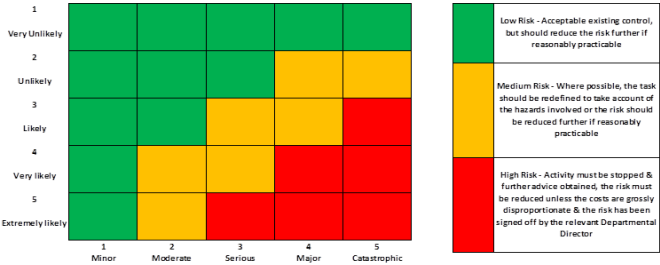


Assessment Title (Task, process, equipment or facility)		Leicester Transport Yard	
Location	Leicester Business Centre	Date	28/01/2025
		Review Date	28/01/2026
Prepared By (Team)		Gary Magee QHSE Advisor, Martin Ratcliffe QHSE Adviser, Tim Burfoot Parts Warehouse Manager	
Legal / Best Practice Requirements / Links to Other Assessments (eg COSHH)		Health and Safety at Work Act 1974, Management of Health & Safety at Work Regs 1999, Workplace (Health, Safety & Welfare) Regs 1992, PPE at Work Regs 1992, Manual Handling Operations Regs 1992.	



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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		

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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 Leicester Transport Policy. 2. The transport yard should be secured by use of the gate when not in use as per the Leicester Transport Policy. 3. Suitable segregation, by means of walkways and vehicle parking bays must be 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. Signage displayed to inform of speed limits in accordance with transport policy. 7. Signage displayed to restrict pedestrian access to loading / unloading area. Company Vehicles 1. Access, egress and parking for company cars and vans is restricted to the main car park. The transport yard should not be used for parking or transiting. The main yard operation area is segregated from the car park by a locked gate. Deliveries and Collections 1. Upon arrival, all drivers are to report to goods in to receive instruction by TMHUK Team Member. 2. To prevent instances of 'driveaway' any vehicle that requires MHE for loading or unloading must be parked in an area designated by TMHUK personnel and engine switched off. The driver must then either relinquish their keys OR remove themselves from the cab until loading / unloading is complete. FLT Operation 1. TMHUK holds specific training records to evidence operator training and qualifications. 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	
MHE Operations Collision with MHE	Physical injury, crushing, possible death	TMHUK Team Members, contractors, visitors	3	4	M	1. All team members to be trained in the use of MHE that they are expected to use, with refresher training to be carried out every 5 years. Team members are not permitted to use any MHE they have not been trained on. 2. Pedestrians to wear Hi visibility clothing whilst in areas where MHE is used. 3. Restrict speed of MHE. 4. Restrict access to areas where MHE operations are being undertaken. 5. Horn to be sounded when entering or exiting a building or when turning into an unsighted area.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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MHE Operations Collision with Moving Vehicles	Physical injury, crushing, possible death	THMUK Team Members, contractors, visitors	3	3	M	1. All MHE operators are to be fully trained in lifting operations. 2. All vehicle movements in area where MHE operations are undertaken should be restricted / kept to a minimum. 3. Ensure all MHE operating in the areas are well lit especially in adverse weather and low light conditions. MHE operators to wear correct PPE at all times. 4. Ensure that when loading / unloading that the vehicle being loaded / unloaded cannot be moved, avoiding a drive away situation. 5. Horn to be sounded when entering / exiting a building.	2	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
MHE Operations Injury from Falling Objects or Elevated MHE Operations	Physical injury, struck by objects, possible death.	THMUK Team Members, contractors, visitors	3	3	M	1. All MHE operators are to be trained in lifting operations. 2. Restrict access to MHE operating areas. 3. All team members to be at least 2 metres away from lifting operations. 4. Any racking used to be regularly inspected, any defects reported and suitable measures to be taken. 5. The SWL of any racking is to be clearly displayed and observed at all times.	2	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
MHE Operations Improper Use of MHE / Failure to Follow Correct Procedures / Poor Maintenance	Physical injury, crushing, possible death	THMUK Team Members, contractors, visitors	3	4	M	1. All MHE operators are to be correctly trained for the equipment and the task undertaken. 2. Operators are to ensure that all equipment is serviceable and suitable for the task. 3. All equipment is to be regularly maintained and inspected in accordance with relevant legislation (LOLER, PUWER). 4. All equipment is subject to weekly, daily and before use checks.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
MHE Operations Equipment Tipping Over	Physical injury, crushing, possible death	THMUK Team Members, contractors, visitors	3	5	H	1. Ensure load is transited at a low height at all times. 2. Seat belts to be worn when using MHE, when fitted. 3. Do not turn quickly when load is elevated. 4. Be aware of ground conditions, especially sloping ground, when lifting and turning. 5. Speed to be proportionate to the task being undertaken. 6. All FLT's regularly checked and maintained as per schedule to ensure safety systems are working correctly.	1	5	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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MHE Operations LPG Usage and Storage	Explosion, spillage, fire, obstruction	TMHUK Team Members, contractors, visitors	2	4	M	1. All LPG bottles fitted to trucks must be secured with the appropriate mechanism. 2. LPG bottles must be turned off fully when the MHE and on any trucks that are in storage. 3. LPG bottles must be stored in a locked cage, outside and as far away from buildings as practicable. 3. All LPG bottles must be secured and prevented from tip over/damage. 4. The storage area must be in accordance with TMHUK 5S standards and 'TLA' standards.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
