

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b> CHILTERN TRANSPORT		<b>001</b>		<b>DATE:</b> 1 May 2009		
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone						
<b>OPERATION/PROCESS</b> TRAFFIC MOVEMENT			<b>MANUAL HANDLING ASSESSMENT</b> N/A			
<b>EQUIPMENT USED</b> Public vehicles Delivery lorries			<b>COSHH ASSESSMENT</b> N/A			
<b>SUBSTANCES USED</b> N/A			<b>NOISE ASSESSMENT</b> N/A			
<b>Hazards Identified</b>			<b>Before Controls</b>		<b>After Controls</b>	
			<b>L</b>	<b>M</b>	<b>H</b>	
Traffic accidents					X	
Injuries to pedestrians					X	
Vehicles falling over the edge (canal)				X		
<b>EXPOSED PERSONS:</b> Employees/Public						
<b>FREQUENCY OF EXPOSURE</b> Daily			<b>DURATION OF EXPOSURE</b> Various			
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b> <ul style="list-style-type: none"> <li>• All sign layouts as chapter 8 (Road traffic signs Manual)</li> <li>• All employees to wear hi-visibility jackets when escorting delivery vehicles.</li> <li>• Delivery vehicles to be escorted if required.</li> <li>• Employees are to egress the building carefully, as to ensure that they are fully aware of any passing vehicle.</li> <li>• Vehicles must not be parked outside designated fire exits.</li> <li>• 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.</li> <li>• Signage will be posted to warn all visitor of the water hazard.</li> <li>• Pedestrian movement must be kept to a minimum.</li> </ul>						
<b>MONITORING RESULTS</b> Management to ensure compliance						
<b>ASSESSOR</b>			<b>POSITION</b> Director			

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b>		002		<b>DATE:</b> 1 May 2009		
CHILTERN TRANSPORT						
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone						
<b>OPERATION/PROCESS</b> WORKING AT HEIGHT			<b>MANUAL HANDLING ASSESSMENT</b> N/A			
<b>EQUIPMENT USED</b> Step Ladders			<b>COSHH ASSESSMENT</b> N/A			
<b>SUBSTANCES USED</b>			<b>NOISE ASSESSMENT</b>			
<b>Hazards Identified</b>			<b>Before Controls</b>		<b>After Controls</b>	
			L	M	H	
Employees falling form height					X	X
Falling debris					X	X
Those beneath being injured					X	X
<b>EXPOSED PERSONS:</b> Visitors / Employees and anyone working below						
<b>FREQUENCY OF EXPOSURE</b> Daily			<b>DURATION OF EXPOSURE</b> Various			
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b>						
<ul style="list-style-type: none"> <li>• All employees must only use suitable and approve equipment for working at height (No chairs etc).</li> <li>• Where work involves leaning out on an open leading edge, then all Employees are to be fitted with full body harness.</li> <li>• Employees have tasks fully explained prior to commencing work, and are fully aware of the associated hazards.</li> <li>• 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°.</li> <li>• No employee must work below anybody working at height.</li> <li>• All stepladders must be inspected by the user prior to use.</li> </ul>						
<b>MONITORING RESULTS</b> Management to ensure compliance						
<b>ASSESSOR</b>			<b>POSITION</b> Director			

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b> 003		<b>DATE:</b> 1 May 2008				
CHILTERN TRANSPORT						
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone						
<b>OPERATION/PROCESS</b> FORK LIFT TRUCK USE		<b>MANUAL HANDLING ASSESSMENT</b> N/A				
<b>EQUIPMENT USED</b> Fork lift trucks gas/electric LPG		<b>COSHH ASSESSMENT</b> N/A				
<b>SUBSTANCES USED</b> LPG		<b>NOISE ASSESSMENT</b> To be assessed				
<b>Hazards Identified</b>	<b>Before Controls</b>		<b>After Controls</b>			
	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		
Electric shock	X			X		
<b>EXPOSED PERSONS:</b> All Employees on site						
<b>FREQUENCY OF EXPOSURE</b> Varied			<b>DURATION OF EXPOSURE</b> Varied			
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING ENSURE:</b> <ul style="list-style-type: none"> <li>• Trained operators must be used.</li> <li>• Proper maintenance of the forklift must be carried out and recorded.</li> <li>• Reversing alarm and flashing amber beacon should be serviceable.</li> <li>• Forklift must be accompanied by banks man where vision could be impaired.</li> <li>• Operator must carry out daily checks prior to use.</li> <li>• Operator must ensure he is fully aware of pedestrian movement prior to moving off.</li> <li>• When manoeuvring out of the warehouse onto the road, the operator must be accompanied by the banks-men or sound his horn twice.</li> <li>• The operator must never overload (SWL), his forklift.</li> <li>• All materials that are to be carried must be secured.</li> <li>• LPG must be stored correctly in accordance with the associated risk assessment</li> </ul>						
<b>MONITORING RESULTS:</b> Management to ensure compliance						
<b>ASSESSOR</b>			<b>POSITION</b> Director			

<b>WORKPLACE RISK ASSESSMENT</b>		<b>004</b>		<b>DATE: 1 May 2009</b>		
CHILTERN TRANSPORT						
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone						
<b>OPERATION/PROCESS</b> WORKING FROM LADDER/ STEPLADDER			<b>MANUAL HANDLING ASSESSMENT</b> Separate Assessment			
<b>EQUIPMENT USED</b> Ladder, Hand tools, Electric tools			<b>COSHH ASSESSMENT</b> N/A			
<b>SUBSTANCES USED</b> N/A			<b>NOISE ASSESSMENT</b> N/A			
<b>Hazards Identified</b>			<b>Before Controls</b>		<b>After Controls</b>	
			<b>L</b>	<b>M</b>	<b>H</b>	
Falling					X	X
Dropping items onto people below					X	X
<b>EXPOSED PERSONS:</b> Employees/visitors						
<b>FREQUENCY OF EXPOSURE</b> Daily			<b>DURATION OF EXPOSURE</b> Various			
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING ENSURE:</b> <ul style="list-style-type: none"> <li>• Ladders are tied or otherwise secured and properly used.</li> <li>• Employees are trained in task and safe use of ladders.</li> <li>• Ladders to be inspected prior to use.</li> <li>• Bystanders are kept away from the work area.</li> <li>• Lighting is sufficient.</li> <li>• Condition of ladders to be checked before use and maintenance record kept.</li> <li>• Must be of industrial standard</li> <li>• Must extend 1.05 beyond stepping off point (5rungs)</li> <li>• Clean soles of boots before climbing</li> <li>• 1in 4</li> <li>• Replace damaged ladders immediately</li> </ul>						
<b>MONITORING RESULTS:</b> Management to ensure compliance						
<b>ASSESSOR</b>			<b>POSITION</b> Director			

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b> CHILTERN TRANSPORT		<b>005</b>	<b>DATE:</b> 1 May 2009	
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone				
<b>OPERATION/PROCESS</b> STORAGE AND USE OF GAS CYLINDERS		<b>MANUAL HANDLING ASSESSMENT</b> See separate assessment		
<b>EQUIPMENT USED</b> LPG – Forklift		<b>COSHH ASSESSMENT</b> N/A		
<b>SUBSTANCES USED</b> LPG		<b>NOISE ASSESSMENT</b> Not required		
<b>Hazards Identified</b>		<b>Before Controls</b>		<b>After Controls</b>
		<b>L</b>	<b>M</b>	<b>H</b>
Fire risk				X
Explosion risk				X
Vehicles/ personnel dislodging loose gas cylinders			X	
<b>EXPOSED PERSONS:</b> All employees/visitors				
<b>FREQUENCY OF EXPOSURE</b> Daily		<b>DURATION OF EXPOSURE</b> Varied		
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b> <ul style="list-style-type: none"> <li>• Provision of gas cage with safety signage for cylinders.</li> <li>• Cage to be out of the way of traffic/ pedestrian routes.</li> <li>• No smoking policy in area of storage.</li> <li>• Gas bottles checked damage/ leaks.</li> <li>• Trained banks men used for vehicles in area if required.</li> <li>• Tie up or otherwise secure loose gas cylinders.</li> <li>• LPG to be stored separately form other gases</li> </ul>				
<b>MONITORING RESULTS:</b> Management to ensure compliance				
<b>ASSESSOR</b>		<b>POSITION</b> Director		

