

<b>RISK ASSESSMENT</b>	Transporting tools
<b>LOCATION</b>	From tool store to site

Assessment of hazards associated with loading/unloading and transporting tools to a site in a vehicle.

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Roadworthy vehicle	Collision Death	Driver Public Participant	Vehicle to have road tax and a valid MOT; Driver to check with insurance provider whether Business Use is required to cover volunteer duties; No vehicles to drive on site unless authorised – refer to 'Driving on Site' RA.	<b>1</b>	<b>5</b>	<b>5</b>	Driver
Driver competency	Collision Death	Driver Public Participant	Driver to have a full, valid UK Drivers Licence; Driver not to be under the influence of illegal drugs or alcohol.	<b>1</b>	<b>5</b>	<b>5</b>	Driver
Traffic	Collision Death	Driver Public Participant	Driver to adhere to Highway Code and all UK road traffic legislation; Unload/load vehicle so people and equipment are away from traffic; Be cautious when carrying tools across site carparks.	<b>1</b>	<b>5</b>	<b>5</b>	Driver Participant
Manual handling	Musculo-skeletal disorders	Driver Participant	When loading/unloading tools, driver/participants to follow manual handling techniques (avoid heavy loads/twisting/straining/carrying weight away from body); Don't over-exert – work within your means; Use mechanical aids or get help when moving heavy loads.	<b>2</b>	<b>3</b>	<b>6</b>	Driver Participant

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Tools	Head injury Puncture wounds Bruising Crushing	Driver Participant Public	Ensure tools are loaded safely in vehicle (lay large equipment flat/tie down anything that can become a projectile/place small hand tools in bags or boxes/ensure nothing can move into passenger area of vehicle/ensure heavy weights are evenly distributed); If tools are in open back of truck, ensure all are weighted down and use tarpaulin/ratchet straps if necessary; If more than one person is loading, ensure safe working distances to avoid collision; Wear gloves to protect hands from friction burns and blade cuts.	1	4	4	Driver Participant
Terrain	Slips, trips, falls	Driver Participant	Wear sensible, sturdy footwear when loading/unloading and ensure laces are tied; Plan loading route where access is easiest and least hazardous; Be aware of potholes in carparks and stumps/trip hazards around store entrances; Park vehicle as close as possible to tool store to avoid unnecessary distance with tools.	2	3	6	Driver Participant

<b>RISK ASSESSMENT FOR:</b>  Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	<b>ASSESSMENT UNDERTAKEN BY:</b>  <b>NAME: Charlie Cutt</b>  <b>SIGNED: CC</b>  <b>DATE: 29/4/20</b>	<b>LAST UPDATED ON:</b>  <b>DATE:</b>  <b>DATE:</b>  <b>DATE:</b>
--	--	---

<b>RISK MATRIX</b>				<b>Hazard Severity</b>				
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
				<b>Low</b>	<b>Slight</b>	<b>Moderate</b>	<b>High</b>	<b>Severe</b>
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
<b>Likelihood of occurrence</b>	<b>1</b>	<b>Unlikely</b>	Injury may occur less than once in a lifetime	1	2	3	4	5
	<b>2</b>	<b>Possible</b>	Injury may occur less than once a year	2	4	6	8	10
	<b>3</b>	<b>Occasional</b>	Injury may occur two-three times per year	3	6	9	12	15
	<b>4</b>	<b>Likely</b>	Injury will occur more than three times per year	4	8	12	16	20
	<b>5</b>	<b>Very likely</b>	Injury is probably going to occur	5	10	15	20	25

	<b>If control measures are followed as described, risk factor is low enough to continue</b>
	<b>Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary</b>
	<b>Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.</b>