

WORKPLACE RISK ASSESSMENT NUMBER: CHILTERN TRANSPORT		001		DATE: 05 July 2006		
LOCATION Offices, Warehouse – Beggars Lane Tring						
OPERATION/PROCESS TRAFFIC MOVEMENT			MANUAL HANDLING ASSESSMENT N/A			
EQUIPMENT USED Public vehicles Delivery lorries			COSHH ASSESSMENT N/A			
SUBSTANCES USED N/A			NOISE ASSESSMENT N/A			
Hazards Identified			Before Controls		After Controls	
			L	M	H	
Traffic accidents					X	
Injuries to pedestrians					X	
Vehicles falling over the edge (canal)				X		
EXPOSED PERSONS: Employees/Public						
FREQUENCY OF EXPOSURE Daily			DURATION OF EXPOSURE Various			
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING <ul style="list-style-type: none"> • All sign layouts as chapter 8 (Road traffic signs Manual) • All employees to wear hi-visibility jackets when escorting delivery vehicles. • Delivery vehicles to be escorted if required. • Employees are to egress the building carefully, as to ensure that they are fully aware of any passing vehicle. • Vehicles must not be parked outside designated fire exits. • All employees parking their vehicle outside of the offices must ensure that they park the vehicle safely, not to close to the edge of the canal. • Signage will be posted to warn all visitor of the water hazard. • Pedestrian movement must be kept to a minimum. 						
MONITORING RESULTS Management to ensure compliance						
ASSESSOR			POSITION			

WORKPLACE RISK ASSESSMENT NUMBER: 002 **DATE:** 05 July 2006
 CHILTERN TRANSPORT

LOCATION

Offices, Warehouse – Beggars Lane Tring

OPERATION/PROCESS

WORKING AT HEIGHT

MANUAL HANDLING ASSESSMENT

N/A

EQUIPMENT USED

Step Ladders

COSHH ASSESSMENT

N/A

SUBSTANCES USED

NOISE ASSESSMENT

Hazards Identified

Before Controls

After Controls

	L	M	H		L	M	H
Employees falling form height			X		X		
Falling debris			X		X		
Those beneath being injured			X		X		

EXPOSED PERSONS:

Visitors / Employees and anyone working below

FREQUENCY OF EXPOSURE

Daily

DURATION OF EXPOSURE

Various

CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING

- All employees must only use suitable and approve equipment for working at height (No chairs etc).
- Where work involves leaning out on an open leading edge, then all Employees are to be fitted with full body harness.
- Employees have tasks fully explained prior to commencing work, and are fully aware of the associated hazards.
- Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at the correct level of 1 in 4 or approximately 75°.
- No employee must work below anybody working at height.
- All stepladders must be inspected by the user prior to use.

MONITORING RESULTS

Management to ensure compliance

ASSESSOR

POSITION

WORKPLACE RISK ASSESSMENT NUMBER: 003 **DATE:** 05 July 2006
 CHILTERN TRANSPORT

LOCATION

Offices, Warehouse – Beggars Lane Tring

OPERATION/PROCESS

FORK LIFT TRUCK USE

MANUAL HANDLING ASSESSMENT

N/A

EQUIPMENT USED

Fork lift truck
LPG

COSHH ASSESSMENT

N/A

SUBSTANCES USED

LPG

NOISE ASSESSMENT

To be assessed

Hazards Identified

	Before Controls				After Controls		
	L	M	H		L	M	H
Rolling truck	X				X		
Dropping goods off truck		X			X		
Hitting something/body with truck			X		X		
Explosion	X				X		

EXPOSED PERSONS:

All Employees on site

FREQUENCY OF EXPOSURE

Varied

DURATION OF EXPOSURE

Varied

CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING ENSURE:

- Trained operators must be used.
- Proper maintenance of the forklift must be carried out and recorded.
- Reversing alarm and flashing amber beacon should be serviceable.
- Forklift must be accompanied by banks man where vision could be impaired.
- Operator must carry out daily checks prior to use.
- Operator must ensure he is fully aware of pedestrian movement prior to moving off.
- When manoeuvring out of the warehouse onto the road, the operator must be accompanied by the banks-men or sound his horn twice.
- The operator must never overload (SWL), his forklift.
- All materials that are to be carried must be secured.
- LPG must be stored correctly in accordance with the associated risk assessment

MONITORING RESULTS:

Management to ensure compliance

ASSESSOR

POSITION

WORKPLACE RISK ASSESSMENT		004		DATE:		
CHILTERN TRANSPORT						
LOCATION Offices, Warehouse – Beggars Lane Tring						
OPERATION/PROCESS WORKING FROM LADDER/ STEPLADDER			MANUAL HANDLING ASSESSMENT Se Separate Assessment			
EQUIPMENT USED Ladder, Hand tools, Electric tools			COSHH ASSESSMENT N/A			
SUBSTANCES USED N/A			NOISE ASSESSMENT N/A			
Hazards Identified			Before Controls		After Controls	
			L	M	H	
Falling					X	X
Dropping items onto people below					X	X
EXPOSED PERSONS: Employees/visitors						
FREQUENCY OF EXPOSURE Daily			DURATION OF EXPOSURE Various			
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING ENSURE: <ul style="list-style-type: none"> • Ladders are tied or otherwise secured and properly used. • Employees are trained in task and safe use of ladders. • Ladders to be inspected prior to use. • Bystanders are kept away from the work area. • Lighting is sufficient. • Condition of ladders to be checked before use and maintenance record kept. • Must be of industrial standard • Must extend 1.05 beyond stepping off point (5rungs) • Clean soles of boots before climbing • 1in 4 • Replace damaged ladders immediately 						
MONITORING RESULTS: Management to ensure compliance						
ASSESSOR			POSITION			

