

RISK ASSESSMENT

Title:	Unloading Vehicles Outside Engineering			Date of Assessment:	28/01/2020	Risk Assessor:	Ian Warne and Clare Crouch
Reference Number:	RA63	Version Number:	3	People involved in making this assessment:		Ian Warne and Clare Crouch	
Task/Process:	Unloading vehicles outside of the Engineering Department			People at Risk:	Employees, drivers, visitors and contractors		
Documents Associated with this Risk Assessment:							
Review Date:	04/05/2023	Reviewer:	Ian Warne		Next Review Date:	04/05/2024	

Hazard:	Forklift movement in car park and entrance to Engineering department where pedestrians can be present	Risk of crush injuries, broken bones and death. Risk to employees, visitors and contractors.
Control Measures:		
1.	Removeable sign advising of forklift movement to be used in car park when unloading 	

2.	Removeable sign advising of forklift movement to be placed in the Engineering Department
	
3.	Area marked for Loading/Unloading – area must not be used for storage
4.	Instruction, information, training and supervision

Hazard: Uneven Terrain	Risk of crush injuries, broken bones and death. Risk to employees, drivers, visitors and contractors.
Control Measures:	
1.	Any goods over 3m in length to be unloaded in Loading/Unloading area in the main yard (opposite Warehouse/Despatch)
2.	Instruction, information, training and supervision

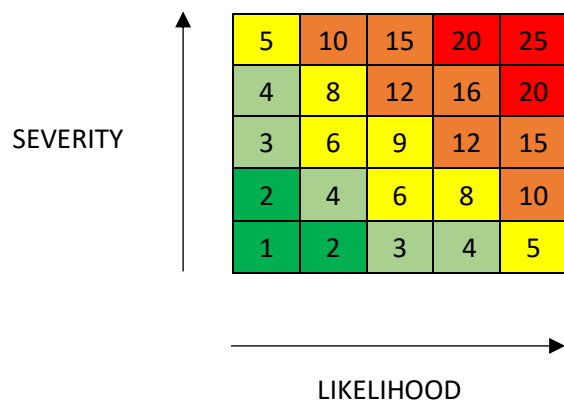
Hazard: Larger Vehicle Unloading	Risk of crush injuries, broken bones and death. Risk to employees, visitors and contractors.
Control Measures:	
1.	If unable to drive around the one-way system, driver must reverse under the supervision of a company Banksman
2.	Instruction, information, training and supervision

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

RISK ASSESSMENT

HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk