POST-CONTROL	PO		PRE-CONTROL		RISKS		HAZARDS	FORS v5
15	10	O)	5 certainty					
12	8	4	4 very likely					
9	6	ω	3 possible					
თ	4	2	2 unlikely			Transport Risk Assessments	vity	Risk/Activity
ω	2	1	1 very unlikely	31st August 2022	Next Review Date	1st September 2021	Date of Risk Assessment	Date of R
3 Time lost injury	2 Minor 31	1 No injury		1.0	Version No.	Kevin Hill		Assessor
SEVERITY	SE		RE AND POST CONTROL RISK SCORE LEVELS	Transport	Area/Department Transport	KP Waste Company Ltd		Company

Ref

Hazards Identified

People Involved

Possible Dangers

Existing Control Measures

Likeli- Severity Rating

Additional Control Measures

Likeli- Severity Rating

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Unauthorised persons falling as a result of mounting and dismounting the vehicle.	Overhead services
Operators / loaders	Operator
Falls from height/injury	Electrocution , burns, death, Risk of electric shocks and overhead hazards.
Legal responsibilities and company policy on Health and Safety and Driving at Work are published and communicated to drivers. Drivers are instructed to remove the keys and lock the vehicle whenever the vehicle is left unattended to prevent theft and unauthorised access. Drivers are instructed to keep vehicle keys in a secure place and out of sight to prevent theft and unauthorised access to the vehicle. Drivers are instructed to ensure all tailgates, curtains etc. are locked and secured at all times to prevent unauthorised access and thefts. Where trailers are left unattended, they must have a fifth-wheel pin lock, a leg lock or some other physical security device preventing coupling or movement in position. Trailers must not be left uncoupled and unattended at the roadside without the express permission of the transport manager.	Provision of goalposts to mark existing overhead services, escape plan, power off or suitable shrouding to protect cables. Legal responsibilities and company policy on Health and Safety and Driving at Work are published and communicated to drivers. All drivers must be fully trained and competent. The correct PPE must be worn at all times.
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Drivers' handbook issued and toolbox talks are periodically communicated. Plan in advance to ensure vehicles are parked in a secure, well-lit and appropriate location. Plan in advance to avoid leaving trailers unattended overnight. If trailers must be left overnight, they must be parked in a secure, well-lit and appropriate location.	Driver's' handbook issued and toolbox talks are periodically communicated. Drivers must ensure that loading and unloading takes place in a safe, appropriate area, free from overhead hazards. Drivers are trained in and must follow safe loading procedures to minimise the risk of injury from overhead cables and hazards.
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Mights in compliance the per and APE. We falls and others in compliance the per and APE. PE and APE. PE and APE. PE and APE. Immediate dayses to immediate dayses or included to the public as well as a brasions, abrasions, abrasions. Legal responsibilities and Company policy on published and communicated to drivers are instructed to their sard of their sard o
rount incompliance area, report identified hazards, use correct of the law, legal responsibilities and Company policy on vulnerable understand and public as competent. Legal responsibilities and Company policy on vulnerable published and communicated to drivers and the fall hand Safety and Driving at Work are public as a three properties and communicated to drivers and any public as a three perfects and public as a three perfects and properties and any public as a three perfects and there are no holes. Dereator carries out an inspection of site before loading/unloading to ensure ground is safe, secure and there are no holes. All operators wear safety boots, hard hats, gloves, safety specs and hi-vis clothing. Regular tooloox talks by a trained operative. No operator to work from the bed of a truck. All crane operators use a harness. Operators will not operate carne a minimum of 12m of reach from overhead cables. All stabilisers are always to be used and with tase polates. All loads are strapped in place with connected then the operator must stand down and away from vehicle before lifts are complete. All loads are strapped in place with connected then the operator must stand down and away for the passenger side to allow safe checking when a customer to the connected then the operator must stand down and away for the passenger side to allow safe checking when a customer to allow safe checking when a customer to allow the passenger side to allow safe checking when a customer to allow the passenger side to allow safe checking when a customer to allow the passenger side to allow safe checking when a customer to allow and a way for the passenger side to allow safe checking when a customer to allow the passenger side to allow safe checking when a customer to allow the passenger side to allow safe checking when a customer to allow the passenger side to allow safe checking when a customer to allow the passenger side to allow safe checking when a customer to allow the passenger side to allow safe checking when
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area, report identified hazards, use correct PPE and RPE. Legal responsibilities and Company policy on Health and Safety and Diving at Work are published and communicated to drivers. All drivers must be fully trained and competent. The correct PPE must be worn at all times. Operator carries out an inspection of site before loading/unhoading to ensure ground is safe, secure and there are no holes. In velvel barrier system installed. All operators wear safety boots, had hats, gloves, safety specs and hi-vis clothing. Regular toolbox talks by a trained operative. No operator to work from the bed of a truck. All crane operators use a harness. Operators will not operate crane a minimum of 12m of reach from overhead cables. All stabilisers are always to be used and with base plates. Ensure chains and slings do not become snagged. I loads must be slung and hook connected then the operator was after book and own and away from vehicle before lifts are complete. I all loads are strapped in place with connections on pulled once: I workers are instructed to Drivers are instructed to Drivers are instructed to: I wherever possible work is to be carried out at ground tevel. I workers leading thorough pre-use checks on the vehicle, checking steps, handholds and load area are in good condition. I carrier operator to what from the bed of a truck. On correct PPE must be work and hats, operators we have step to work from the bed of a truck. On presence divers require harness training. I wo-level barrier system to be lifted at a time. Only one item to be lifted at a time. Only one item to be lifted at a time. Only one item to be lifted at a time. Only one item to be inspected daily. Only one item to be of a time. Operator switch and the operative of the load
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Drivers are instructed to: a) Carry out thorough pre-use checks on the vehicle, checking steps, handholds and load area are in good condition. b) Report broken boards, runners and any other objects that could cause a trip in the load area. c) Keep the load area tidy: pick up loose ropes, packaging etc. d) Clean up spills and dirt in the load area. e) Check the vehicle conditions for condensation and in winter, for ice. All crane drivers require harness training. Two-level barrier system to be inspected daily. Only one item to be lifted at a time. Driver to ensure pedestrians stay clear of the load and refuses to lift otherwise. When a customer loads or unloads vehicle, a safe location must be agreed. Drivers may only enter the back of the truck by use of a fitted ladder and if guard rails are up.
