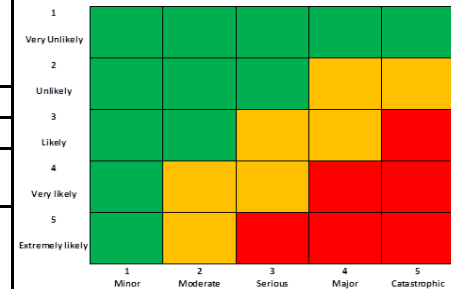


Assessment Title (Task, process, equipment or facility)		Business Centre Transport Yard	
Location	All Business Centres	Date	01/04/2026
		Review date	31/03/2027
Prepared By (Team)		Elaine Greaves QHS Manager, Chris Pole Parts Manager	
Legal / Best Practice Requirements / links to other assessments (eg COSHH)		Management of Health & Safety at Work Regs 1999 / Workplace (Health, Safety & Welfare) Regs 1992/ Health and Safety at Work Act 1974	



Low Risk - Acceptable existing control, but should reduce the risk further if reasonably practicable
Medium Risk - Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further if reasonably practicable
High Risk - Activity must be stopped & further advice obtained, the risk must be reduced unless the costs are grossly disproportionate & the risk has been signed off by the relevant Departmental Director

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Moving vehicles, HGV's, FLT's	Various injuries to the upper or lower body / possibility of death	TMHUK team members / customer / 3rd party contractors / site visitors / property damage	3	4	M	1. All users of the transport yard must follow the guidelines given in the Transport Policy. 2. Suitable segregation, by means of walkways and vehicle parking bays must be provided. 3. Only persons requiring specific access to the transport yard will be allowed. 4. Hi-visibility clothing and safety shoes must be worn at all times. 5. Signage displayed to restrict Pedestrian access to loading area. Company Vehicles 1. Access and Egress for company cars and vans to the designated parking bays is restricted to the rear gates, accessible via the car park. This area to be segregated from the main Yard operation area 2. Deliveries and collections 3. All drivers are to report to goods in and await access and instruction on where to park. 4. All drivers are to relinquish their keys and wait in their cab for further instruction. Key control must be adhered to at all times. FLT Operation 1. All FLT operators must be able to provide documented evidence of driving competence. 2. Controls on the number of FLT's being operated at one time must be in place. 3. Seatbelts must be worn where fitted.	1	4	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Unauthorised Persons / Activities	Various injuries to the upper or lower body / possibility of death	TMHUK team members / customer / 3rd party contractors / site visitors / property damage	4	4		1. Transport yards are under the control of designated departments/persons. 1.1 Leicester - Parts Manager 1.2 Warrington - Transport Manager / Warehouse Team 1.3 Castleford - Transport Manager / Warehouse Team 1.4 FMC - General Manager / Warehouse Team 2. All activities within transport yards must be authorised and approved by the above persons. 3. Any activity falling outside of normal working practice must be risk assessed, documented and submitted to the QHSE team prior to the activity taking place.	1	4		All appropriate controls are in place that are reasonably practicable , no further action is necessary	

