	Process/Activity	Original Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	SLIPS, TRIPS AND FALLS	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
• Slips, trips & falls	• Broken limbs	E/C	5	3	15	• Staff issued with appropriate PPE for the task • High Visibility outer clothing. • Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013) • If lone working cannot be avoided, then where possible it should be kept to a minimum; • A system of communication should be in place to ensure that lone workers are not isolated during work; • Steps and ladders must be maintained and free from damage. • Any reported damage must be rectified. • Staff must be aware of the risks of STF through training. • Staff must exercise good housekeeping measures to prevent trips over equipment. • Where fitted drivers must use the fall prevention equipment provided for safety on the load bed.		5	1	5

Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
M = Members of the public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

HERCULES SITE SERVICES	Process/Activity	Original Date	Review date	Assessed by	Print Name
	MANUAL HANDLING	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
• Poor Technique for lifting and moving objects	• Back Strain • Long term weakness of back	A	4	5	20	General Guidelines for lifting something manually • Reduce the amount of twisting, stooping and reaching • Avoid lifting from floor level or above shoulder height, especially heavy loads • Adjust storage areas to minimise the need to carry out such movements • Consider how you can minimise carrying distances • Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components • Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor • Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area • Reduce carrying distances where possible • Good handling technique for lifting • There are some simple things to do before and during the lift/carry: • Remove obstructions from the route. • For a long lift, plan to rest the load midway on a table or bench to change grip.		2	1	2

Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
M = Members of the public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

	Process/Activity	Original Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	MANUAL HANDLING	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
						• Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting. • Keep the heaviest side of the load next to the body. • Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance • Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip. • Adopt a stable position. Feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult. • Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only. • Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).				

Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
M = Members of the public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

HERCULES SITE SERVICES	Process/Activity	Original Date	Review date	Assessed by	Print Name
	MANUAL HANDLING	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
						• Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load. • Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it. • Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time. • Keep the head up when handling. Look ahead, not down at the load, once it has been held securely. • Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury. • Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help. • Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.				

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Original Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	**LONE WORKING**	**Nov 2019**	**Feb 2022**		**Gary White**

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
• Electricity • Slips, trips & falls • Manual handling	• Broken limbs	E/C	5	3	15	• Staff issued with appropriate PPE for the task • High Visibility outer clothing. • Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013) • If lone working cannot be avoided, then where possible it should be kept to a minimum; • A system of communication should be in place to ensure that lone workers are not isolated during work; • Only trained and competent persons will operate equipment. When working alone, authorisation must be sought from the responsible Director prior to use; • Any equipment that requires maintenance can only be undertaken when at least two persons are present; • Do not attempt to lift anything heavy or beyond your own capabilities. Wait and seek assistance; • Specific risk assessment will be prepared if any task or activity is carried out where lone working is identified as a potential hazard.		5	1	5

Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
M = Members of the public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	COSHH	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Breathing in fuel vapours Skin contact with fuel/adblu	• Flammable, • Possible irritant to eyes and skin	A	2	2	4	• Supervision • Instruction and training • Emergency plans • Health surveillance • Monitoring		2	2	4

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	ACCESS TO VEHICLES AND WORKING AT HEIGHT	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Access to Vehicles	Broken bones from falling	E	5	4	20	• Staff issued with appropriate PPE for the task • High Visibility outer clothing. • Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013) • Use grab bars and fixed steps at all times; • Three points of contact must be maintained • All damage to steps must be reported as part of the vehicle daily check process All damage to vehicle access equipment must be rectified before the vehicle is used.		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	**Maj**	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	**LTI**	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	**Med**	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	**Min**	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	**Tri**	5	4	3	2	1

HERCULES SITE SERVICES	Process/Activity	Date	Review date	Assessed by	Print Name
	ACCESS TO VEHICLES AND WORKING AT HEIGHT	Nov 2019	Feb 2022		Gary White

