

WORK ACTIVITIES RISK ASSESSMENT RECORD SHEET

POST(s)/JOB TITLE(s)	Waste Campaigns
ACTIVITY REVIEWED:	Exhibition Vehicle
SERVICE:	Waste Services
SECTION:	
LOCATION:	Keynsham Town Hall

Assessor's name:	Sarah George
Assessor's signature:	
Assessor's post title:	Waste Campaigns Officer
Assessment date:	
Assessment review date:	

TASKS UNDERTAKEN (associated with task or activity)	SIGNIFICANT HAZARD/RISKS (associated with this task)	EXISTING CONTROL MEASURES IN PLACE.	Risk Rating With existing controls	REMEDIAL ACTION/ ADDITIONAL CONTROL MEASURES REQUIRED	Accountability Target Date: (Name/job title & date)	Outcome (Completion decision, date and initial)
<p>Driving Renault Master (medium height and wheel base) vehicle (Reg. CE08 UUU) from place to place and manoeuvring in different places, possibly with limited space.</p> <p>The vehicle will be staffed by 2-3 people unless only being used for transport purposes in which case it may be used by just 1 person. It will be used approx. once a week.</p>	<p>1. Accident whilst driving, manoeuvring or parking arising from driver mistake</p> <p>2. Accident arising from defective vehicle</p>	<p>1a. Current full driving licence and experience</p> <p>1b. Training and assessment for driving and parking the vehicle including Banksman training (training includes directing the vehicle and overcoming blindspots, and being mindful of one's own safety and those of people nearby). Annual assessment with the corporate driving assessor.</p> <p>1e. Manoeuvring to be done by two people where appropriate</p> <p>2a. Regular vehicle checks undertaken and logged each time.</p> <p>2b. Regular checks, MOT etc. as part of vehicle fleet management</p>	Tolerable	<p>1a. Familiarise selves with Council H&S procedures for driving and road risk</p> <p>1b. Undertake additional driver training as necessary</p> <p>1c. Where it is deemed appropriate, initial site assessment to be undertaken prior to the event</p> <p>1d. When on site, driver to follow instructions given by events staff</p>	30 June 08	

<p>Setting up and taking down the exhibition equipment from the van</p>	<p>1. Injury to self from lifting equipment that is heavy or awkward to move 2. Injury to the public whilst putting up or taking down equipment</p>	<p>1/2a. Instruction and practice in putting up and taking down equipment 1/2b. Two people to put up equipment (must not be done by one person) 1/2c. Manual handling training recommended for all staff. Where temporary staff are brought in to help, the senior member of staff MUST have had manual handling training and will advise the other person. Where someone's attendance becomes more regular, manual handling training must be provided. 1/2d. Only lift manageable loads and ask for assistance where needed 1/2e. Footstool to assist with reaching 2f. Keep vigilant for members of the public whilst setting up and taking down</p>	<p>Tolerable</p>	<p>1. Where a member of staff has a vulnerable back, it is recommended that they stay outside the van when lifting equipment such as the wings as this activity is likely to cause less strain in this position. 1/2a. Written instructions in putting up and taking down equipment. 1/2b. Manual handling training for staff who regularly help out</p>		
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<p>Storing and using a range of equipment in the van</p>	<p>1. Equipment falling, particularly after transit 2. Equipment falling out of vehicle 3. Lifting and moving equipment, including high items</p>	<p>1a. Storage facilities within the van including secured shelving and cupboard space and straps. 1/2b. Check that equipment is properly secured before travelling 2c. Check that all doors are properly closed before travelling 3a. Manual handling training 3b. Only lift manageable loads and ask for assistance where needed 3c. Footstool to assist with reaching 1/2/3d. Limit the amount of material to be stored in the van at any one time. 1/2/3e. Good house-keeping. Make sure the contents are kept tidy and returned to their correct places.</p>		<p>1/3. Storage plan for location of different equipment, ensuring that large/heavy equipment is stored low and small/light equipment is higher.</p>		
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