threats and suspect Devices /Suspicious behaviour or activity	All drivers, vulnerable road users and other third parties in the vicinity. - Fatal / Serious / injuries or psychological damage to persons / property caused by terrorist actions Adverse impact	<p>Do not approach report - Drivers must not confront anyone they feel is acting suspiciously call the anti -terrorist hotline 0800 789321 and the office 01978 660022</p> <p>Good Observation - Drivers to check their surroundings and look out for broken surveillance cameras.</p> <p>Deviation - Drivers must contact transport managers if they are directed or instructed to deviate from their schedule collection /Delivery point or route.</p>	<p>Risk</p> <p>1 X 9 = 9</p> <p>Likelihood x severity</p>	<p>LOW</p>

Further Control Measures – Transport managers to continue to instruct drivers of the best safest routes, taking into account regular breaks, rest and overnight planning

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- Driver Manual containing policies and procedures
- Clwyd Transport Services Ltd Living with Covid 19vRisk assessment and advise to drivers.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.

		Severity								
		No Injury / Harm			Minor injury/Harm			Fatality		
Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81
		8	16	24	32	40	48	56	64	72
		7	14	21	28	35	42	49	56	63
	Likely	6	12	18	24	30	36	42	48	54
		5	10	15	20	25	30	35	40	45
		4	8	12	16	20	24	28	32	36
	Highly Unlikely	3	6	9	12	15	18	21	24	27
		2	2	6	8	10	12	14	16	18
		1	2	3	4	5	6	7	8	9

Risk rating meaning

Risk Categorised	Immediate action required to reduce risk
HIGH	
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

Clwyd Transport Services Ltd

Description Passenger Safety – 8 wheeler and Artic Bulk tipper vehicles working for Clwyd Transport Services Ltd	<u>Risk assessment</u>		Prepared by:	Ann Adamson
	RA11		Assisted by:	Paul Jones, Craig Jones, Simon Devlin, Russell Jones
			Assessment date:	28 th October 2022
			Review date:	November 2023

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction. All Drivers are issued with CTS drivers manual

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Collision Hazard & Over turn hazard	Driver and Passenger in vehicle - Possible / serious or fatal injury to passenger if the vehicle is involved in a collision or vehicle overturn	Seat Belts - All drivers and passengers must wear seat belts. Driver must instruct passengers to wear seat belts when travelling in vehicle. Driver must not commence journey unless the passenger is wearing their seat belt Unauthorised passengers - Driver must not carry any unauthorised passenger in their vehicle. Excessive persons in vehicle - Driver must not carry more passengers than seats in vehicle. Distraction - Passengers must never distract drivers whilst they are driving /manoeuvring or tipping the vehicle/ trailer	Risk 1 x 9 = 9 Likelihood x severity	LOW
Slip trips and falls	Driver & Passenger in vehicle	3 Point Contact - When accessing or exiting the passenger must face the vehicle and maintain 3 point contact and only enter or exit the vehicle when it is safely park. PPE - Passengers must wear PPE ankle support lace up safety boots and HI vis jacket Good Housekeeping - Driver must keep vehicle steps clean and in good order. Use Nearside / kerbside Door to exit - Driver must ensure that Passengers exit the vehicle using the nearside/kerbside door away from the flow of traffic once the vehicle is parked safely.	Risk 3 X 3 = 9 Likelihood x severity	LOW

Further Control Measures – None

Operational procedures

Drivers are issued with the following documents to be used in conjunction with this risk assessment

- Driver Manual containing policies and procedures
- Clwyd Transport Services Ltd Living with Covid 19 Risk assessment and advise to drivers.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