Drivers and uponox issued and nonox idans are periodically communicated. Drivers are instructed to: a) Carry out thorough pre-use checks on the vehicle, checking steps, handholds and load area are in good condition. b) Report broken boards, runners and any other objects that could cause a trip in the load area. c) Keep the load area tidy: pick up loose ropes, packaging etc. d) Clean up spills and dirt in the load area. e) Check the vehicle conditions for condensation and in winter, for ice. All crane drivers require harness training. Two-level barrier system to be inspected daily. Only one item to be lifted at a time. Driver to ensure pedestrians stay clear of the load and refuses to lift otherwise. When a customer loads or unloads vehicle, a safe location must be agreed. Drivers may only enter the back of the truck by use of a fitted ladder and if guard rails are up.
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					Falls of equipment/
				immediate area.	Operator and others in the
				injury.	Death, serious injury crush
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manoeuvring the device. Ensure loose stones/mud are removed from the bed of the trailer and the loaded device before travel.	load during transit. Where loaded plant is a MEWP - then driver must use company provided harness attached to suitable anchor point whilst	the vehicle bed. All restraints to be inspected by driver prior to use, continual awareness and monitoring of	Equipment loaded centrally onto vehicle. Drivers to remain vigilant to position of plant and the effects of steering axles which may cause the item of plant to run off the edge of	Spot checks by the transport manager on load safety (including overall weight, weight distribution and class of carried load). Use suitable and undamaged straps/chains.	Operator trained in safe load/unload procedure in line with guidance from the Department for Transport's Code of Practice.
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					 Drivers to be trained in appropriate loading practices. Spot checks by managers and driver CPC training/ toolbox talks.
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M8 V5	M1 M8 D7	M8 M1	M8
with r	Drive	Vulne	Fire
with risks at customer sites	Driver fatigue	Vulnerable road users	
Operator	Operator and other road users	Operator and other (vulnerable road users	Operator and other road users
Ī	ther users	Operator and other (vulnerable) road users	ator ther users
health health lack of awaren of risks site.	Death s injur accide results driver fatigue		Death s injur burns.
health due to lack of awareness of risks on site.	Death/serio s injury if accident results from driver fatigue.	Death/serio s injury to other (vulnerable) road users	Death/se s injury, burns.
n ss e to	Death/seriou sinjury if accident results from driver fatigue.	Death/seriou s injury to other (vulnerable) road users	Death/seriou s injury, s burns.
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supervisor, where applicable, before proceeding to load/unload. Drivers to complete site safety checklist prior to load/unload. Order taking staff to ask for information on site rules, unloading arrangements and this information is to be attached to delivery notes.	Drivers to ensure adequate breaks are taken in-line with driving duties and law. Working hours of all drivers monitored and recorded. Drivers required to declare all medication to HR and to report to their line manager any illness or medical conditions.	Operators to complete approved Work Related Road Risk training as required by FORS/CLOCS.	No smoking during refuelling. Designated HGV fuel delivery pump to be used at commercial petrol/diesel station. Separate fire risk assessment for vard.
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DIVE	Drive	Policies cycle sa cyprop Approp vehicle	Drive
Diver and totte familiarisation training	Driver CPC training/toolbox talks, management compliance checks and medical declarations.	Policies and procedures for safe urban driving, cycle safety e-learning and toolbox talks. Appropriate FORS/ CLOCS safety signage on vehicle.	Driver awareness training.
Our	che	id pro ly e-le e FOF	irenes
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M8 M5	M1 M8 V5	M8 W5
Equipment stowage	Safe loading	Load restraint Operator
Operator	Operator Death, and others in serious the injury, or immediate injury. area.	Operator
Loss of equipment, entanglemen t of equipment in wheels, other road users or persons hit by falling equipment.	Death, serious injury, crush injury.	Effects of inclement or hot weather.
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Driver competence. Keep deck clean and tidy, chains/straps stored when not in use, equipment to be secured and tied down before travel.	Operator trained in safe load/unload procedure and in line with guidance from the Department for Transport's Code of Practice. Spot checks by the transport manager on load safety (including overall weight, weight distribution and class of carried load). Use suitable and undamaged straps/chains. All restraints to be inspected by driver prior to use, continual awareness and monitoring of load during transit. The driver must use a Company provided harness attached to suitable anchor point whilst working on the vehicle. Ensure loose stones/mud are removed from the bed of the trailer and the loaded device before travel.	Competent operator/driver. Use straps/chains. All restraints to be inspected prior to use. Continual awareness and monitoring of load during transit.
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12	a	4
Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to: a) Always adhere to training and follow the Company's safe ways of working. If in doubt, do not perform the manoeuvre. b) Use a banksman as a guide, but ensure the banksman knows the appropriate signals. c) Be constantly aware of pedestrians and other moving vehicles.	Drivers' handbook issued, and toolbox talks are periodically communicated. Drivers are instructed to: a) Always adhere to training and follow the company's safe ways of working. If in doubt, do not perform the manoeuvre. b) Use a banksman as a guide, but ensure the banksman knows the appropriate signals. c) Be constantly aware of pedestrians and other moving vehicles.	Ensure all drivers are competently trained.
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M1 W8 V5 D2 O3	M1 V5 D2 O3
Vehicle collision with property or person whilst manoeuvring on a public highway, i.e. reversing, forward manoeuvring, turning and towing	Vehicle collision with property or person whilst towing.
Operator and others in the immediate area.	Operator Hit by and others in moving the vehicle immediate propert area. damag vehicle
Hit by moving vehicle, property damaged, damage to vehicle.	Hit by n moving vehicle, property damaged, damage to vehicle.
Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. The Highway Code is issued to all drivers. Construction and Use Regulations state that drivers must not reverse their vehicle further than necessary. Drivers must not reverse from a side road to a main road. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times.	Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. All drivers are fully trained and competent. Vehicle safety equipment, i.e. cameras, mirrors, horn etc. are inspected during daily defect checks. The correct towing pin(s) are used. The driver does not engage gear for towing and does not drive to assist towing. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times.
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Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to: a) Always adhere to training and follow the company's safe ways of working. b) Not to conduct the manoeuvre unless it is absolutely safe to do so. c) Not to reverse from a side road onto a main road. d) Reverse in and drive out of driveways whenever possible. e) Look carefully before reversing, using all mirrors. f) Check the 'blind spot' behind and to the sides. g) Check there are no pedestrians (particularly children), cyclists, other road users or obstructions in the road behind the vehicle	periodically communicated. Drivers are instructed to: a) Always adhere to training and follow the Company's safe ways of working. If in doubt, do not perform the manoeuvre. b) Use a banksman as a guide, but ensure the banksman knows the appropriate signals. c) Be constantly aware of pedestrians and other moving vehicles.
