

Task/Activity: DS03 Loading / unloading materials	Date assessment completed: 26/06/26	Review Date: 27/06/27
Brief Details of Task/Activity Loading and unloading of all depot related products	Assessment completed by: M Treen	Signature: <i>M. Treen</i>

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
RTC with other employees Major/minor injuries or fatalities from contact with excavator	Employees Collision with traffic, Slips, trips, and falls.	Ensure adequate slewing room is available prior to moving the excavator. Crush/slew zones clearly marked Employees to wear hi vis clothing and PPE. Daily inspections of machinery to ensure safe to use. Ensure reversing sounders is turned on. Adhere to the drug and alcohol policy.	Ensure PPE is being worn as advised and replace as necessary. Keep a safe distance from the machinery, always wear a hard hat whilst near the machine and steel toe capped boots as a minimum.,	E			

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Contact with equipment and machinery.	Employees Fatality, major/minor injuries, broken limbs, cuts and bruises	<p>PPE to be worn by employees at all times, during operations.</p> <p>Machinery and equipment being used are checked prior to use, complete relevant checks and procedures prior to use on site.</p> <p>Operatives to hold relevant licenses and have had appropriate training prior to using any machinery.</p> <p>Daily checks of machinery prior to use</p> <p>Daily site check sheets completed by supervisors.</p> <p>Where necessary, use a banksman.</p>		E			

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Struck by arm or bucket while loading Load falling from bucket while loading/unloading	Employees Crush injuries, broken bones	<p>Traffic management / segregation measures in place.</p> <p>All loading/unloading operations to be banksman controlled, other employees instructed to keep clear.</p> <p>Appropriate PPE provided and used.</p> <p>Operatives to have personal first aid kit on site which is in date and replenished as necessary.</p> <p>Dangers of working with or near mobile plant must be explained.</p> <p>Ensure operatives hold relevant licenses and have had appropriate training.</p> <p>Operatives to have personal first aid kit on site which is up to date and replenished by supervisor as necessary.</p>	Ensure PPE is being worn as advised and replace as necessary.	E			

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.