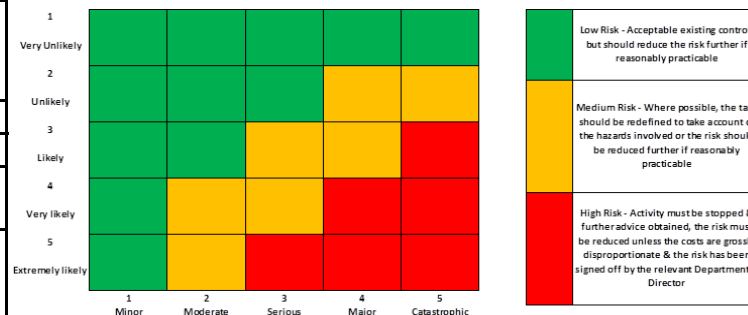


Assessment Title (Task, process, equipment or facility)		Leicester Depot Demonstration Area Activities	
Location	Leicester Centre	Date	01/04/2025
		Review date	31/03/2026
Prepared By (Team)		Elaine Greaves (QHSE Manager)	
Legal / Best Practice Requirements / links to other assessments (eg COSHH)		Management of Health & Safety at Work Regs / Workplace (Health, Safety & Welfare) Regs, Health & Safety at Work Act, Provision & Use of Work Equipment Regs	