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b>		<b>006</b>		<b>DATE:</b> 1 May 2009		
CHILTERN TRANSPORT						
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone						
<b>OPERATION/PROCESS</b> MANUAL HANDLING OF GENERAL ITEMS			<b>MANUAL HANDLING ASSESSMENT</b> As detailed			
<b>EQUIPMENT USED</b> Pallet Truck, Manual Handling			<b>COSHH ASSESSMENT</b> May be required depending on the substance handled.			
<b>SUBSTANCES USED</b> LPG Bottles, Materials			<b>NOISE ASSESSMENT</b> Depends on background noise.			
<b>Hazards Identified</b>			<b>Before Controls</b>		<b>After Controls</b>	
			<b>L</b>	<b>M</b>	<b>H</b>	
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
<b>EXPOSED PERSONS:</b> Employee and bystander/ colleagues						
<b>FREQUENCY OF EXPOSURE</b> Varied			<b>DURATION OF EXPOSURE</b> Varied			
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b> <ul style="list-style-type: none"> <li>Employee involved in handling to be assessed or physical capability prior to lifting and carrying (Employee to be trained in Kinetic handling).</li> <li>Employee to wear PPE against substance being carried.</li> <li>Ensure good housekeeping against tripping/fall hazards.</li> <li>Employee to get assistance if load too heavy- team lift if necessary.</li> <li>Utilise mechanical lifting and carrying aids where possible.</li> <li>Ensure access equipment, ladders will take weight of Employee and load being carried.</li> <li>Ensure item being carried is properly bonded or will not be liable to break apart whilst being manually handled.</li> <li>If the load weighs over 25kg – team lifting required</li> <li>All employees must be made aware of the correct handling technique <ul style="list-style-type: none"> <li>- Bend the legs, not the back</li> </ul> </li> </ul>						
<b>MONITORING RESULTS</b> Manual handling injuries are a constant risk on building sites. Assessment of an Employees training and physical capabilities must be continually observed.						
<b>ASSESSOR</b>			<b>POSITION</b> Director			

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b> 007		<b>DATE:</b> 1 May 2009				
CHILTERN TRANSPORT						
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone						
<b>OPERATION / PROCESS</b> HAND TOOL USE - (Knife to cut banding / parcelling)		<b>MANUAL HANDLING ASSESSMENT</b> N/A				
<b>EQUIPMENT USED</b> Knife		<b>COSHH ASSESSMENT</b> N/A				
<b>SUBSTANCES USED</b> N/A		<b>NOISE ASSESSMENT</b> N/A				
<b>Hazards Identified</b>	<b>Before Controls</b>		<b>After Controls</b>			
	L	M	H	L	M	H
Cut to hands			X	X		
Cuts to third parties			X	X		
<b>EXPOSED PERSONS:</b> All employees						
<b>FREQUENCY OF EXPOSURE</b> Daily			<b>DURATION OF EXPOSURE</b> Varied			
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b> <ul style="list-style-type: none"> <li>• Ensure that you are wearing gloves for protection</li> <li>• The equipment is serviceable (sharp and intact)</li> <li>• Employees have been made aware of the hazards when using the equipment.</li> <li>• Lighting is sufficient</li> </ul>						
<b>MONITORING RESULTS:</b> Management to ensure compliance						
<b>ASSESSOR</b>			<b>POSITION</b> Director			

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b> 008		<b>DATE:</b> 1 May 2009				
CHILTERN TRANSPORT						
<b>LOCATION</b> Offices, Warehouse – Unit C, Quarry Road, Pitstone						
<b>OPERATION / PROCESS</b> PREGNANT WORKER (OFFICE)		<b>MANUAL HANDLING ASSESSMENT</b> N/A				
<b>EQUIPMENT USED</b> Office equipment		<b>COSHH ASSESSMENT</b> N/A				
<b>SUBSTANCES USED</b> N/A		<b>NOISE ASSESSMENT</b> N/A				
<b>Hazards Identified</b>	<b>Before Controls</b>		<b>After Controls</b>			
	L	M	H	L	M	H
Physical over exertion (lifting and bending)		X		X		
<b>EXPOSED PERSONS:</b> Pregnant worker						
<b>FREQUENCY OF EXPOSURE</b> As long as condition remains		<b>DURATION OF EXPOSURE</b> Permenant				
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b> <ul style="list-style-type: none"> <li>• Must not carryout excessive manual handling</li> <li>• Must not overstretch during work activity</li> <li>• Must not be subjected to extremes of temperature Hot and Cold</li> <li>• Must inform Management if there is any change to her condition</li> </ul>						
<b>MONITORING RESULTS:</b> Management to ensure compliance						
<b>ASSESSOR</b>		<b>POSITION</b> Director				