Working at height without appropriate equipment Using equipment or practices not suitable for the task Using work at height equipment incorrectly eg not in accordance with manufacturers instructions, design or load capabilities The failure of equipment or anchor points Poor planning, supervision, training or lack of competency	• Height from which the individual fell • Angle of impact • Suitability/ weight of personal protective equipment (PPE) • Any equipment being carried • Landing surface Impact with protrusions/ objects during fall	A	4	3		• Staff issued with appropriate PPE for the task • High Visibility outer clothing. • Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013) • Employees must only use equipment that is in a serviceable condition and most suited for the job to be undertaken • Equipment should be placed as close as possible to the job to avoid over leaning as much as possible • Employees are fully aware of the risks involved in the job to be undertaken and comply with appropriate requirements to minimise risk to injury to themselves or persons in the immediate vicinity • If ladders are being used, visual checks must be carried out to check for damage prior to commencing use • Employees should avoid working below any other employee working at height • Reduce the need for people to be on the load area. • Correct ordering of the load, so that the position of orders on the load bed matches the order of delivery, reducing the need for the driver to climb on to see the load. • Analyse tasks to reduce slips and trips risk. Pushing or pulling loads or manual handling make risks higher. Aim to reduce the amount of times the driver		4	3	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
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A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

Complex natural environmental conditions Rough and uneven ground Fatigue Unpredictable behaviour of persons **Adverse weather conditions**		A	4	3		needs to get in and out of the cab and on and off the back of the vehicle. • Task rescheduling can reduce risks if it leads to less rushing by drivers and less tiredness. • Provide training in avoiding slips and trips. Include aspects such as safe access/ egress using three points of contact, or not jumping down from the vehicle, which can lead to long-term damage to joints as well as strains and sprains. • Provide drivers with systems to document and report defects with safety equipment. • Drivers should wear footwear with a suitable ankle support. Lace up boots are best. • Communicate with delivery and collection sites to ensure that arrangements are in place to enable safe loading/ unloading to take place to minimise risk of falls from vehicles. • Provide washing facilities to remove contaminants, such as Diesel and mud, which can increase the likelihood of slip incidents on the vehicle cab or trailer. • Carry out periodic checks on the vehicles to ensure vehicles are kept in a good clean condition.		4	3	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	**Maj**	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	**LTI**	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	**Med**	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	**Min**	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	**Tri**	5	4	3	2	1

Using ladders and steps	Broken bones	E/C	5	3	15	• Staff issued with appropriate PPE for the task • High Visibility outer clothing. • Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013) • All persons working at height are trained and competent. No person will work from ladder – access only; • All steps are labelled and inspected periodically; • The correct access equipment must be selected. No person should use a small ladder to access materials from high/top racking; • All step ladders and access equipment is inspected by the user prior to use; • Any ladder identified as being defective will be taken out of use and destroyed; • All step ladders or access equipment must be positioned on firm and level ground; • All locking devices should be secured; • No obstructions should be present which could restrict the access of the step ladder/access equipment; • Where possible, three points of contact must be maintained when using step ladders and access equipment; • No person must stand on the top rung of a step ladder; • No person should overreach to grab an object – move the step ladder/access equipment if you cannot reach; • Avoid side-on working at all times.		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	WORKING IN AND AROUND MOVING VEHICLES	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	• Actions/Control measures	Tick	S	L	RR
• Collision with other vehicles	• Whiplash • Vehicle damage	A	5	4	20	• Seatbelts must be worn at all times even when moving vehicles in yard. • One-way system to be followed if applicable to the site; • Abide by the National and site speed limits; • Ensure lights are used during limited visibility; • Handbrake must be applied at all times when the vehicle is stationary with vehicle placed in gear; • Correct coupling and uncoupling to be followed by trained drivers.		5	1	5
• Contact with falling materials	• Crush injuries	E	5	4	20	• Communicate with drivers on the site they are delivering; • Drivers must stay within a safe area. • No person must move into an area where work activity is taking place; • High visibility vests to be worn when drivers leave the vehicle cab; • Do not walk under elevated loads at any time.		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

• Snow, Ice, limited visibility	• Broken bones • Sprained ankles • Vehicle damage	A	5	4	20	• Rock salt/grit must be stored on-site to allow safe and speedy treatment of affected areas; • Management are responsible for ensuring that sufficient pedestrian routes are treated and are safe to use; • When inspecting or treating suspect icy areas, a second person must be in close attendance at all times; • Management will, whenever practicable, ensure that all footpaths are treated the evening before freezing weather or snow is expected; • Artificial (external) lighting must be working upon the entrance to the office/building; • Ensure company vehicles are inspected with windows cleared to maintain good visibility; • All persons driving company vehicles must abide by the speed limits and only use their mobile phone if they are hands free; • Person applying the salt/grit must wear suitable protective footwear that provides good tread; • Do not use steps and ladders unless appropriate precautions have been taken to reduce the risk of slipping or if the work can be carried out internally; • When working outside, your clothing is suitable to protect you from the cold/sleet/snow or rain.		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
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A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	REVERSING MANOEUVRING AND TURNING	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR

Members of the public run over by moving vehicle
 	
Crushing Injury if trapped by moving trailer or tractor unit
	• Serious Injury
	• Death
		A	5	4		• Only trained persons to conduct this operation
						• Staff issued with appropriate PPE for the task
						  ○ High Visibility outer clothing.
						  ○ Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013)
						
						Assess the requirement to reverse the vehicle
						  ○ It's the responsibility of all LGV Drivers to follow the information provided in order that the safe working practices involved in reversing LGV vehicles are adhered to at all times. Should any driver not fully understand any instructions given - it is **essential** that they ask for guidance.
						  ○ Assess the situation and decide if the manoeuvre can be completed without the need to reverse
						
						At locations where the reversing of LGV vehicles cannot be avoided:
						• **Drivers** are to check the location is both suitable and safe to be reversed into (including sufficient lighting to clearly see where they are going).
						• **Drivers** must ensure that all audible or visual warning devices fitted to their vehicle are activated prior to carrying out any reversing manoeuvre.
						• If at any time the driver cannot see behind the vehicle whilst reversing he **must:**
								5	1	5

Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
M = Members of the public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

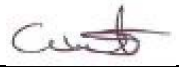
	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	REVERSING MANOEUVRING AND TURNING	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR

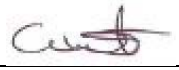
						• Apply the brakes.
						• Stop the engine.
						• Leave the cab.
						• Check behind. **Before continuing to reverse.**
						• When reversing all drivers are to use proximity mirror(s) to ensure safety as well as accuracy.
						  ○ Request for a Banksman to assist the manoeuvre, to watch for obstructions and pedestrians, if one is available.
						  ○ Any manoeuvre in a LGV vehicle should be carried out at a maximum speed of **5 mph**
						• If any driver is uncomfortable in carrying out a particular reversing manoeuvre then **STOP** and ask for assistance from a suitably qualified person				