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M5 M8	M8 V5	V5 M8
Distraction whilst receiving and/or making calls using a hand-held mobile phone.	Damage to property or injury to persons whilst conducting loading or unloading activity.	Vehicle unsafe due to an overweight load.
Drivers	Operator and others in the immediate area.	Operator and others in the immediate area.
Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial penalty.	Property damaged, damage to vehicle, and injury.	Property damaged, damage to vehicle, and injury.
• *•		
Legislation – it is illegal to use a hand-held mobile phone whilst driving. A comprehensive Company policy is published which outlines the legal responsibilities of both management and drivers.	Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. Risk assessments in place for manual handling. The correct PPE must be worn at all times.	Legal responsibilities and company policy on Health and Safety and Driving at Work are published and communicated to drivers. Vehicle maintained, inspected and serviced to ensure full roadworthiness.
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Legal responsibilities and the Company policy are published and communicated to drivers through the drivers' handbook, toolbox talks and comprehension assessments. There is no Company expectation for drivers to use mobile phones whilst driving. All calls are diverted to a voicemail messaging service when driving.	Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. Risk Assessments in place for manual handling. The correct PPE must be worn at all times.	Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to: a) Query the weight of any load if in doubt. b) Never exceed the gross vehicle weight, gross train weight or axle weights under any circumstances. c) Ensure the load is distributed so as not to exceed axle weights. Ensure drivers are aware of nearby public weighbridges. Make sure that the load is suitably restrained within the load bay area and (where carried) on the roof, through the use of straps, ropes or lashings (depending on the size and weight of the load). Where fitted, racking should be used to secure items in the load bay
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M10 M2 D2 D5 O3	M1 M8 D5 D7	M5 M8
Road traffic offences	Lone working	Other staff causing a distraction by calling drivers.
Drivers/ managers/ supervisors	Driver	Drivers
Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial penalty/ prosecution.	Driver in danger	Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial penalty.
		• • •
a) Neither the Company nor the importance of any communication can be blamed if an offence is committed. b) Neither the Company nor the importance of any communication can be blamed if involved in a collision. Drivers are trained: a) That the device cannot be blamed if an offence is committed. b) That the device cannot be blamed if the vehicle is involved in a collision. c) That they are the one driving, not the satellite navigation device.	Live tracking system fitted to vehicles. Mobile communication provided. Regular monitoring is carried out by office staff. Regular medical checks/health screening provided. Regular communication between office and driver made. CCTV fitted in cab.	Legislation – it is illegal to use a hand-held-mobile phone whilst driving. A comprehensive Company policy is published which outlines the legal responsibilities of both management and drivers.
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All driver responsibilities are communicated through Company policies, the drivers' handbook and regular toolbox talks.	Drivers are instructed to inform the office or their line manager when they arrive at site then again as they are about to leave site.	Company policy is communicated regularly to ensure that all staff: a) Do not call drivers if they know they are driving. b) Do not expect drivers to answer calls when they are driving. c) Determine whether it is safe to talk and whether the receiver is driving at the start of any telephone conversation.
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M5 M5 D5	M5 M8 D5	M5 M8 D5
Wrong information from the device.	Distraction whilst driving	Obstruction of vision and view to the front of the vehicle.
Drivers/ managers/ supervisors	Drivers	Drivers
Excess journey time/ wasted fuel.	Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial penalty/risk of injury and/or death.	Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial penalty.
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Devices issued are: a) Subscribed to regular updates with the most current and relevant data sets. b) Subscribed to data sets that cover all vehicle sizes and types within the company fleet.	a) Positioned to minimise distraction in the driver's peripheral vision. b) Issued with voice instruction feature, which is to be activated where maximum concentration is needed rather than the driver taking his/her eyes off of the road. Use of Company permitted hands-free devices must be kept to an absolute minimum whilst driving. Drivers may not use any hand-held device in any capacity (texting, browsing the internet, sending or receiving messages, accessing social media etc.) whilst driving.	All Company permitted devices are positioned safely so as not to obstruct vision, i.e. not in the sweep of the windscreen wipers.
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a) To always observe traffic signs, signals and rules. b) That the device is not a substitute for using their common sense. c) That personal satellite navigation devices must not be used for work purposes unless they have been approved by the Company	 a) Program the system before starting a journey, not while driving. b) Use a method of operating the device that will not distract from driving. c) Watch the road, not the device. 	Toolbox talks and driver CPC training.
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	counter terrorism.
	and public.
Diversion and fraudulent theft. Physical attacks on drivers.	through siphoning. Load theft while vehicles are parked or resting at unsecured parking locations. Vehicles having their tyres slashed. Use of vehicles as a mobile weapon. Unknowingly carrying stowaways across borders. Hijacking
When you deliver: if the delivery instructions are changed, get written confirmation of the changes. Make sure that there is a clear signature and printed name on the proof of delivery (POD) note. Check that quantities and weights match the collection and delivery notes. Lock and seals (electronic and manual). Alarms and detectors. Camera surveillance for cab.	contingencies e.g. blockage/diversions. Avoid high-risk routes or routes where you need to drive slowly or make many stops. Look out for suspicious behaviour and vehicles. Be the eyes and ears of the road. Stick to pre-defined routes and ensure that you report any diversions. Keep a fully charged phone. When loading or unloading, lock the cab. When driving, where appropriate, lock the load compartment. Check that all security devices are working. Be alert when leaving your loading point. Never unload into another vehicle or at a different location than specified in the delivery instructions. Check that your navigation system has the correct delivery address. Whenever possible decide where you are going to park overnight before starting your journey and only stop at secure locations. Park your vehicle within sight and where you can return to it quickly for short breaks. When returning, check all round for signs of interference. When you collect a load: check the load matches the collection note, and make sure it is clear where you are collecting from and
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	Drivers nandbook issued and toolbox talks are periodically communicated. Drivers are instructed to always adhere to their training and follow the Company's safe procedures for working. Driver e-learning training to be carried out regarding TRIP (Security and Counter Terrorism). Driver CPC training to be carried out regarding TRIP (Security and Counter Terrorism).