Likelihood	Severity								
	No Injury / Harm			Minor injury /Harm			Fatality		
Highly Likely	9	18	27	36	45	54	63	72	81
Likely	8	16	24	32	40	48	56	64	72
	7	14	21	28	35	42	49	56	63
	6	12	18	24	30	36	42	48	54
Highley Unlikely	5	10	15	20	25	30	35	40	45
	4	8	12	16	20	24	28	32	36
	3	6	9	12	15	18	21	24	27
Highley Unlikely	2	2	6	8	10	12	14	16	18
	1	2	3	4	5	6	7	8	9

Risk rating meaning

Risk Categorized	Immediate action required to reduce risk
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable

Description	Mobile workers living alongside coronavirus whilst driving and operating HGV bulk tippers vehicles/Trailers. This risk assessment is to help control the risk of transmission of the coronavirus to all drivers and others whilst carrying out their duties,	Risk assessment	Prepared by: Ann Adamson
		Ref RA14 – Mobile workers living alongside coronavirus whilst driving and operating HGV bulk tipper vehicles /trailers	Assisted by: Paul Jones Sarah Lee Assessment date: 28 th October 2022 Review date: On going

All drivers have been issued with and must wear suitable PPE relevant to the particular job they carry out or what may have to be worn when working out or when visiting client's company premises. PPE issued may include Clean HI VIS jackets / coats, Trousers, ankle support lace up safety boots / shoes, wet weather clothing, safety helmet/ bump cap/ safety glasses/ overalls/ abrasion resistance gloves, disposable gloves and dust mask. Additional PPE is supplied on request if required by the client for a specific procedure. Drivers are asked to report any site-safety concerns to the designated person on site and to contact CTS office for further instruction.

Hazard	Who might be harmed and how	Existing Control Measures	Risk (L X S) Likelihood x severity	High /Medium / Low
Driving & operating vehicle/trailer throughout country & collection and delivery sites	All drivers on site personnel and general public - possible transmission of the Covid 19 between persons and from surfaces	<p>Do not come to work - All drivers to stay at home and contact their transport manager or the managing director if they feel unwell or have coronavirus main symptoms (high temperature or new continuous cough or loss of taste or smell)</p> <p>Lateral Flow Test (LFT) – Are available from the office these can be issued on request. All results should be report online to NHS/ gov website .</p> <p>Self-Isolation – You should self-isolate if you have a positive LFT or PCR test or have been advised to self-isolate by NHS track and track. Follow current self-isolation guideline.</p> <p>Access controls for entry and exit to operating centre – drivers have their own set of vehicle keys to be kept safe at all times.</p> <p>Cleaning vehicle before and after use – Use disinfectant wipes wearing disposable gloves to clean your vehicle door handles, steering wheel, gear stick if applicable, frequently used levers, switches, seat and in general touch points at start and end of shift</p> <p>Social distancing – All drivers to follow our social distancing policy were possible maintain 2mtrs distance between you and anyone you interact with at all times.</p> <p>Collection and delivery site rules -Drivers to follow on site rules & social distancing (if applicable) rules at all times. Drivers must stop delivery /collection and contact their transport manager if they feel that they are being put at risk. Driver to stay in cab if it is safe to do so following loading and tipping safe systems of works.</p> <p>On site communal areas – In any on site communal areas respect any rules /signs in place.</p>	<p>Risk</p> <p>2 x 5 = 10 Likelihood x severity</p>	Medium

