

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not aplicable score it as max potential score and N/A in the comments box

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Health & Safety Workplace Transport Risk Assessment

Date	
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Company Name	
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Assessor	
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Performance Acceptable - no action required

Performance marginal - ongoing action required

Performance not acceptable - urgent action required



The Workplace
The Vehicles
Drivers and Other Employees
Vehicle Activities

Workplace transport Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
The Workplace				
Do you check that the layout of routes is appropriate for the vehicle and pedestrian activities at the workplace.	3		0	
Are vehicles and pedestrians kept safely apart?	3		0	
Are there suitable pedestrian crossing points on vehicle routes?	3		0	
Are there suitable parking areas for all parking needs?	3		0	
Do the vehicle routes avoid sharp or blind bends?	3		0	
Is there scope for introducing a one-way system on vehicle routes within the workplace to reduce the risk of collisions?	3		0	
Do you check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them.	3		0	
Are traffic routes wide enough?	3		0	
Are traffic routes well constructed, ie do they have firm and even surfaces?	3		0	
Are they free from obstructions and other hazards?	3		0	
Are traffic routes well maintained?	3		0	
Check that suitable safety features are provided where appropriate.	3		0	
Are roadways marked where necessary, eg to indicate the right of way at road junctions?	3		0	
Is there a need for direction signs, speed limit signs and, where applicable, signs such as <i>Give way, No entry etc?</i>	3		0	
Is there a need for features such as fixed mirrors to provide greater vision at blind bends, road humps to reduce vehicle speeds, or barriers to keep vehicles and pedestrians apart?	3		0	
	45	0	0	
The Vehicles				
Do you check that vehicles are safe and suitable for the work for which they are being used.	3		0	
Do vehicles have suitable and effective service and parking brakes?	3		0	
Do vehicles have windscreens with wipers, and suitable external mirrors to provide optimum all-round visibility?	3		0	
Are vehicles provided with horns, lights, reflectors, reversing lights and other safety features as necessary?	3		0	

Workplace transport Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	Comments
Do vehicles have seats and, where necessary, seat belts that are safe and provide driver comfort?	3		0	
Are there guards on dangerous parts of the vehicles, eg power take-offs, chain drives, exposed exhaust pipes?	3		0	
Do drivers need protection against bad weather conditions, or against an unpleasant working environment, ie the cold, dirt, dust, fumes, and excessive noise and vibration?	3		0	
Is there a safe means of access to and exit from the cabs and other parts that need to be reached?	3		0	
Is there a need for driver protection against injury in the event of an overturn, and to prevent the driver being hit by falling objects?	3		0	
Do you check that the vehicles are subject to appropriate maintenance procedures.	3		0	
Do the drivers carry out basic safety checks before using vehicles?	3		0	
Is there a regular preventive maintenance programme for each vehicle, carried out at predetermined intervals of time or mileage?	3		0	
	36	0	0	
Drivers and Other Employees				
Do you check that your selection and training procedures ensure that your drivers and other employees are capable of performing their work activities safely and responsibly.	3		0	
Do you check the previous experience of your drivers and test them to ensure they are competent?	3		0	
Do you provide training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas etc?	3		0	
Do you have a planned programme of refresher training for drivers and other employees to ensure their continued competence?	3		0	
Do you check what your drivers and other employees actually do when undertaking their work activities.	3		0	
Do your drivers drive with care, eg use the correct routes, drive within the speed limit and follow any other site rules?	3		0	
Do they park safely and in safe locations?	3		0	

Workplace transport Assessment

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Are your employees using safe working practices, eg when loading/unloading, securing loads, carrying out maintenance etc?	3		0	
Are your drivers and other employees having to rush to complete their work on time, or is there a risk of accidents caused by fatigue as a result of excessive working hours?	3		0	
Do you check, in consultation with your employees, that your level of management control/supervision is suitable.	3		0	
Are your supervisors, drivers and other employees, including contractors and visiting drivers, aware of the site rules and aware of their responsibilities in terms of maintaining a safe workplace and safe working practices?	3		0	
Is everyone at the workplace supervised and held accountable for their responsibilities, and is a clear system of penalties enforced when employees, contractors etc fail to maintain standards?	3		0	
36	0	0	0	

Workplace transport Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Vehicle Activities				
Do you check that the need for REVERSING manoeuvres is kept to a minimum, and where reversing is necessary that it is undertaken safely and in safe areas.	3		0	
Is there scope for introducing one-way systems on routes to reduce the need for reversing manoeuvres?	3		0	
Can you exclude non-essential personnel from areas where reversing is common?	3		0	
Is there a need to clearly identify and mark 'reversing areas' to be clear to both drivers and pedestrians?	3		0	
Is there a need for a signaller (banksman) to direct reversing vehicles?	3		0	
Are there external side-mounted and rear-view mirrors on the vehicles to provide optimum all-round visibility?	3		0	
Do the vehicles have reversing alarms?	3		0	
Do you check that drivers take care when PARKING their vehicles, including their own private cars, and that they park in safe locations.	3		0	
Do your drivers use the designated parking areas?	3		0	
Do they always ensure that their vehicles and trailers are braked and secured before leaving them parked?	3		0	
Do you check that LOADING AND UNLOADING operations are carried out safely.	3		0	
Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation?	3		0	
Are loading/unloading activities carried out using safe systems of work on ground using safe systems of work that is flat, firm and free from pot-holes?	3		0	
Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading and unloading operations?	3		0	
Is loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?	3		0	

Workplace transport Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Are checks made to ensure that loads are secured and arranged so that they cannot move about, eg slide forward if the driver has to brake suddenly, or slide off if the vehicle has to negotiate steep inclines?	3		0	
Are there checks to ensure that vehicles are not loaded beyond their capacity?	3		0	
Do you check that TIPPING operations are carried out safely.	3		0	
Do visiting drivers report to the site manager for any relevant instructions prior to commencing tipping operations?	3		0	
Are non-essential personnel excluded from tipping areas?	3		0	
Are tipping operations undertaken on ground that is level and stable, and at a location free from overhead hazards such as power lines, pipework etc?	3		0	
Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, eg compacted and with no significant side slopes?	3		0	
Is there a need for suitably sized wheel-stops where vehicles need to reverse prior to tipping?	3		0	
Are tailgates released prior to tipping, and removed when necessary?	3		0	
Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations?	3		0	
Are the drivers sufficiently experienced to anticipate loads sticking?	3		0	
Do drivers always ensure that the body is completely empty, and drive no more than a few metres forward to ensure the load is clear?	3		0	
Do you check that SHEETING AND UNSHEETING operations are carried out safely. For example:	3		0	
Are sheeting and unsheeting operations carried out in safe parts of the workplace, away from passing traffic and pedestrians and sheltered from strong winds and bad weather?	3		0	
Are the vehicles parked on level ground, with their parking brakes on and the ignition key removed?	3		0	

Workplace transport Assessment

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Are gloves, safety boots and, where necessary, eye and head protection provided, and used by those engaged in the sheeting/unsheeting operations?	3		0	
Is there scope for using proprietary sheeting systems to avoid the need for manual sheeting?	3		0	
Where manual sheeting is unavoidable, is there a system in place which avoids the need for a person to climb on the vehicle or load, ie by providing a platform from which loads can be sheeted?	3		0	
99	0	0	0	