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and procedures.	Routinely review exposure levels, controls	measures are implemented and maintained.	Supervise workers; make sure control	Train and instruct staff.	where appropriate.	Arrange occupational health surveillance	instructions.	Develop safe working procedures and	means.	to prevent or control exposure by other	(PPE) where it is not reasonably practicable	Provide personal protective equipment	required to prevent or control exposure.	Identify and provide the precautions	Monitor exposure levels.	relevant safety data sheets.	Take account of the data and information in	hazardous substances.	safety from the storage and use of	Assess the nazards and risks to health and
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and first aid procedures.	Make sure you know the correct emergency	Practice good hygiene standards.	procedures.	Know the correct emergency and first aid	overalls and workwear regularly.	contamination wash your hands, change	Adopt good hygiene practices. To avoid	Report accidents and spillages.	Practice good house-keeping.	unlabeled containers.	Don't decant hazardous substances into	Ensure all containers are properly labelled	it clean; store it properly when not in use.	Use the PPE provided by your employer. Keep	you should act.	Know the symbols, what they mean and how	appropriate health and safety precautions	Cooperate with your employer, take the	instructions.	Follow sale working procedures and
	rgency			ā								d.		Keep		MOL	·			



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Drivers can get lost. Inappropriat e routes are taken. Routes aren't efficiently aligned to deliveries and collections, wasting time and money on fuel. The probability of collisions is high as the driver doesn't know where he /she is going. Environment al impacts aren't taken into account. Low bridges might be on route.
get lost. Inappropriat e routes are taken. Routes aren't efficiently aligned to deliveries and collections, wasting time and money on fuel. The probability of collisions is high as the driver doesn't know where he /she is going. Environment al impacts aren't taken into account. Low bridges might be on route.
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Road restrictions, e.g. time, convehicle size and weight (particubridges, 'banned' routes etc.) Driver to check preferred route alternatives in the event of an uevent. An evaluation of existing routes they are still the most efficient. Transport planner to check jour order to reduce the risk of fatign. The need for rest breaks and a toilets, washing facilities and re Road user charging schemes a taken into account. Safer routes which are more ap the type of vehicle doing the joube planned ahead. Driver must avoid periods of periods of periods of periods of periods of periods set that delicollections are in the right order sollections are in the right order apy choosing the shortest route privers will be less stressed as where you need to be and how Driver to make sure they are tracked to. Know about locations of en-route Minimise the potential for interarulnerable road users. Noid parking charges and unnoills.
options and Inforeseen to check ccess to cress to freshments. Ind tolls to be propriate for Irney must ak traffic ak traffic veries and veries and veries and veries and clients are te parking.
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Drivers are issued with maps and are trained on manual journey planning, including: a) Planning the journey well in advance. b) Checking the route is practical, i.e. does the route look right? c) Inputting the correct destination keeps vehicle running costs to a minimum. d) Travelling on the optimum route and special routing and access requirements issued by clients are adhered to. e) Knowing the locations of en-route parking. f) Minimising the potential for interaction with vulnerable road users. g) Avoid parking charges and unnecessary tolls.
aps and are trained on including: y well in advance. Is practical, i.e. does destination keeps of a minimum. It imum route and thered to. It is of en-route parking. It is of en-route parking. It is of any unnecessary and unnecessary
raps and are trained on including: y well in advance. Is practical, i.e. does destination keeps o a minimum. timum route and thered to. The office of the content of the c