		<p>Proof of delivery tickets – When getting confirmation of delivery tickets signed do not share your pen. Transport Manager will pass on customers instructions regarding proof of delivery requirements.</p> <p>Personal protective equipment - Do not share personal protective equipment. Wear gloves to protect hand when using levers, chutes or any tool/ surface as well as on site specific PPE e.g safety glasses, hard hat, hi vis, etc. Wash hands or use hand sanitiser once operation finished.</p> <p>Refuelling of vehicles – when refuelling, drivers to use disposable gloves or paper towels if there are no gloves, wash hands immediately after refuelling or use hand sanitiser if possible. follow site rules</p> <p>Regular cleaning of vehicle and trailer – vehicle and trailer to be clean regularly, use disinfectant wipes on high touch points others may have touched.</p> <p>Maintain frequent Hand Washing routine & hygiene– drivers to wash hands frequently using soap and water for at least 20 seconds or use hand sanitiser and avoid touching their face, eyes nose particularly after coughing sneezing, blowing your nose and before & after eating drinking and using refreshment facilities.</p> <p>Responsible disposal of used tissues / wipes/ disposable gloves – Driver to dispose of used wipes, tissues immediately after use placed in a bag until they are able to be put in a covered bin. Wash hands after using wipes and tissues.</p> <p>Vaccinations – All drivers are encouraged to become fully vaccinated. Transport managers will liaise with drivers to facilitate any vaccination appointment times.</p>	
<p>Using hire/ shared cars to come home / sharing enclosed space with other driver over a period of time. Cleanliness of car used</p>	<p>Driver- Covid 19 could be transmitted from driver to driver if sharing car</p>	<p>Coronavirus Symptoms- All drivers sharing hire cars will be asked if they are feeling unwell or experiencing any coronavirus symptoms.</p> <p>Clean Car- Before and after using hire car wipe down surfaces with disinfectant wipes also if sharing a car driver & passenger to avoid swapping positions in the car.</p> <p>Ventilation – Where possible keep the inside of the car ventilated by opening the window. Do not use the air conditioning</p> <p>Face Coverings- when sharing hire cars, we advise face coverings to be worn by persons in the car for the length of the journey.</p>	<p>Risk</p> <p>2 x 5 = 10</p>
<p>Drivers developing Coronavirus symptoms whilst on duty</p>	<p>Drivers & other people in contact with driver – An Individual could develop common coronavirus symptoms of high temperature or new</p>	<p>Driver to stop and inform management- drivers must stop in a safe location park up their vehicle and contact their transport manager or managing director as soon as they feel unwell or have coronavirus main symptoms (high temperature or new continuous cough or loss of taste</p>	<p>Medium</p>

	/continuous cough whilst at work/ Loss of smell or taste	<p>or smell). We will assist the driver and make arrangements for the driver to go home.</p> <p>Lateral Flow Test (LFT) – Are available from the office these can be issued on request. All results should be report online to NHS/ Gov website .</p> <p>Self-isolation – You should self-isolate if you have a positive LFT or PCR test or have been advised to self-isolate by NHS track and track. Follow current self-isolation guideline.</p> <p>Vaccinations – All drivers are encouraged to become fully vaccinated. Transport managers will liaise with drivers to facilitate any vaccination appointment times.</p> <p>Vehicle to be Cleaned thoroughly using disinfectant.</p> <p>All areas that can be touched where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product. San bomb to be used to disinfect the vehicle cab. If using liquid disinfectant follow manufacturers' instructions for dilution rate and relevant COSHH assessment for use and PPE requirements were applicable.</p> <p>PPE Issued, Worn & Disposed of Correctly. - Disposable or washing-up gloves to be worn for cleaning. Items used for cleaning and PPE will be double-bagged and labelled and stored safely for 72 hours before disposal through the normal collection. If this involves cleaning of bodily fluids then additional precautions are required as well as gloves and this includes protection for eyes, nose and mouth and these should be disposed of as above.</p> <p>Suspected Coronavirus Cases Recorded and Investigated. -Records maintained of those who are isolating or who develop symptoms at work.</p>	<p>Risk</p> <p>2 x 5 = 10 Likelihood x severity</p>	Medium
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Further Control Measures – All drivers are encouraged to follow the current vaccination program if they are eligible. Coronavirus & social distancing policy in place. Safe systems of works Loading and tipping