MHE Operations Unauthorised Usage	Personal injury, property damage, possible death	TMHUK Team Members, contractors, visitors	3	4	M	1. All MHE must be provided with a system to prevent unauthorised use, e.g. ignition key, key pad, smart card access. 2. All MHE must be switched off when not in use and access system deactivated to prevent unauthorised persons from being able to start the equipment. 3. Faulty equipment may require further lock-off to prevent start up, e.g. remove fuses and affix warning signs.	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	H	1. The Leicester Transport yard is under the control of the Leicester Parts Manager. 2. All activities within the transport yard must be authorised and approved. 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	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Location, Collection and Delivery of Waste Skips	Various injuries to the upper or lower body / possibility of death	TMHUK employees / customer / 3rd party contractors / site visitors / property damage. Arson / Fire risk of skips in situ.	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 and fire spread in case of fire. 2. All persons must be a minimum of 5 metres away from skips and vehicles when they are being delivered or collected. 3. Waste collection companies must be approved contractors / suppliers. 4. Skip vehicle drivers must report to a TMHUK team member on arrival to highlight task to be carried out.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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Storage and Removal of Returned TMHUK Waste (i.e Parts, Oil and Lithium-Ion Batts)	Various injuries to the upper or lower body / possibility of death	TMHUK employees / customer / 3rd party contractors / site visitors / property damage. Risk of Fire in Waste Storage Areas.	3	4	M	1. Specific areas must be designated for waste storage and appropriately signed. Good housekeeping must be observed in these areas. 2. Waste collection companies must be approved contractors / suppliers. 3. Waste collection vehicle drivers must report to a TMHUK team member on arrival to highlight task to be carried out. 4. Defective Lithium-Ion Batteries must be stored, labelled and handled as per SWP-43 Lithium-Ion Batteries.	1	4	L	1. Full review of Lithium-Ion returns and storage process. 2. Business case for new Lithium-Ion storage solutions to be submitted.	1. QHSE February 2025 2. Parts/QHSE Manager March 2025
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. Robust defect reporting system in place to ensure timely repair. 2. FLT lighting and warning beacons must be used if fitted. 3. All pedestrians in the transport yard must wear Hi-vis outerwear 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-vis outerwear and safety footwear at all times.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Activities being conducted on the yard by non-warehouse personnel including contractors	Various injuries to the upper or lower body / possibility of death	TMHUK employees / customer / 3rd party contractors / site visitors	4	4	H	1. All pedestrians and drivers in the transport yard must wear Hi-vis outerwear and safety footwear at all times. 2. All activities being conducted on the yard must be approved by Parts Warehouse Manager. If appropriate, these activities must be subject to its own risk assessment and/or RAMS. All control measures, including additional PPE, must be followed.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Hazardous Ground Conditions (i.e wet or 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 and as stated in the Leicester Transport Policy. 2. Spill kits and grit bins are provided for use in slippery conditions.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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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 and language difficulties	Various injuries due to misunderstanding of instructions or directions.	TMHUK employees / customer / 3rd party contractors / site visitors	3	4	M	1. 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. 2. Signage in different languages can be procured by the maintenance team if required. This cannot be done dynamically as procurement takes time, but can be implemented to deal with emerging risks.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
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 Warehouse Manager, Team Leaders and any other appropriate Depot Personnel. 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	
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. Cordons can be created with temporary barriers where appropriate for work activities. 5. Hi-visibility outerwear 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	

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Manual Handling	TMHUK Team Members	Various injuries to the human physique, musculoskeletal disorders	3	4	M	1. All Team members are to undertake manual handling activities within the guidance as detailed in SWP-13 Manual Handling and TMHUK mandatory induction training. Refresher training is available where required. 2. Manual handling of heavy loads is to be eliminated. FLT's and attachments should be primarily used where possible. 3. Associated documents Risk Assessment 13 - Manual Handling and Safe Working Practice SWP-13 Manual Handling apply. All TMHUK team members are to follow the control measures documented.	1	4	L	3. RA-13 and SWP-13 covering TMHUK Manual Handling procedures have been rewritten to include all Team Members and updated to include new Manual Handling training techniques. Awaiting authorisation to go live.	QHSE Manager April 2025