WORKPLACE TRANSPORT

Workplace Transport Risk Assessment Template

Follows HSE's five steps and uses the same columns as HSE's own risk assessment template, with prompts for vehicles and people on foot. A worked example is at robok.ai/guides/workplace-transport-risk-assessment-example. Do not just copy an example: walk your own site.

Company and site	
Assessment carried out by (and who was involved)	
Date of assessment	
Date of next review	

How to use it

1. Identify the hazards. Walk the site at different times, including the busiest hour, a shift change and after dark. Look at accident and near-miss records. Include non-routine work such as maintenance and peak season.

2. Decide who might be harmed and how. Employees, agency staff, contractors, visiting drivers, visitors and members of the public. Think about people who are new to the site.

3. Control the risks. Can the hazard be removed, for example by designing out reversing? If not, separate people and vehicles. Rules, signs, training and PPE come after.

4. Record your findings. Fill in the table. If you employ five or more people, you must record the significant findings.

5. Review the controls. Check the controls work on real shifts. Review after changes, or after any accident or near miss.

Transport hazards to look for

Tick each one you have checked on site. Each tick that finds a problem becomes a row in the table.

☐ **Reversing:** HGVs, vans and yard vehicles reversing where people walk	☐ **Loading bays:** drive-away and trailer creep while loading
☐ **Crossings:** where people on foot cross vehicle routes	☐ **Shared aisles:** forklifts and pedestrians in the same space
☐ **Visiting drivers:** where they walk, wait and leave the cab	☐ **Coupling:** coupling and uncoupling trailers
☐ **Yard shunting:** trailer moves in the yard, and who is nearby	☐ **Parking:** staff walking from the car park through work areas
☐ **Speed:** vehicle speeds, especially on long straight routes	☐ **Lighting:** dark spots at night and in winter
☐ **Blind spots:** vehicles with poor visibility from the cab	☐ **Changes:** layout, new vehicles, peak season, new shift pattern

Risk assessment

One row per hazard. Be specific about where and when. "Pedestrians use the walkway" is a hope until someone has checked it on a real shift.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done

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Review record

Review after any significant change, an accident or near miss, or on your scheduled date.

Date	Reason for review	Changes made	By

Management of Health and Safety at Work Regulations 1999, regulation 3 (risk assessment; record significant findings if you employ five or more) and regulation 7 (competent help). Workplace (Health, Safety and Welfare) Regulations 1992, regulation 17 (pedestrians and vehicles must be able to circulate safely). Further guidance: HSE, A guide to workplace transport safety (HSG136).