**WORKPLACE RISK ASSESSMENT NUMBER:** 009      **DATE:** 1 May 2009  
 CHILTERN TRANSPORT

**LOCATION**  
 Various delivery and collection locations – including yards and customer premises

<b>OPERATION / PROCESS</b> COUPLING/UNCOUPLING TRAILERS	<b>MANUAL HANDLING ASSESSMENT</b> N/A
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<b>EQUIPMENT USED</b> Vehicle and trailer	<b>COSHH ASSESSMENT</b> N/A
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<b>SUBSTANCES USED</b> N/A	<b>NOISE ASSESSMENT</b> N/A
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Hazards Identified	Before Controls			After Controls		
	L	M	H	L	M	H
Run over by moving vehicles			X	X		
Crushed between vehicle and other objects		X		X		

**EXPOSED PERSONS:**  
 Drivers and others in vicinity

<b>FREQUENCY OF EXPOSURE</b> During operation as required	<b>DURATION OF EXPOSURE</b> Varied
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**CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING**

- Only trained persons to conduct this operation
- Ensure the ground is firm and level enough to support both of the landing legs
- Ensure that the trailer parking brake is applied
- Reverse the tractor unit slowly under the trailer and listen for the locking mechanism to engage
- Check that the fifth wheel locking mechanism is fully engaged (usually by trying to drive forward in low gear)
- Apply the parking brake on the tractor unit
- Visually check the engagement of the fifth wheel and depending on the type of mechanism , put on any safety clip
- Reconnect the air lines (turning on any air taps that may be fitted to older vehicles) and electrical supplies to the trailer
- Wind up the trailer landing legs and secure the handle
- Release the trailer parking brake
- Fit the number plate , as well as any necessary warning plates , check the lights
- The procedure for uncoupling is generally the reverse of the coupling procedure but always remember to set the tractor unit park brake before leaving the cab.

**MONITORING RESULTS:**  
 Management to ensure compliance

<b>ASSESSOR</b>	<b>POSITION</b> Director
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<b>WORKPLACE RISK ASSESSMENT NUMBER:</b> 010		<b>DATE:</b> 1 May 2009	
CHILTERN TRANSPORT			
<b>LOCATION</b> Various delivery and collection locations – including yards and customer premises			
<b>OPERATION / PROCESS</b> USE OF TAIL-LIFT		<b>MANUAL HANDLING ASSESSMENT</b> N/A	
<b>EQUIPMENT USED</b> Vehicle and tail lift		<b>COSHH ASSESSMENT</b> N/A	
<b>SUBSTANCES USED</b> N/A		<b>NOISE ASSESSMENT</b> N/A	
<b>Hazards Identified</b>	<b>Before Controls</b>		<b>After Controls</b>
	L	M	H
Crushed between lift and vehicle		X	X
Damage to materials and vehicle		X	X
Load falling from lift		X	X
Unauthorised use	X		X
<b>EXPOSED PERSONS:</b> Drivers and others in vicinity			
<b>FREQUENCY OF EXPOSURE</b> During operation as required		<b>DURATION OF EXPOSURE</b> Varied	
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b>			
<ul style="list-style-type: none"> <li>• Only trained persons to conduct this operation</li> <li>• Lift is to be operated and serviced in accordance with the manufacturers working instructions (thorough inspection every 6 months)</li> <li>• Lift is only to be used to load and unload vehicle cargo</li> <li>• Ensure vehicle parking brake is fully applied</li> <li>• Ensure the vehicle is on firm level ground</li> <li>• Do not operate lift if vehicle is on a slope in any direction</li> <li>• Keep area around and below lift clear of personnel and obstructions at all times</li> <li>• Do not exceed safe working load as shown on the manufacturers information plate</li> <li>• Ensure that load does not overhang edges of platform</li> <li>• All wheeled loads to be restrained prior to lifting</li> <li>• Keep feet clear of platform edges and hands clear of moving parts</li> <li>• Adequate lighting must be available during unloading</li> <li>• If the lift is not in use or the vehicle is left unattended or prior to driving then the lift must be fully stowed all switches placed in the off position and keys removed</li> </ul>			
<b>MONITORING RESULTS:</b> Management to ensure compliance			
<b>ASSESSOR</b>		<b>POSITION</b> Director	