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Over reliance burver bustraction burvers are trained: on the device. to other road observations to stay safe that they would make without the aid of the device. b) To always trust their own eyes over the instructions of the device. c) That if the road looks wrong, do not dirive down it. Injuries Operator Operator or the law, falls Vulnerable road users, drivers and public. All operators wear safety specs and hi-vis clothing. Trained operative. No operator to work from the bed of a truck. All crane operatives Insure chains and slings do not get snagged. Wherever possible work is to be carried out at ground teyel. Loads must be slung and hook connected then the operator must stand down and away from vehicle before lifts are complete. All cloads strapped in place with connections on passenger side to allow safe checking when pulled over.	V5 M8	M5 M5 O1
Distraction. In Univers are trained. It of the road observations to stay safe that they would make without the aid of the device. It of the device. It of the device without the aid of the device. It is also some some the instructions of the device. It is also some and others compliance of the law, with early some and there are no holes. It wolver bearier system installed. It wolver bearier system in be inspected daily. It wolver bearier system installed. It wolver bearier system i		
Dirvers are trained: a) To always make the same observations to stay safe that they would make without the aid of the device. b) To always trust their own eyes over the instructions of the device. c) That if the road looks wrong, do not drive down it. Operator carries out an inspection of site before loading unloading to ensure ground is safe, secure and there are no holes. Two-level barrier system installed. All operators wear safety boots, hard hat, gloves, safety specs and hi-vis clothing. Regular toolbox talks. No operator to work from the bed of a truck. All crane operator work from the bed of a truck. All crane operator to work from the bed of a truck. All crane operator work from the bed of a truck. All crane operator work from the bed of a truck. Loads must be slung and hook connected then the operator roust stand down and away from wellide before lifts are complete. All loads strapped in place with connections on passenger side to allow safe checking Direct on the sule of the route look right? a) Planning the journey planning, including: b) Checking the route look right? c) Inputfing the correct destination. 1 Two-level barrier system to be inspected daily. 1 Two-level barrier system to be inspected ally. 1 Two-level barrier system to be inspected ally. 1 Two-level barrier system to be inspected ally. 2 No perator satisfy boots, hard hat, load and refuses to		Univer
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sa en trained: o always make the same e without the aid of the device. o always trust their own eyes over instructions of the device. hat if the road looks wrong, do not e down it. of carries out an inspection of site loading/unloading to ensure ground secure and there are no holes. vel barrier system installed. only one item to be inspected daily. Only one item to be inspected aliv. Only one item to be inspected daily. Only one item to be inspected aliv. Only one item to be inspected. Driv		
manual journey planning, including: a) Planning the journey well in advance. b) Checking the route is practical, i.e. does the route look right? c) Inputting the correct destination. 4 12 • All crane drivers require harness training. 1 Two-level barrier system to be inspected daily. Only one item to be lifted at a time. Driver to ensure pedestrians stay clear of the load and refuses to lift otherwise. When customer loads or unloads vehicle, a safe location must be agreed. Drivers may only enter back of truck by use of fitted ladder and if guard rails are up.	Operator carries out an inspection of site before loading/unloading to ensure ground is safe, secure and there are no holes. Two-level barrier system installed. All operators wear safety boots, hard hat, gloves, safety specs and hi-vis clothing. Regular toolbox talks. Trained operative. No operator to work from the bed of a truck. All crane operators use a harness. Operator will not operate crane a minimum of 12m of reach from overhead cables. All stabilisers are always used with base plates. Ensure chains and slings do not get snagged. Wherever possible work is to be carried out at ground level. Loads must be slung and hook connected then the operator must stand down and away from vehicle before lifts are complete. All loads strapped in place with connections on passenger side to allow safe checking when nullad over	 a) To always make the same observations to stay safe that they would make without the aid of the device. b) To always trust their own eyes over the instructions of the device. c) That if the road looks wrong, do not drive down it.
manual journey planning, including: a) Planning the journey well in advance. b) Checking the route is practical, i.e. does the route look right? c) Inputting the correct destination. 12 • All crane drivers require harness training. 1 • Two-level barrier system to be inspected daily. Only one item to be lifted at a time. Driver to ensure pedestrians stay clear of the load and refuses to lift otherwise. • When customer loads or unloads vehicle, a safe location must be agreed. Drivers may only enter back of truck by use of fitted ladder and if guard rails are up.	ω	ω
 Drivers are issued with maps and are trained on manual journey planning, including: a) Planning the journey well in advance. b) Checking the route is practical, i.e. does the route look right? c) Inputting the correct destination. All crane drivers require harness training. Two-level barrier system to be inspected daily. Only one item to be lifted at a time. Driver to ensure pedestrians stay clear of the load and refuses to lift otherwise. When customer loads or unloads vehicle, a safe location must be agreed. Drivers may only enter back of truck by use of fitted ladder and if guard rails are up. 	4	4
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4 4	All crane drivers require harness training. Two-level barrier system to be inspected only one item to be lifted at a time. Driver to ensure pedestrians stay clear of load and refuses to lift otherwise. When customer loads or unloads vehicle, location must be agreed. Drivers may only enter back of truck by us fitted ladder and if guard rails are up.	Drivers are issued with maps and are trained on manual journey planning, including: a) Planning the journey well in advance. b) Checking the route is practical, i.e. does the route look right? c) Inputting the correct destination.
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M8 M1	Use of seatbelts	Drivers	Failure to wear your seatbelt increases the risk of being ejected from your vehicle or being thrown around the interior of the cab.	 Secure all loose items in the injury in the event of a collis Whilst driving on the public I delivery sites drivers are rec seatbelts at all times. This n in the event or collision or roll it is also good practice to we seatbelt on low speed revermanoeuvre.
04 M8	Use of seatbelts	Passengers	Failure to wear your seatbelt increases the risk of being ejected from the vehicle or being thrown around the interior of	 Secure all loose items in the injury in the event of a collision whilst being carried in a vehoriven on the public highways sites, passengers are requires seatbelts at all times. This makes in the event or collision or roof it is also good practice to we seatbelt when the vehicle is speed reversing manoeuvre.