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
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Waste skips, location, collection and delivery	Various injuries to the upper or lower body / possibility of death	TMHUK employees / customer / 3rd party contractors / site visitors / property damage. Possible arson/fire risk	3	4	M	1. Specific areas must be designated for skip storage which must be a suitable distance from all buildings to reduce the risk of damage in case of fire. 2. All persons must be a minimum of 5 metres away from skips and vehicles when delivering and collecting. 3. Waste collection companies must be approved contractors/suppliers. 4. Skip vehicle drivers must report to a TMHUK team member on arrival.	1	4	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Poor Visibility	Various injuries to the upper or lower body / possibility of death	TMHUK employees / customer / 3rd party contractors / site visitors / property damage	3	4	M	1. Suitable lighting is in place, regular inspections are carried out to ensure all lighting is working as intended. 2. FLT lighting and warning beacons must be used if fitted. 3. All pedestrians in the transport yard must wear Hi-viz clothing and safety footwear at all times.	1	4	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Non use of PPE	Various injuries to the upper or lower body / possibility of death	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	1. All pedestrians and drivers in the transport yard must wear Hi-viz clothing and safety footwear at all times	1	4	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Ground conditions, possibly wet, icy	Various injuries to the upper or lower body	TMHUK employees / customer / 3rd party contractors / site visitors / property damage	2	4	M	1. All vehicles must not exceed the displayed speed limit. 2. Spill kits and grit bins have been provided for use in slippery conditions.	1	4	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Weather extremes.	Various injuries related to being exposed to weather extremes.	TMHUK employees / customer / 3rd party contractors / site visitors / property damage	2	3	M	1. Spill kits and grit bins have been provided for use in slippery conditions. 2. Suitable clothing in addition to the standard PPE will be provided as necessary. 3. All vehicle operators to drive within the limits of the environmental conditions. 4. Good Housekeeping must be maintained and all containers/skips must be closed where possible, preventing debris within the yard and surrounding areas.	1	3	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Communication, language difficulties	Various injuries due to misunderstanding of instructions or directions.	TMHUK employees / customer / 3rd party contractors / site visitors	3	4	M	1. Site safety instructions to be available in different languages. 2. TMHUK Team Members in control of the transport yard will not allow any vehicle movements, loading or unloading if they consider any person involved does not understand the instructions given.	1	4	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Poor Housekeeping	Various injuries to the upper or lower body / slips and trips,	TMHUK employees / customer / 3rd party contractors / site visitors	2	3	L	1. All users of the transport yard must follow the guidelines given in the Transport Policy. 2. Good housekeeping should be maintained at all times and will be monitored by team leaders and the depot safety Advisor. 3. All storage locations must be clearly marked. 4. Suitable clearance for the collection and delivery of all Skips and refuse must be in place. 5. Pallets and collars must be stacked safely, ensuring that they are no more than 20 pallets high.	1	3	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Basic MHE Manoeuvring	Physical injury, crushing, various injuries to the upper or lower body, property damage, equipment damage.	TMHUK Employees / customer / 3rd party contractors / site visitors	2	4	M	1. All team members required to undertake basic manoeuvring of MHE are required to complete the TMHUK driver training program 2. Team members must adhere to all site safety rules, specifically in regard to pedestrian and transport movement, at all times. 3. TMHUK holds specific training records to evidence driver training and qualifications. 4. Driver training is refreshed every 5 years 5. Correct PPE must be worn at all times when operating MHE, eg Hi-Viz, safety shoes etc in accordance with SWP-32 PPE 6. All team members are to observe all MHE safety features when operating, including seat belts when driving if appropriate.	1	4	L	The team member must not use any MHE equipment they have not been trained for and inform their immediate manager and site contact if asked to do so.	
Pedestrians	Various injuries to the upper or lower body / possibility of death	TMHUK employees / customer / 3rd party contractors / site visitors	2	5	M	1. All users of the transport yard must follow the guidelines given in the Transport Policy. 2. All FLT operators must be able to provide documented evidence of driving competence. 3. Suitable segregation, by means of walkways and vehicle parking bays have been provided. 4. Only persons requiring specific access to the transport yard will be allowed. 5. Hi-visibility clothing and safety shoes must be worn at all times. 6. Pedestrians must give way to moving vehicles at all times.	1	5	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	
Manual Handling	TMHUK Team Members	Various injuries to the human physique, musculoskeletal disorders	3	4	M	1. All Team members are to follow the procedure detailed in SWP-13 - Manual Handling. 2. If the load is considered to be heavy or awkward then Safe Working Practice SWP-06 Use of Lifting Equipment must be followed in order to assist the lift. 3. Where possible manual handling of heavy loads is to be eliminated, FLT's and attachments are to be used. 4. Associated Risk Assessment WPRA-13 Manual Handling is in place & all team members are to follow the control measures documented - the risk assessment is supported by SWP-13.	1	4	L	All appropriate controls are in place that are reasonably practicable , no further action is necessary	