This template risk assessment is concerned with the movement of vehicles. A number of general hazards have been noted on the template, along with suggestions for possible control measures. It is unlikely that all of the hazards and control measures will relate to your workplace/site, so it is therefore essential that the risk assessment is fully personalised to consider the hazards and control measures specific to your workplace/site. The potential control measures have also intentionally been left relatively non-descriptive and should be expanded upon.

The hazards and control measures noted on the template below are not exhaustive and it is important that a thorough assessment of your specific site is completed to identify any additional matters that should be included within the risk assessment. When completing your assessment, you should consider:

* The types of vehicles that may be present on site, including: deliveries, waste collections, minibuses, coaches, grounds/ maintenance vehicles, rider-operated lift trucks, and vehicles belonging to staff, visitors, service users and contractors etc.
* Areas where pedestrians and vehicles are likely to be present at the same time
* The layout of traffic routes, including any areas where vehicles are required to reverse and any points where vehicles may achieve higher speeds
* Any areas where visibility is restricted (e.g. tight corners, poorly lit areas, areas with obstructions such as trees/ shrubs, etc.)
* Any areas where crash/ impact protection barriers may be necessary (e.g. racking, fuel/ chemical tanks or pipes etc.)
* Systems for reporting accidents and near misses to inform improvements and monitor control measures to ensure that they remain effective

The best way to identify hazards will be to monitor vehicle movement areas at various times of day to observe the movement patterns and behavior of pedestrians and vehicles. Although the risk of harm will be highest during the busiest times, it is important that consideration is also given to quieter times and less frequent activities (e.g. waste collections, deliveries, etc.). You should seek to ensure that sites are organised to separate pedestrians from vehicles and that pathways and routes reflect “desire lines” - the routes most people will choose to take.

The HSE guidance document *HSG136 – A guide to workplace transport safety* (available at: <http://www.hse.gov.uk/pubns/priced/hsg136.pdf>) contains a wealth of further information on this topic and it may be beneficial to consult this document when completing your assessment. In addition, the HSE have produced a checklist to help assess the risks of vehicles at work (available at: <http://www.hse.gov.uk/workplacetransport/wtchk1.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term>).

|  |  |
| --- | --- |
| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *1 = Minor/ No Injury*  *2 = Lost Time Injury*  *3 = Major Injury/ Fatality*  *1 = Unlikely/ Infrequent*  *2 = Possible/Occasional*  *3 = Likely/ Frequent* |
|
|
|
| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority*  *3 or 4 = Medium Risk/ Priority*  *6 or 9 = High Risk/ Priority* |

|  |  |
| --- | --- |
| Organisation Name: |  |
| Location / Department: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Assessment