9	M8 M1	M8 M2 O4
	Use of seatbelts	Use of seatbelts
	Passengers	Drivers
the risk of being ejected from the vehicle or being thrown around the interior of the cab and/or nassenger	Failure to wear your seatbelt increases	Failure to wear your seatbelt increases the risk of being ejected from your vehicle or being thrown around the interior of the cab.
•		
sites, passengers are required to wear seatbelts at all times. This minimises injury in the event or collision or rollover. It is also good practice to wear your seatbelt when the vehicle is doing lowspeed reversing manoeuvres.	Secure all loose items in the cab to prevent injury in the event of a collision. Whilst being carried in a vehicle being driven on the public highway and delivery	Secure all loose items in the cab to prevent injury in the event of a collision. Whilst driving on the public highway and delivery sites drivers are required to wear seatbelts at all times. This minimises injury in the event or collision or rollover. It is also good practice to wear your seatbelt on low speed reversing manoeuvre.
	ω	ω
	4	4
	12	12
		•
	All passenger responsibilities are communicated through Company policies, the drivers' handbook and regular toolbox talks.	All driver responsibilities are communicated through Company policies, the drivers' handbook and regular toolbox talks.
	ω	ω

12



M5 M8 D5	M5 M5 D5	M5 M5 D5
Distraction whilst using any device for messaging or data services.	Distraction whilst receiving and/or making calls using a mobile phone.	Distraction whilst receiving and/or making calls using a hands-free mobile phone.
Drivers	Drivers	Drivers
Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial	Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial penalty.	Non- compliance of the law, risk of loss of Drivers' Licence/ dangers to vulnerable road users/ financial penalty.
		•
Legislation – it is illegal to use a hand-held-mobile phone whilst driving. A comprehensive Company policy is published which outlines the legal responsibilities of both management and drivers.	Legislation – it is illegal to use a hand-held-mobile phone whilst driving. A comprehensive Company policy is published which outlines the legal responsibilities of both management and drivers.	A comprehensive Company policy is published which outlines the legal responsibilities of both management and drivers.
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12	16	12
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Drivers are instructed that they do not use hand-held or hands-free mobile phones when driving for: a) Texting, emailing or other messaging service. b) Reading messages or viewing other media. c) Browsing the internet.	Drivers are instructed that they do not use hand-held mobile phones when driving for calls or communications. Legal responsibilities and the Company policy are published and communicated to drivers through the drivers' handbook, toolbox talks and comprehension assessments. Personal mobile phones are to be diverted to a voicemail messaging service when driving for work.	Drivers are not permitted to use a mobile phone under any circumstance as the Company policy is zero tolerance for mobile phone use.
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4	4	4



V5 M8	V5 M8	V5
Security of driver vehicle and load.	Vehicle unsafe due to an insecure load.	Coupling and uncoupling.
Driver	Operator and others in the immediate area.	Operator and others in the immediate area.
Non- compliance of the law, dangers to vulnerable road users, drivers and public.	Property damaged, damage to vehicle, and injury.	Property damaged, damage to vehicle.
CCTV fitted outside and in. Tracker fitted. Vehicles kept overnight in a secure compound. Factory-fitted immobiliser.	Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. Construction and Use Regulations state the load must be secured in such a way that it is not a danger to other road users. Load restraining systems used are suitable for the task/load/vehicle and are regularly inspected.	Drivers/others may suffer serious crush injuries if trapped by a moving trailer or tractor unit. Drivers are instructed to follow safe systems of work for coupling/uncoupling. The Company performs spot checks to ensure drivers are following safe systems of work.
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4	4	N
12	12	4
Driver to ensure doors are locked when in or out cab. No hitchhikers are permitted on vehicle. If summoned to stop/pull over, do not unlock vehicle unless it's the emergency services or an obvious emergency. If theft of load is attempted whilst in vehicle, do not confront them. Remain in locked cab and call emergency services.	Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to: a) Use safe stacking/packing practices. b) Not accumulate additional unnecessary items. c) Ensure the load is stable keeping the centre of gravity as low as possible. d) Put heavy items in the centre of the vehicle and at the bottom of the load. e) Ensure different items of the load cannot move separately.	Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to report when they feel ill, have developed a medical condition or are taking medication that could affect their driving. The Company will regularly review shift schedules with drivers to ensure the risk of fatigue is minimised
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											venicie.	damage to	damaged,	property	vehicle,	moving	Hit by
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ntrolled manner at all times	nimum and is performed in a safe and	sist with manoeuvring.	nksman who is trained in hand signals to	ivers are instructed to request a	arked to inform drivers	nsors and/or camera.	hicles that are fitted with reversing	versing alarms etc. are inspected during ilv defect checks	uipment, i.e. cameras, mirrors, horn,	hicles that are fitted with safety	early signed.	destrian segregation and walkway is	te premises are well lit and designed to	drivers are fully trained and competent.	e published and communicated to drivers.	Health and Safety and Driving at Work	Legal responsibilities and Company policy
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vulnerable road users) or other traffic. The	as not to endanger or cause and obstruction to colleggues the public (including	h) Parking must take place in a position so	g) Be constantly aware of pedestrians and other moving vehicles.	the horn as necessary.	f) Use hazard lights whilst reversing and use	at all times.	space behind.	banksman, get out of the vehicle to check the	d) If there is no-one available to act as	the banksman knows the appropriate sign:	c) Use a hanksman as a guide but ensure	do not reverse or perform the manoeuvre.	Company's safe ways of working. If in doubt,	a) Always adhere to training and follow the	Drivers are instructed to:	periodically communicated.	Drivers' handbook issued, and toolbox talks are
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	controlled manner at all times controlled manner at all times vulnerable road users) or other traffic. The	a safe and	o an absolute a safe and	and signals to o an absolute a safe and	est a and signals to o an absolute a safe and	marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	daily defect checks. Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	equipment, i.e. cameras, mirrors, horn, reversing alarms etc. are inspected during daily defect checks. Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	 Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing alarms etc. are inspected during daily defect checks. Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times 	venicle. clearly signed. Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing alarms etc. are inspected during daily defect checks. Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	damage to Pedestrian segregation and walkway is clearly signed. Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing alarms etc. are inspected during daily defect checks. Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	manoeuvring area. damaged, on site, i.e. damage to reversing, torward vehicle. Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing alarms etc. are inspected during sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	person whilst immediate property manoeuvring area. on site, i.e. reversing, forward manoeuvring and turning. and turning. **All drivers are fully trained and competent.** Site premises are well lit and designed to ensure minimum reversing is required. Pedestrian segregation and walkway is clearly signed. **Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing alarms etc. are inspected during daily defect checks. Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times	property or the vehicle, person whilst immediate property area. damaged, on site, i.e. reversing, forward manoeuvring and turning. All drivers are fully trained and competent. Site premises are well lit and designed to ensure minimum reversing is required. Pedestrian segregation and walkway is clearly signed. Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing alarms etc. are inspected during daily defect checks. Vehicles that are fitted with reversing sensors and/or camera. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring skept to an absolute minimum and is performed in a safe and controlled manner at all times	collision with and others in moving property or person whilst immediate property manoeuvring area. damaged, on site, i.e. damage to reversing, forward manoeuvring and turning. To wehicle. Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing daily defect checks. Parking and loading areas are clearly marked to inform drivers. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Peters in a damage to vehicle. Site premises are well lit and designed to ensure minimum reversing is required. Vehicles that are fitted with safety equipment, i.e. cameras, mirrors, horn, reversing daily defect checks. Drivers are instructed to request a banksman who is trained in hand signals to assist with manoeuvring. Vehicle manoeuvring is kept to an absolute minimum and is performed in a safe and controlled manner at all times