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		
Risk assessment suitability	Possible injuries associated with the operation of MHE by trainees, persons not familiar with equipment or location.	TMHUK team members / site visitors / participants	4	3	M	The demonstration area in Leicester is used for a variety of purposes by a number of different business areas. This risk assessment is in place to ensure that any activity is carried out without risk to any persons, product or building structure/racking etc. Any deviation from the controls within this risk assessment must be requested in writing by the event/activity organiser to the QHSE Manager and QHSE Advisors. The activity must not go ahead until the deviation has been agreed and a specific risk assessment completed and documented.	2	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Unfamiliar Site/Location and site covid safe practices	All possible injuries associated with attending and working in unfamiliar surroundings	TMHUK team members / site visitors / participants	3	3	M	1. Induction presentation to be conducted by lead host/meeting organiser. 2. All safety rules for the site including but not restricted to the controls of this risk assessment, fire alarms, emergency evacuation, first aid, welfare facilities, refreshments, restricted areas, hazardous areas must be communicated to all attendees and visitors on their arrival. 3. Event organiser must inform all attendees prior to meeting of parking arrangements and PPE requirements.	1	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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Event set up, vehicle manoeuvring, display/chicane set-up	Physical injury associated with moving vehicles, pedestrians, manual handling	TMHUK team members, visitors, contractors, organising team	3	4	M	1. All visitors and team members to site must sign in and be inducted by the event organiser. 2. Contractors must complete a Permit to Work. 3. The depot transport policy must be adhered to at all times. 4. A minimum 2 metre rule must be applied to all moving vehicles and pedestrians including HGV's, LGV's and Material Handling Equipment (MHE). 5. The event organiser is responsible for ensuring that all team members who normally work on the site are aware of the additional activity and additional hazards which may affect their normal working.	2	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Demonstration area	All possible injuries associated with attending and working in unfamiliar surroundings, operation of MHE and other work activities	TMHUK team members / site visitors / participants	3	4	M	1. Advice on the selection of safe working areas is given in SWP-01, event organisers must refer to this SWP. 2. The event area or areas must be suitably planned to allow sufficient room for the MHE manoeuvring having consideration for the activity taking place. 3. Suitable access and egress must be available for all areas within the event area, having consideration for emergency evacuation. 4. All walkways and any one way systems, whether temporary or permanent must be kept clear. 5. Suitable segregation must be in place between pedestrians/spectators and any operational MHE. A minimum '2 metre rule' must be applied. 6. The event work area must be suitably protected from other work activities, consider access point into the Parts Department and Logistics Solutions activities. 7. If the Parts Department working areas are to be used authorisation must be given by the Parts Manager. 9. Parts Department activities must be segregated from the event activities using suitable barriers. 10. The event work areas must be checked for suitable lighting, excessive noise and excessive heat or cold.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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Yard Activities including transport movement	All possible injuries associated with attending and working in unfamiliar surroundings, operation of MHE and other work activities	TMHUK team members / site visitors / participants	4	5		1. Advice on the selection of safe working areas is given in SWP-01, event organisers must refer to this SWP. 2. The event area or areas must be suitably planned to allow sufficient room for the MHE manoeuvring having consideration for the activity taking place. 3. Suitable access and egress must be available for all areas within the event area, having consideration for emergency evacuation. 4. All walkways and any one way systems, whether temporary or permanent must be kept clear. 5. Suitable segregation must be in place between pedestrians/spectators and any operational MHE. A minimum '2 metre rule' must be applied. 6. The event work area must be suitably protected from other work activities, consider collections/deliveries, loading/unloading, HGV, LGV and MHE movement 7. If the Yard area is to be used authorisation must be given by the Parts Manager. 8. The event work areas must be checked for suitable lighting, excessive noise and excessive heat or cold	1	5		All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Moving MHE	All possible injuries associated with operating MHE.	TMHUK employees / site visitors	2	4	M	1. All persons must adhere to site safety rules. 2. No MHE is to be operational whilst Induction presentation is taking place. 3. Ensure the area where there will be movement of MHE is cordoned off and all persons are to remain in a designated safe area whilst MHE is operational. 4. The 2 metre segregation rule applies at ALL times between operational MHE and any person. 5. People shall only enter the area when instructed to do so by the trainers/event organiser/designated person. 6. All MHE must be immobilised during all break periods. 7. If the lunch/break area is located near to operational MHE, suitable barriers must be in place or ALL MHE movements prohibited.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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Manual handling	Various injuries to the human physique	TMHUK employees / site visitors	2	4	M	1. All team members are to follow the procedure detailed in SWP-13 - Manual Handling. 2. All team members must be trained in manual handling activities. 3. If the load is considered to be heavy or awkward then appropriate lifting equipment must be used and Safe Working Practice SWP-06 Use of Lifting Equipment must be followed. 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.	2	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Un-trained and or poor Operators	All possible injuries associated with driving forklifts in an unfamiliar site.	TMHUK employees / site visitors / participants	3	5	H	1. Event organisers and/or trainers must confirm any operator is suitably trained and competent before allowing them to operate any MHE. 2. The event organisers and/or trainers have the authority to stop any person operating MHE if, in their opinion, to do so would cause a risk to safety.	1	5	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Persons affected by substance abuse	Unfit persons operating or instructing on the use of MHE. Physical injury, property damage	TMHUK employees / site visitors / participants	2	5	M	1. TMH Code of Conduct regarding Substance Abuse must be implemented at all times. 2. Any person suspected of being affected by substance abuse will not be permitted to operate any MHE and must be removed from the operational area. 3. If the suspected person is a TMHUK team member the Code of Conduct will apply. If they are not a TMHUK team member their employer should be informed at the earliest opportunity. Efforts should be made to prevent them driving away from the premises.	1	5	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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Faulty/poorly maintained MHE	Physical injury, property damage, environmental contamination	TMHUK employees / site visitors / participants	2	4	M	1. All equipment used on event days must be maintained in accordance with manufacturers recommendations and legislative requirements. 2. Prior to the event, organisers must ensure all equipment has been maintained and has a valid Thorough Examination as per requirements. 3. Any equipment found not to have been maintained as per the requirements must be removed from service immediately. 4. Event organisers/trainers have the authority to request access to maintenance records at any time. 5. Pre-use checks on each piece of MHE must be carried out at least daily. 6. Any MHE that becomes faulty during the event must be removed from service immediately and prevented from being used until it has been repaired by a competent person.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Work at height	Muscular/skeletal injury to the human physique / possibility of death	TMHUK employees / site visitors / participants	2	4	M	1. Specific training on Working at Height is supplied via the TMHUK training programmes, such training would also include the selection of safe work area. 2. The training will be supported by a Safe Working Practice (SWP 04-Working at Height). 3. All persons are to follow the procedure detailed in SWP-04 - Working at Height. Any persons who are not employees of TMHUK must use the standards of SWP-04 as a minimum requirement and advised by the TMHUK event organisers.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Insufficient supervision and/or competent persons	Physical injury, property damage, environmental contamination	TMHUK employees / site visitors / participants	2	4	M	1. Event organisers must ensure that competent persons are present at all times during the event. 2. Suitable numbers of competent persons must be provided in relation to the numbers of participants and the activity taking place.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

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Non use of PPE	All possible injuries associated with driving forklifts in an unfamiliar site.	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	1. It is mandatory for all personnel in the Demonstration / Vehicle movement area to wear industrial safety shoes/boots & Hi-Viz jacket as a minimum at ALL times, there are NO exceptions. The guest invite should include a request to provide their own safety footwear. 2. Technical training events may require the use of additional PPE, this must be advised by the competent trainer.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Ill health	Transmission of ill health, virus etc	All persons	3	2	L	1.All visitors and team members are required to take reasonable steps to prevent the spread of ill health such as colds, flu and COVID etc. 2. Anyone showing signs of ill health may not be admitted. This will be the discretion of the event organiser and HR & QHSE Director.	2	2	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Young persons, by virtue of physical limitations, inexperience & the inability to recognise, or youthful disregard, for danger	Slips, trips, falls, injury to personnel, damage to property	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	1. Children (under16) & young persons (16-18) are not authorised to work unsupervised at any time. 2. No young persons are likely to be in the vicinity.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	