Operational procedures

1. Face coverings – We strongly recommend you wear face coverings even where you don't have to
2. Maintain regular contact with the office 01978 660022
3. Inform your manager if you test positive for Coronavirus
4. Should you have coronavirus and the symptoms do not improve after 7 days, or you experience breathlessness or vomiting at any time, or fatigue that stops you doing your normal daily activities contact NHS 111 or your GP. In an emergency situation call 999
5. Help prevent the spread of the virus. Wash your hands regularly with soap and water for at least 20 seconds or use hand sanitiser. Avoid touching your face with your

hands if you need to cough or sneeze, use a tissue or the arm of you sleeve, bin tissues after use. Where possible avoid contact with vulnerable individuals if you are displaying symptoms. Help to keep safe, all drivers are encouraged to get fully vaccinated if eligible. Clwyd Transport Services Ltd will facilitate time required to attend vaccination appointments

Risk rating explanation


Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating

Likelihood	Highly Likely	9	18	27	36	45	54	63	72	81	
		8	16	24	32	40	48	56	64	72	
		7	14	21	28	35	42	49	56	63	
	Likely	6	12	18	24	30	36	42	48	54	
		5	10	15	20	25	30	35	40	45	
		4	8	12	16	20	24	28	32	36	
	Highley Unlikely	3	6	9	12	15	18	21	24	27	
		2	4	6	8	10	12	14	16	18	
		1	2	3	4	5	6	7	8	9	
	Severity										
	No Injury / Harm					Minor injury /Harm					Fatality

Risk rating meaning

Risk Categoricalised	
HIGH	Immediate action required to reduce risk
MEDIUM	Begin to plan your action to reduce the risk immediately
LOW	Look to reduce risk if practicable












Risk assessment name Diesel Fuel & Adblue, Vehicle Lubricants & Coolant, Cleaning Products and Materials	Assessor name Ann Adamson	Assessment date 12/05/2022	Approved by Ann Adamson/ Sarah Lee	Approved date 12/05/2022
Control of hazardous substances - health - Migrated 	Affected site(s) Onsite at retail garages ,shops, vehicle wash sites / Operator bases	Review period Annually	Reference CLW851009	

Substance

Substance being Assessed	Diesel Fuel & Adblue, Vehicle Lubricants & Coolant, Cleaning Material
Where is substance used?	Refueling of vehicles / Cleaning of Vehicles
Who might be harmed?	Person using substances and potentially others
COSHH Reference Number	
Emergency Contact Number	999 and 101
Work Place Exposure Limit	

Substance hazards

		
Dangerous for the Environment	Diesel	Explosive
		
Harmful	Highly Flammable	Irritating to Eyes
		
Oxidising	Skin Irritant	Splashing

Routes of exposure



Eye Injury



Skin Absorption



Ingestion



Skin Contact



Inhalation

Controls



Hygiene Procedure Observed



Good Housekeeping Observed



Gloves To Be Worn Whilst Handling The Substance



No Smoking



Not For Drinking



Wash Thoroughly After Handling The Substance



Handle Container with Care



Warning Signs Displayed

Further controls - Fire and First Aid

Do not induce vomiting
 Inducing voluntary vomiting not advised.



No Naked Flames
 Substances not used/stored near naked flames or points of ignition.



Wash with Soap and Water
 Wash contacted area with soap and water.



In Case Of Contact With Eyes, Irrigate With Water
 In case of contact with eyes, irrigate with water & seek medical advice

Seek Medical Advice
 Contact a medical professional as soon as possible.



Additional notes:
 Inhalation - may cause irritation to the respiratory system. Remove affected person to fresh air seek medical advice Ingestion - DO NOT INDUCE VOMITING obtain medical attention immediately Eye contact - Irritating to eyes, flush with copious amounts of fresh cold water Skin contact - may cause irritation, wash thoroughly with soap and water Fire precautions and action Products that are deemed flammable should be stored away from heat sources and out of direct sunlight Do not spray aerosols onto hot surfaces, near electrical accessories such as switches, sockets and light fittings, Do not use aerosols in confined spaces or where you are at risk of inhaling the substance.