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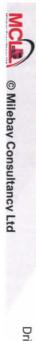


manoeuvring off road will check ground conditions for suitability for the vehicle type. Driver to also be mindful of ground which may cause damage to tyres. Be aware of manhole covers which may not be strong enough to support the outfit. Driver to carry out pre-use inspection of vehicle. Driver to carry out pre-use inspection of vehicle. Driver to be strong enough to support the outfit. Driver to be ilicensed and competent. Driver to be aware of length and height of conflict at any given load. Pre-use checks on trailer. Driver to be aware of height of vehicle in all ranges and tooles. Plan route.	01 × M	M8 M1	V7 M8	V5 M8
rs in or instability manoeuvring off road will check ground of vehicle overhicle or vehicle on the conditions for suitability or to also be mindful of ground which in any cause damage to breas. Be aware of manhole covers which may not be strong enough to support the outfit. In mud. Damage to client's property i.e. grass. Failure of lights, tyres, fluids and brakes for safe operation and operating pressures brakes etc. Check tyres, fluids and brakes for safe operation and operating pressures brakes etc. Strains, Driver to be aware of length and height of incorrect counting. Crush mijury, Cuts and bridges and bridges and legal height Peruse checks on trailer. Strking Awareness of height of vehicle in all ranges 3 4 12 Use of in vehicle height indicators. 1 Dan route.	Low bridges/ gantry and height restriction	Use of a trail	Vehicle maintenance	conditions
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wiring off road will check ground which no also be mindful of ground which use damage to tyres. It coating only allowed in specified areas. Drivers need to be familiar with site and routes. Drivers need to be familiar with site and routes. Drivers need to be familiar with site and routes. Drivers need to be familiar with site and routes. Drivers need to be familiar with site and routes. 1 talks Driver training of defect checks and toolbox talks Driver training of defect checks and toolbox talks Operator competent is use of a trailer and competent of ength and height of any given load. Schecks on trailer. 3 3 9 • Operator competent is use of a trailer and competent of any given load. Schecks on trailer. 3 4 12 • Use of in vehicle height indicators.				
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areas. te and routes. Id toolbox 1 Illier and 2		•		
	Use of in vehicle height indicators.	Operator competent is use of a trailer and competently trained	Driver training of defect checks and toolbox talks	Appropriate training given to drivers, loaders, banksmen and site staff. Loading only allowed in specified areas. Drivers need to be familiar with site and routes.
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							D2	3
							conditions	Adverse
								Drivers
						accidents.	near-misses and road traffic	Reduced
	•					•		•
there are wet leaves, rain, oil, loose dust or gravel and mud. Pay particular attention to the road surface. Snow and ice will greatly reduce the grip of the tyres - drive slowly in a high gear to avoid wheelspin. Keep a careful watch on other road users, especially pedestrians, horses and their riders, motor and pedal cyclists.	eyes as a guide. Be aware of your speed; keep your speed down where the road has been gritted,	In fog, do not get too close to the tail lights of the vehicle in front and use the edge of the carriageway, hazard lines and cat's	Remember to allow more time to brake and accelerate. Leave more room between you and the driver in front and try to be patient.	Keep a safe distance from the vehicle in front. You should always be able to stop within the distance you can see to be clear.	Use front and rear fog lights if visibility is seriously reduced, only when you cannot see more than 100m. Switch them off when visibility improves.	are travelling. See and be seen - if you cannot see clearly, use dipped headlights.	frost and snow. An ice scraper/squeegee is essential. Don't rely on demisters and internal heating to do this for you whilst you	"Never start a journey without ensuring that all class areas are clean and clear, free of
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	make this a more dangerous action (hard shoulder of motorways) or they are advised by the police to leave the vehicle.	recommended on longer journeys. Drivers are advised to stay inside the vehicle until assistance arrives, unless road conditions	Take some high energy food such as chocolate, boiled sweets etc. Carrying a thermos flask filled with hot soup is	extra supplies if necessary. Do take a mobile phone if you have one. Ensure the battery is fully charged before your journey.	route. Going to be a long journey? Consider taking food and a hot drink with you as well as a thick rug. If you take any medication, ensure you have	not to be treated may be blocked. Tell someone that you are going, an estimated time of arrival, your proposed destination and the	yourself 'Is this journey absolutely necessary?' Where possible, use major routes which may have been gritted/salted. Side roads which tend	Check the national and local weather forecasts. Before setting off in hazardous conditions ask