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| Pedestrians in vehicle movement areas (lack of pedestrian/ vehicle segregation) | Pedestrians are at risk of being seriously injured or killed by moving vehicles. | *Possible control measures include:*   * *Designated walkways with raised kerbs and/ or barriers* * *Clear demarcation of pedestrian routes* * *Clear signage highlighting vehicle routes and areas with restricted access* * *Crossing points (e.g. zebra crossings, foot bridges) where walkways cross traffic routes* * *Vehicle barriers/ bollards to restrict access to pedestrian areas* * *Designated areas for larger vehicles (e.g. deliveries, waste collections, etc.) with restricted pedestrian access* * *Pathways and routes reflect “desire lines” - the routes most people will choose to take* |  |  |  |
| Vehicles reversing | Any pedestrians present in the area(s) where vehicles are reversing may potentially be struck by the vehicles. | *Possible control measures include:*   * *One-way systems to prevent the need for reversing* * *Use of ‘bankspersons’* * *Dedicated ‘reversing areas’* * *Deliveries/ waste collections arranged for quieter times* * *Fitting audible reversing alarms to larger vehicles* * *The use of driver aids (e.g. reversing cameras, parking sensors) for larger vehicles* |  |  |  |
| Speeding vehicles | Pedestrians may be seriously injured or killed if they are struck by fast moving vehicles. | *Possible control measures include:*   * *Speed restrictions with clear signage* * *Speed humps or cushions* * *Road width restrictions/ build outs* |  |  |  |
| Poor visibility | A lack of visibility increases the likelihood of pedestrians being struck and injured or killed by vehicles. | *Possible control measures include:*   * *Good levels of lighting in vehicle movement areas* * *The use of convex mirrors at blind spots* * *Regular pruning of trees/ shrubs in vehicle movement areas* |  |  |  |
| Uneven, damaged and/ or slippery surfaces | Hazardous surfaces may lead to vehicles losing control and striking pedestrians and/or buildings/ objects, causing injury/ death to pedestrians and/ or drivers and/ or passengers. | *Possible control measures include:*   * *Regular (e.g. weekly/ monthly) inspections of external areas to ensure that they are free from damage (e.g. potholes, uneven surfaces, loose materials, etc.)* * *Defect reporting system in place* * *Clearing/ gritting of main traffic routes during periods of snowy/ icy weather* * *Not using grounds vehicles on soft ground in wet/ muddy conditions* |  |  |  |
| Defective vehicles (applies to company vehicles only) | Defects with vehicles (e.g. worn brakes) increases the likelihood of collisions with pedestrians/ objects and may result in injury/ death to pedestrians and/ or drivers and/ or passengers. | *Possible control measures include:*   * *Maintenance/ servicing vehicles in accordance with manufactures recommendations* * *Annual MOTs (where required)* * *Pre-use checks by drivers* * *Weekly vehicle checks by estates/ facilities/ maintenance department* |  |  |  |
| Unsafe/ untrained drivers | Dangerous driving behaviour increases the likelihood of collisions and may injure or kill pedestrians and/ or drivers and/ or passengers. | *Possible control measures include:*   * *Driving at Work Policy in place and communicated to all relevant staff* * *Completion of ‘Driver Assessment’ forms (including checks on driving licenses, penalty points, medical conditions, etc.) by all staff who drive on company business upon employment and annually thereafter* * *Additional training for minibus drivers (e.g. MiDAS)* * *Specialist training for use of grounds maintenance vehicles (e.g. Lantra etc.)* * *Training in accordance with the HSE ACOP L117 ‘Rider-operated Lift Trucks: Operator Training and Safe Use’ for all authorised lift truck drivers* * *Reviewing all accidents, incidents and near misses and taking appropriate action if driver error is found to be a cause* |  |  |  |
| Carelessly parked cars / cars not parked in designated parking spaces | Can cause obstructions, block access, reduce visibility etc. which increases the likelihood of injury/ death to pedestrians and/ or drivers and/ or passengers. | *Possible control measures include:*   * *Clearly marked and signposted car parking spaces around site* * *Regular visual checks to ensure cars are parked correctly* * *Designated parking spaces for staff and visitors* * *Action to be taken if a vehicle is found to be parked in an undesignated space* |  |  |  |
| Use of bicycles in vehicle movement areas | Cyclists could collide with other road users and/ or pedestrians causing injury/ death to themselves or others. | *Possible control measures include:*   * *Providing a bicycle park(s) in a location away from vehicle movement areas* * *Providing designated cycle lanes*   *or*   * *Informing cyclists that they must dismount from their bicycles prior to entering the site and must walk alongside their bicycle whilst onsite* * *Displaying signs to notify cyclists of the above requirement* * *Disciplinary action taken if anyone is found to be riding their bicycle onsite* |  |  |  |
| Visitors/ service users/ contractors who are unfamiliar with the site layout | Visitors could go into unauthorised areas either by car or as a pedestrian and may suffer injuries/ death themselves or injure/ kill others. | *Possible control measures include:*   * *Clear signage to direct visitors/ service users/ contractors around site* * *Clearly marked designated visitor car parking* * *Clear signage to highlight restricted areas* |  |  |  |
| Vehicles colliding with other vehicles whilst on site | Vehicles could collide with other vehicles whilst on site (due to confusion over right of way etc.) and drivers may suffer injuries/ death themselves and/ or injure/ kill others | *Possible control measures include:*   * *Road markings to illustrate traffic flow in car parks and on site roads (e.g. traffic lanes, route edges, priority at junctions, stop lines etc.) N.B. road markings should be similar to those of public roads for ease of reference, and reflective road paint should be regularly monitored for fading/damage and refreshed where necessary* * *Signage to illustrate traffic flow (e.g. stop, give way, no entry, restricted access etc.)* |  |  |  |
| Vehicles colliding with premises/ plant | Vehicles could collide with premises/ plant (due to poor visibility, driver error, speeding etc.) and drivers may suffer injuries/ death themselves and/ or injure/ kill others. | *Possible control measures include:*   * *Good levels of lighting in vehicle movement areas* * *The use of convex mirrors at blind spots* * *Traffic routes not passing close to anything that is likely to collapse or be left in a dangerous state if hit (e.g. cast-iron columns, storage racking, fuel/ chemical tanks or pipes etc.)* * *Installation of crash/ impact protection where necessary* |  |  |  |
| Increased site traffic during large-scale events | An increase in site traffic could result in an increased risk of injury/ death to pedestrians and drivers. | *Possible control measures include:*   * *Vehicle movement being assessed as a hazard (where relevant) on risk assessments completed for specific events, whereby example control measures include:* * *Participants being informed of access/ egress and parking arrangements in advance of the event* * *Use of temporary signage to direct vehicles* * *Designated loading/ unloading areas for set up/ clearance* * *Use of traffic marshals to direct traffic. N.B. you should ensure that traffic marshals are adequately trained on their responsibilities and safe working procedures, and issued with hi-visibility vests/jackets* |  |  |  |
| Lack of adequate systems for reporting and investigating accidents/incidents associated with vehicle movement on site | Failure to monitor the effectiveness of control measures could lead to more serious accidents occurring in the future. | *Possible control measures include:*   * *Robust accident/near miss reporting system in place* * *Staff briefed on the need to report any accidents/near misses* * *Any reported accidents/near misses involving vehicle movement are reviewed and investigated by <insert job title> to ensure that remedial action is taken to prevent recurrence where necessary* * *Site traffic safety is a rolling agenda item at H&S meetings* |  |  |  |

Action Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Date for Next Review: |  |