Further controls - Storage Disposal and Spillage

Correct Storage Facilities
 Controlled storage in place for use with designated substances/medication.



Keep away from ignition sources
 Substances not used/stored near naked flames or points of ignition.



Spillages Soaked Up with Sand
 Suitable provisions in place to clear away spills quickly and safely.



Containers Suitably Labelled
 All containers are suitably labelled to disclose relevant safety advice.



Hygiene Procedure Observed
 All users are instructed on and acknowledge a formal hygiene procedure.



Not Found
 Not Found



Warning Signs Displayed
 Warning Signs Displayed



Additional notes:

All products to be handled and stored in line with the manufacturer's recommendations No Diesel or AdBlue to be stored in containers on vehicles Any cleaning products to be stored upright, lids must be kept secure, do not decant into unmarked containers, do not mix different products, avoid unnecessary contact and inhalation and keep away from food stuffs. Small spillages - follow all site procedures, absorb liquid with sand, earth or other recommended absorbent material as soon as possible, Sweep up and remove to suitable, clearly marked container for disposal in accordance with local regulations, do not disperse using water or detergent. Large spillages - follow all site procedures, prevent from spreading by making a barrier with sand, earth or other containment material. Reclaim liquid directly or in suitable absorbent. Disposal as for small spillages.

Further controls - Personal Protective Equipment

Eye Protection Must Be Worn
 All articles of personal protective wear should be maintained and checked before and after use in all instances.



Protective Gloves Must be Worn
 Any protective handwear provided must be worn as per associated risk assessment.



Protective Neoprene Gloves
 Any protective handwear provided must be worn as per associated risk assessment.



Additional notes:

Disposable gloves to be worn when refueling vehicle with Derv & AdBlue. Disposable gloves to be worn when using vehicle cleaning substances. Adopt good personal hygiene practices and do not eat or drink at the same time as refueling, topping up or using cleaning materials. Wash hands or use hand sanitiser before and after refueling or using cleaning materials.

The calculated risk factor for this task / operation is **8**. (Probability: 2 X Severity: 4)
 This is classed as a **LOW** risk

Additional measures

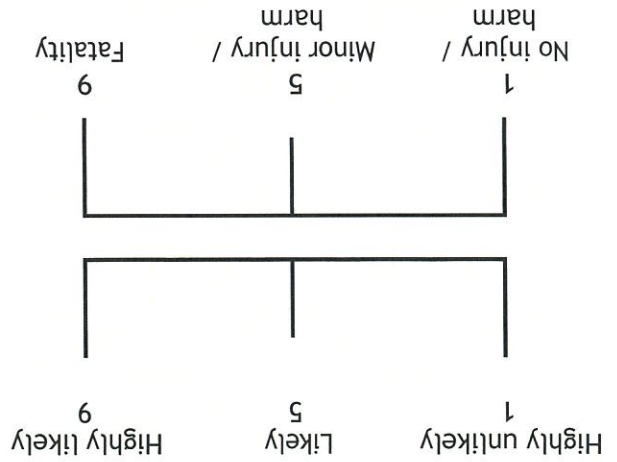
None required

Operating procedures

All refueling of vehicles to be done at retail garages, the retail garage rules and procedures to be followed at all times
 Stay 2 metres away from other people when, refueling and cleaning vehicles on sites (operating centre, vehicle wash, garages) .
 Wear disposable gloves when using fuel cards

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

	1	2	3	4	5	6	7	8	9
1	1	2	3	4	5	6	7	8	9
2	2	4	6	8	10	12	14	16	18
3	3	6	9	12	15	18	21	24	27
4	4	8	12	16	20	24	28	32	36
5	5	10	15	20	25	30	35	40	45
6	6	12	18	24	30	36	42	48	54
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Assessor's signature: Ann Adamson Approved by signature: Ann Adamson / Sarah Lee

Review date: 12/05/2022

Approved date: 12/05/2022