<b>WORKPLACE RISK ASSESSMENT NUMBER:</b> 011		<b>DATE:</b> 1 May 2009				
CHILTERN TRANSPORT						
<b>LOCATION</b> Various delivery and collection locations – including yards and customer premises						
<b>OPERATION / PROCESS</b> SECURING VEHICLE LOADS		<b>MANUAL HANDLING ASSESSMENT</b> Separate assessment may be required				
<b>EQUIPMENT USED</b> Vehicle and Cargo		<b>COSHH ASSESSMENT</b> N/A				
<b>SUBSTANCES USED</b> N/A		<b>NOISE ASSESSMENT</b> N/A				
<b>Hazards Identified</b>	<b>Before Controls</b>		<b>After Controls</b>			
	<b>L</b>	<b>M</b>	<b>H</b>	<b>L</b>	<b>M</b>	<b>H</b>
Fall from height			X	X		
Handling injury whilst securing load		X		X		
Handling injury whilst working in a confined area		X		X		
Struck by curtain side during high wind		X		X		
<b>EXPOSED PERSONS:</b> Drivers						
<b>FREQUENCY OF EXPOSURE</b> During operation as required			<b>DURATION OF EXPOSURE</b> Varied			
<b>CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING</b> <ul style="list-style-type: none"> <li>• Only trained persons to conduct this operation</li> <li>• Access to vehicle platform is to be from a loading bay or by other suitable safe means ie vehicle access ladder</li> <li>• Drivers to wear correct PPE (Helmet and Gloves) whilst securing loads</li> <li>• Adequate lighting must be provided</li> <li>• During high winds assistance must be sought to hold curtains and prevent whiplash</li> <li>• In extreme high winds consideration to delay loading unloading of curtain-siders must be taken</li> </ul>						
<b>MONITORING RESULTS:</b> Management to ensure compliance						
<b>ASSESSOR</b>			<b>POSITION</b> Director			

**WORKPLACE RISK ASSESSMENT NUMBER:** 012      **DATE:** 1 May 2009  
 CHILTERN TRANSPORT

**LOCATION**  
 Various locations during delivery, collection and routine breaks – including yards and customer premises

**OPERATION / PROCESS**      **MANUAL HANDLING ASSESSMENT**  
 ALIGHTING/MOUNTING VEHICLE      N/A

**EQUIPMENT USED**      **COSHH ASSESSMENT**  
 Vehicle      N/A

**SUBSTANCES USED**      **NOISE ASSESSMENT**  
 N/A      N/A

Hazards Identified	Before Controls			After Controls		
	L	M	H	L	M	H
Fall from height			X	X		
Driver struck by other vehicle		X		X		
Others struck by open door		X		X		
Damage caused by open doors during high wind		X		X		

**EXPOSED PERSONS:**  
 Drivers

**FREQUENCY OF EXPOSURE**      **DURATION OF EXPOSURE**  
 During operation as required      Varied

- CONTROL MEASURES P.P.E. INSTRUCTION/INFORMATION/TRAINING**
- Driver to select a suitable place to stop prior to alighting
  - Driver to check mirrors for other vehicles and persons prior to opening door to alight
  - Care must be taken when using access steps to and from cab
  - Suitable footwear must be worn whilst using cab steps
  - Drivers to access alight in an adequately lit area
  - During high winds doors must remain fully closed to prevent sudden movement
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**MONITORING RESULTS:**  
 Management to ensure compliance

**ASSESSOR**      **POSITION**  
        Director