



GENERIC RISK ASSESSMENT RECORD

- This risk assessment relates to those hazards *specific to an activity*. It must ensure that all the precautions necessary to reduce the risk have been implemented.
- This generic *will be used with a local/site risk assessment*, which takes into account local circumstances, and persons involved.
- The level of risk is assessed using the *level of risk matrix (form F911D)*

ACTIVITY ASSESSED		ASSESSED BY:	ASSESSMENT DATE
E01(i2) VEHICLE USE			N.B. Generic risk assessment must be reviewed at least every 3 years.
HAZARD (Potential for harm)	LEVEL OF RISK (Severity) Low/Medium/High	PRECAUTIONS TO BE IMPLEMENTED (to remove hazard; or reduce risk level to an acceptable level) (NOTE: one precaution may tackle several hazards)	
Fire and RTA's Personal attack		<p>Staff to be made aware and trained as appropriate of Warwickshire Wildlife Trust policies and procedures already in place and existing risk assessments for related duties to be undertaken.(e.g. lone working)</p> <p>All drivers should be made aware that any driving offence or violation of road traffic regulations will lead to prosecution and is the responsibility of the driver at the time of the offence i.e. the driver will be prosecuted not the Wildlife Trust</p> <p>Driver is responsible for ensuring that :</p> <p>Copy of driver licence and related documents (own insurance an MOT certificate) registered with the Finance Manger. All Drivers must be on the approved list of minibus drivers held and maintained by the Reserves Manager and that the driver is qualified to drive the vehicle for mini-bus driving and or Trailer use, staff must be appropriately qualified e.g. Hold a clean D1 category driving licence or a PCV licence; Have held a UK driving licence for a minimum of 2 years; Be over 25 years of age and in good health'</p> <ul style="list-style-type: none"> • all seat belts must be worn • ensure weight carrying capacity or passenger numbers are not exceeded • To ensure that the vehicle is roadworthy i.e. That the vehicle has appropriate checks carried out before commencing journey(oil, water tyres, lights etc) • when transporting children and vulnerable adults the relevant CRB documentation for staff is in place and WWT procedures are adhered to • Ensure vehicles are parked on site in such a manner that does not cause obstruction to others, allows unrestricted access for loading and unloading and allows for easy exit from site in the event of an emergency. • Ensure that all emergency exits are kept clear and that passengers in the rear & seated by the back doors are aware of their emergency exit. <p>A well maintained fire-extinguisher and first-aid kit must be carried in all vehicles. All personnel to be aware of emergency procedures. Any LPG bottles or Fuel cans MUST be carried in a trailer not in vehicle cab or inside minibuses</p> <p>Keep all doors unlocked unless travelling alone.</p>	



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Attaching and loading Trailers Contact with brake/ radiator fluid/oil etc Driving for long periods(fatigue) Faulty vehicle Loading vehicle and manual handling Tools and equipment Use of roof racks Working in cramped/confined spaces		<p>Check all trailer connections are fully operational Not exceed maximum loading weight, Ensure that distribute weight evenly and avoid heavy /bulky loads that could harm vehicles driving stability. Drivers must have completed training in driving with trailers. Trailers must only be used if there is an alternative exit to the rear doors. Wear protective gloves when topping up fluids. Contact local Environmental Health dept. for information on disposal of oil or other waste.</p> <p>All work in the engine compartment must be undertaken by competent, trained people. Carry out daily checks and weekly checks to ensure vehicle faults are identified, recorded and repairs are actioned. Vehicles must be serviced at recommended intervals</p> <p>Ensure that all luggage (bags and brief cases) is stored safely and securely in boot or rear foot wells. Train all in safe lifting, carrying & moving techniques.</p> <p>All sharp edges on tools will be protected whilst they are in carriage. Tools and equipment must be fastened in lockers or otherwise secured.</p> <p>All roof rack fixings and trailer connections must be checked before driving to ensure they are secure. Only one person is allowed on roof rack at any time and wherein a hard hat, all personnel involved in loading and unloading roof racks to wear hard hats. Secure any ladders used to gain access to the roof rack. The maximum loading weight of both roof rack and vehicle must not be exceeded. Trailer & roof rack to be loaded evenly and all items to be secured in place.</p> <p>Clean interiors of dusty vehicles with windows open in fresh air.</p>	