

<b>Task/Activity:</b> DS04 - Operational Yards, Depots and Stores	<b>Date assessment completed:</b> 29/04/24	<b>Review Date:</b> 28/04/26
<b>Brief Details of Task/Activity</b> Materials storage and distribution, vehicles and employee accommodation and welfare facilities.	<b>Assessment completed by:</b> M Treen	<b>Signature:</b> <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
Works vehicles driven into/out of the depot entrance/exit and manoeuvring within the depot, potentially in close proximity to pedestrians.	<p>Employees, other depot users, visitors, contractors and the public.</p> <p>Collisions between vehicles, automatic barriers/gates and with pedestrians</p> <p>Resulting in cuts bruises, fractures, crushing, serious injury or loss of life</p>	<p>The depot has separate pedestrian and vehicle entrances</p> <p>The depot has designated safe walkways and pedestrian crossings which staff are instructed to use.</p> <p>The depot has a one-way system for vehicular traffic and signs/road markings have been installed to advise drivers. The depot has a 5 mile per hour speed limit and road signs to encourage adherence.</p> <p>Staff are instructed to wear Hi visibility clothing in operational parts of the depot.</p>	<p>A depot plan has been created which marks traffic and pedestrian movements to identify where pedestrians and vehicles interact.</p> <p>6 Monthly joint management and union depot safety checks and all faults repaired immediately.</p> <p>Improved depot safety signage reminding staff and visitors of the Hi Vis requirements of the depot.</p> <p>Ensure PPE is being worn as advised and replace as necessary.</p> <p>Depot Site rules are in place and periodically communicated to all staff.</p> <p>Adherence to site rules is monitored and action taken when people fail to follow rules.</p>	E			

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		Adequate lighting and staff warned of the dangers of automatic gates and barriers. Depot inductions for new starters. Visitors are accompanied at all times. Contractors carrying out work within the depot are required to sign in at the depot office where a member of the depot team ensures they are aware of the site rules	Speed and driving behaviour is monitored and poor practice is reported Driver handbook issued.  Reversing is minimised. Works Vehicles fitted with reversing aids.  Near Misses are reported in accordance with the council's reporting procedures				
Wet/icy or slippery ground conditions Obstructions including trailing cables	Employees, other depot users, visitors, contractors and the public.  Slips, trips and falls resulting in in cuts bruises and fractures	Periodic yard inspections Defect reporting. Spillages notified to depot staff and cleaned up immediately. Gritting when icy Designated walkways and restricted areas .	6 Monthly joint management and union depot safety checks and all faults repaired immediately.				
Site security	Employees, other depot users, visitors, contractors and the public.  Injury to unauthorised personnel.	Electronic cotag access for authorised personnel only. Barriers, reception staff, depot staff and supervisor/manager and CCTV provide security in hours from 7am to 4.00pm.  Outside these hours, the depot is secured and site is monitored by Security and Response via CCTV. The depot is enclosed by high walls and fencing.		E			

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Flammable materials / Chemicals and fire	<p>Employees, other depot users, visitors, contractors and the public.</p> <p>Death burns, smoke inhalation, fumes, explosion, skin damage.</p> <p>Slips, trips and falls.</p>	<p>Risk assessment by CPS , no smoking policy, and regular yard clean up.</p> <p>Evacuation procedure and fire drills practiced annually.</p> <p>Weekly checks of fire alarm system by security and response, depot induction for new starters.</p> <p>All fuels stored in bunded containers and 'spill kits' located in strategic positions throughout the depot.</p> <p>Fuel deliveries received and controlled by depot staff, PPE to be worn in accordance with depot regulations (see PPE list 1)</p> <p>Automatic gas cut off in Boiler room.</p> <p>Spillages notified to depot staff and cleaned up immediately.</p>	6 Monthly joint management and union depot safety checks and all faults repaired immediately.	E			
Overloading/insecure load during loading and unloading of vehicles	<p>Operator and employees</p> <p>Death, crush injuries, broken bones</p>	<p>Weighbridge calibrated annually.</p> <p>Drivers have undertaken CPC training which includes elements of sheeting and roping to secure loads.</p> <p>No Vehicles to leave the depot overloaded. No exceptions.</p>	Maintain CPC training 35 hours training every five years	E			

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Noise	Employees, other depot users, visitors, contractors and the public.  Hearing loss/impairment	Vehicles not to be left idling unnecessarily. Reversing beepers to be deactivated after 23:00		E			
Electrical	Employees  Death, burns, shock Operator, the public and employees	Main control room locked, RCD protected circuits, maintained by CPS, Pat testing annually. Induction.		E			
Dust and other detritus	Employees, other depot users, visitors, contractors and the public.  Eye injuries caused by dust and debris blown around yard	Regularly sweeping the depot and litter picking, provided by Neighbourhood services via CPS.		E			
Exhaust fumes/hot exhaust	Employees, other depot users, visitors, contractors and the public.  Respiratory problems, burns	Ensure plant is serviced at recommended intervals, operatives to wear correct PPE (SEE PPE LIST 1).  Any machinery producing excessive smoke and or fumes to be removed from depot and replaced with alternative machinery  Vehicles not to be left idling unnecessarily.	Ensure PPE is being worn as advised and replace as necessary	E			

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Water	<p>Employees, other depot users, visitors, contractors and the public.</p> <p>Legionella bacteria</p> <p>Sickness , upset stomach, temperature, cough, shortness of breath.</p>	<p>Monthly Legionella checks by CPS</p> <p>Contractors vetted by Facilities Management.</p> <p>Monthly water flushes of none frequently used outlets.</p>		E			
Unfamiliar personnel in depot.	Employees, other depot users, visitors, contractors and the public.	<p>Electronic Cotag access only for authorised personnel. Visitors must use intercom system and be accompanied at all times, sign in / out and high visibility vest issued.</p> <p>Safe walkways in place</p> <p>Advice given by depot/reception staff to newcomers.</p> <p>Unfamiliar personnel to be accompanied by a member of staff at all times</p> <p>Depot induction if necessary</p>	Ensure PPE is being worn as advised	E			

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Falls from height and falling objects	Employees, other depot users, visitors, contractors and the public.  Fatality  Cuts, bruises from falls injuries from falling objects	Contractors vetted by Facilities Management  Visitors sign in  High visibility vest issued.  Safe walkways in place  Advice given by depot/reception staff to newcomers  No unauthorised personnel allowed to access high areas.  Signs in place indicating fragile roof.	Roofing contractor available for emergency repair work  Ensure PPE is being worn as advised and replace as necessary	E			
Gas	Employees, other depot users, visitors, contractors and the public.  Fatality, burns, fumes	Gas Boilers monitored by Corporate Property and repairs actioned by Depot Manager  Gas Soundness Certificate attained and rechecked  No smoking policy in place.	See Other risk assessment for Gas bottle storage.	E			
Depot Stores – Manual Handling	Stores staff and customers may be injured through incorrect handling of materials and items. (muscle sprains, back injuries etc)	Staff trained in manual handling. Items and materials stored appropriately.		E			

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Depot Stores – Ladder usage	Stores staff utilising internal ladder within the stores. Ladder collapse or falls may result in bruises, muscle sprains and skeletal injuries.	Appropriate ladder (Class 1 or EN131) Ladder checklist utilised and recorded Informal training of ladder usage within the stores		E			

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

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

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

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