WORKPLACE RISK ASSESSMENT NUMBER: 005 **DATE:** 05 July 2006
 CHILTERN TRANSPORT

LOCATION
 Offices, Warehouse – Beggars Lane Tring

OPERATION/PROCESS
 STORAGE AND USE OF GAS CYLINDERS

MANUAL HANDLING ASSESSMENT
 See separate assessment

EQUIPMENT USED
 LPG – Forklift

COSHH ASSESSMENT
 N/A

SUBSTANCES USED
 LPG

NOISE ASSESSMENT
 Not required

Hazards Identified	Before Controls			After Controls		
	L	M	H	L	M	H
Fire risk			X	X		
Explosion risk			X	X		
Vehicles/ personnel dislodging loose gas cylinders		X		X		

EXPOSED PERSONS:
 All employees/visitors

FREQUENCY OF EXPOSURE
 Daily

DURATION OF EXPOSURE
 Varied

CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING

- Provision of gas cage with safety signage for cylinders.
- Cage to be out of the way of traffic/ pedestrian routes.
- No smoking policy in area of storage.
- Gas bottles checked damage/ leaks.
- Trained banks men used for vehicles in area if required.
- Tie up or otherwise secure loose gas cylinders.
- LPG to be stored separately form other gases

MONITORING RESULTS:
 Management to ensure compliance

ASSESSOR

POSITION

WORKPLACE RISK ASSESSMENT NUMBER: 006 **DATE:** 05 July 2006
 CHILTERN TRANSPORT

LOCATION
 Offices, Warehouse – Beggars Lane Tring

OPERATION/PROCESS
 MANUAL HANDLING OF GENERAL ITEMS

MANUAL HANDLING ASSESSMENT
 As detailed

EQUIPMENT USED
 Pallet Truck, Manual Handling

COSHH ASSESSMENT
 May be required depending on the substance handled.

SUBSTANCES USED
 LPG Bottles, Materials

NOISE ASSESSMENT
 Depends on background noise.

Hazards Identified

Before Controls

After Controls

	L	M	H	L	M	H
Muscular skeletal injuries if the load is too heavy or awkward			X	X		
Employee falling/ tripping			X	X		
Contamination from the substance being carried		X		X		
Fall of material being carried			X	X		

EXPOSED PERSONS:

Employee and bystander/ colleagues

FREQUENCY OF EXPOSURE

Varied

DURATION OF EXPOSURE

Varied

CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING

- Employee involved in handling to be assessed or physical capability prior to lifting and carrying (Employee to be trained in Kinetic handling).
- Employee to wear PPE against substance being carried.
- Ensure good housekeeping against tripping/fall hazards.
- Employee to get assistance if load too heavy- team lift if necessary.
- Utilise mechanical lifting and carrying aids where possible.
- Ensure access equipment, ladders will take weight of Employee and load being carried.
- Ensure item being carried is properly bonded or will not be liable to break apart whilst being manually handled.
- If the load weighs over 25kg – team lifting required
- All employees must be made aware of the correct handling technique
 - Bend the legs, not the back

MONITORING RESULTS

Manual handling injuries are a constant risk on building sites. Assessment of an Employees training and physical capabilities must be continually observed.

ASSESSOR

POSITION

WORKPLACE RISK ASSESSMENT NUMBER: 007		DATE: 05 July 2006				
CHILTERN TRANSPORT						
LOCATION Offices, Warehouse – Beggars Lane Tring						
OPERATION/PROCESS WORKING NEXT TO WATER		MANUAL HANDLING ASSESSMENT N/A				
EQUIPMENT USED Cars/Vehicles		COSHH ASSESSMENT N/A				
SUBSTANCES USED N/A		NOISE ASSESSMENT N/A				
Hazards Identified	Before Controls		After Controls			
	L	M	H	L	M	H
Falls			X	X		
Drowning			X	X		
EXPOSED PERSONS: Employees / Visitors						
FREQUENCY OF EXPOSURE Daily			DURATION OF EXPOSURE Various			
CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING <ul style="list-style-type: none"> All employees / visitors must be made aware of the water hazard (leading edge) Signage must be displayed to display water hazard Employees must be instructed not to approach the edge of the canal Life buoys must be positioned in case of employees/visitors falling into the water Long-term solution will be to provide a permanent barrier as edge protection 						
MONITORING RESULTS: Management to ensure compliance						
ASSESSOR			POSITION			

WORKPLACE RISK ASSESSMENT NUMBER: 008 **DATE:** 05 July 2006
 CHILTERN TRANSPORT

LOCATION
 Offices, Warehouse – Beggars Lane Tring

OPERATION / PROCESS
 HAND TOOL USE - (Knife to cut banding / parcelling)

MANUAL HANDLING ASSESSMENT
 N/A

EQUIPMENT USED
 Knife

COSHH ASSESSMENT
 N/A

SUBSTANCES USED
 N/A

NOISE ASSESSMENT
 N/A

Hazards Identified	Before Controls				After Controls		
	L	M	H		L	M	H
Cut to hands			X		X		
Cuts to third parties			X		X		

EXPOSED PERSONS:
 All employees

FREQUENCY OF EXPOSURE
 Daily

DURATION OF EXPOSURE
 Varied

- CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING**
- Ensure that you are wearing gloves for protection
 - The equipment is serviceable (sharp and intact)
 - Employees have been made aware of the hazards when using the equipment.
 - Lighting is sufficient

MONITORING RESULTS:
 Management to ensure compliance

ASSESSOR

POSITION