M8 M	% ₹	M8 M1
Falling as a result of mounting and dismounting the vehicle.	Driving hours	ralling due to poor visibility and lighting.
Passengers nd)	rs Operator	to Operators/ ty loaders
height	Legal consequenc es of exceeding hours/breaks	height/injury
	S C	
Passengers are instructed to face into vehicle when climbing up or down, 3 points of contact rule to be applied. Keep vehicle deck clean and tidy. Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. All drivers must be fully trained and competent. Fixed steps and grab bars allow passengers to ingress and egress the vehicle safely.	Driver competence, Company policy and awareness of hours, restrictions and breaks.	Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. All drivers must be fully trained and competent. The correct PPE must be worn at all times.
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Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to: a) Always adhere to their training and follow the Company's safe procedures for working b) Ask passengers to keep the soles of footwear clean to reduce the risk of slipping. c) Maintain good housekeeping in the cab.	Driver CPC training, toolbox talks and monitoring of compliance of the law.	Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to: a) Ensure all interior lights are in full working order. b) Use the interior and exterior vehicle lighting as required. c) Take extra care mounting and dismounting in poor visibility.
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V5 V5	M8 D2	M8 M2
Manual	Reversing	Driving and manoeuvring
Operator/ uplift/ offload	Other persons / property	Operator and others in the immediate area.
Strains, sprains from incorrect handling. Crush injury. Cuts and abrasions.	Hit by moving vehicle, property damaged, damage to vehicle.	Vehicle damage, contact with pedestrians, injury, loss of reputation, court fines.
Competent operator available. Correct slinging method is adhered to. All lifting gear checked in accordance with LOLER regulations. Legal responsibilities and company policy on Health and Safety and Driving at Work are published and communicated to drivers. All drivers must be fully trained and competent. The correct PPE must be worn at all times. All opening, closing and locking mechanisms which require manual operation are maintained to minimise the force needed to operate them, thereby minimising the risk of injury.	Competent operator available. Reversing without a competent banksman is banned by the Company. Ensure banksman can be seen at all times. Use reversing cameras (where fitted) to assist, reverse slowly, listen for warnings.	Competent operator/driver, banksman available for manoeuvring and/or reversing. Awareness of site rules. PPE to be worn including hi-vis. PPE to be worn including hi-vis. Awareness of and adherence to speed limits. Operate the vehicle to the conditions. Show courtesy for other roads users. OBSERVE STRICT ONE WAY ROUTES WHERE APPLICABLE. Avoid reversing where possible.
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Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to inspect all opening, closing and locking mechanisms requiring manual operation during their first use defect check.	Appropriate training giving to drivers, loaders, banksmen and site staff. Loading is only allowed in specified areas.	Appropriate training given to drivers, loaders, banksmen and site staff. Loading is only allowed in specified areas.
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04 V5
Working at height/falling as a result of mounting and dismounting the vehicle. Drivers and loading staff may suffer serious, possibly fatal injuries if they fall from a vehicle or trailer
Operators, drivers, passengers, operatives
height
Competent operators, face into vehicle when climbing up or down, 3 points of contact rule to be applied. Keep vehicle deck clean and tidy. Legal responsibilities and Company policy on Health and Safety and Driving at Work are published and communicated to drivers. All drivers must be fully trained and competent. The correct PPE must be worn at all times. Loading and unloading is planned; working on the bed of the trailer is avoided. Suitable access equipment is used to access the trailer unit and drivers are trained to use it safely. Drivers are trained in a safe system of work for sheeting loads, e.g. safe use of PPE. Fall arrest equipment is inspected by a competent person prior to use. Drivers are instructed not to walk backwards on the trailer or to jump from the cab or trailer. Fixed steps and grab bars allow drivers to ingress and egress the vehicle safely.
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Drivers' handbook issued and toolbox talks are periodically communicated. Drivers are instructed to: a) Always adhere to your training and follow the company's safe procedures for working, keep the soles of footwear clean to reduce the risk of slipping. b) Use a safe system of accessing on or off of the vehicle; three points of contact must be used to access and egress from the vehicle at all times. The driver must always be facing the vehicle whilst entering or leaving the vehicle. c) Follow safe systems for work for loading and unloading the vehicle. d) Report any missing or damaged access equipment. e) Maintain good housekeeping in the cab and the trailer. f) Retrofit foldable steps to improve access to the trailer bed on two vehicles. g) Consider using other forms of access equipment where appropriate, e.g. mobile elevating work platforms (MEWPS) or podium steps.
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