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	COUPLING, UNCOUPLING AND TOWING TRAILERS	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Run over by moving vehicle Crushing Injury if trapped by moving trailer or tractor unit	• Serious Injury • Death	A	5	4		• Staff issued with appropriate PPE for the task • High Visibility outer clothing. • Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013) **Coupling Procedure** • Only trained persons to conduct this operation • Do not attempt the procedure if the vehicle and trailer are not on level ground. • Ensure the ground is firm enough to support both of the landing legs • Ensure the trailer parking brake is applied • Reverse the tractor unit slowly under the trailer and listen for the locking mechanism to engage. • Check that the fifth wheel locking mechanism is fully engaged (usually by trying to drive forward in low gear) • Apply the parking brake on the tractor unit • Visually check the engagement of the fifth wheel and depending on the type of mechanism, put on a safety clip • Reconnect the air lines (turning on any air taps that may be fitted to older vehicles) and electrical supplies to the trailer • Wind up the trailer landing legs and secure the handle • Release the trailer parking brake • Fit the number plate, as well as any necessary warning plates • Carry out daily checks on Trailer		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	COUPLING, UNCOUPLING AND TOWING TRAILERS	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Run over by moving vehicle Crushing Injury if trapped by moving trailer or tractor unit	• Serious Injury • Death	A	5	4		Uncoupling Procedure • Do not attempt the procedure if the vehicle and trailer are not on level ground. • Ensure that the area where the trailer is to be dropped is level and can take the weight of the trailer. • Before alighting from the cab, engage the tractor unit park brake and switch off engine. • Ensure that the trailer park brake is applied • Remove the number plate on the rear of trailer and stow it in the cab • Wind down the landing legs fully and secure the handle • Disconnect electrical lines (including ABS/EBS cables), and all remaining air lines. Disconnect the furthest away first and ensure all lines are clean and undamaged and stow them in the correct position. • Disconnect the red airline last. • Remove the fifth wheel lever locking pin (dog clip) or other device and pull the lever to disengage the coupling. • Once all airlines and electrical connections have been disconnected, select a low gear and pull forward slowly to ensure that the trailer is fully disconnected and the legs are not sinking. • Report any defects to the Traffic Office **In the event of an unexpected movement when disconnecting the airlines, immediately disconnect the emergency airline (red)** **Do not attempt to jump off or re-enter the cab**		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	SEATBELTS, SPEED, DISTRACTION AND ADVERSE WEATHER	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
• Excessive speed • Vehicle defects	• Death • Broken limbs • Vehicle damage	E/C	5	3	15	• Appropriate licences of persons driving company vehicles must be copied and filed; • The vehicle must be in a roadworthy condition with an up to date MOT certificate is available; • All company vehicles must be insured; • It is the responsibility of the driver to inform the company of any changes in circumstances, e.g. penalty points, speeding charges etc. and the use of any prescription medication that may affect their ability to drive safely; • They inspect their vehicles before use and report any defects immediately; • All drivers must be physically fit to drive and any health problems or personal circumstances, which could make driving hazardous are raised immediately; • They do not drive while under the influence of alcohol or drugs; • Drivers must drive to the regulations of the Road Traffic act and Highway code. • Drivers must pay particular regard to vulnerable road users, use defensive driving techniques and drive to the conditions of the road conditions making allowances for the weather. • Mobile phones are not used while driving unless it is hands free and for emergency use only; • Journey routes are planned, regular rest breaks are taken when driving long distances;		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	SEATBELTS, SPEED, DISTRACTION AND ADVERSE WEATHER	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
						• Seatbelts are always worn whilst the vehicle is in motion. • **No person must place themselves in an area where other work is going on and where they may be at risk. All employees/drivers will always stand in a safe area .**				
• Fatigue	• Collision with other vehicles or pedestrians	A	5	4	20	• Breaks must be taken every 4.5 hours of cumulated driving as required by EU Drivers Hours regulations; • Breaks must be taken after every six hours of work in accordance with the Working Time Directive (Mobile Workers) regulations • Adherence to EU Drivers Hours regulations and the proper use of tachographs is mandatory; • Shifts are in place to manage driving hours. • Any prescribed medication to be declared • Drivers receive guidance on how to manage fatigue in the Driver's Handbook.		5	1	5
• Adverse Weather	• Loss of control of vehicle	A	5	4	20	• Drivers are to drive defensively according to the weather conditions. • Guidance is included in the drivers handbook. • Drivers receive guidance on driving standards through Toolbox Talks, Elearning and Driver CPC renewal.				

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

HERCULES SITE SERVICES	Process/Activity	Date	Review date	Assessed by	Print Name
	IN-VEHICLE COMMUNICATIONS	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
• Distraction from driving	• Death	M	5	4	20	• The company must not cause or permit the use of mobile phones or other distractive technology or tasks whilst driving. • Drivers must not use mobile phones while driving both hand held or hands free except in an emergency • Drivers must not be distracted by other in cab technology whilst driving, such as Satellite Navigation Systems and MP3 players. • An audit of all in-cab technology is carried out at periodic intervals of no more than 12 months. • Training is provided to ensure that drivers are aware of the dangers of distraction and are trained to deal with and are trained in the safe use of any in vehicle technology which may cause a distraction, Including: • **Recognising what distracts a driver** • Eating or changing a CD are examples of activities that drivers may do without thinking of the risks involved. Before engaging in an activity, ask yourself 'will this be distracting?' by thinking about how you would feel if you saw another road user doing the same thing - self-assessment is an important part of developing your driving. • Drivers must avoid eating and drinking whilst driving. • **Concentrate on your driving** • This is easier said than done, especially in uninteresting environments. However, attention to thought can reduce the quality of the observations that you make.		5	1	5

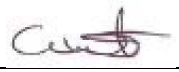
Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
M = Members of the public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

HERCULES SITE SERVICES	Process/Activity	Date	Review date	Assessed by	Print Name
	IN-VEHICLE COMMUNICATIONS	Nov 2019	Feb 2022		Gary White

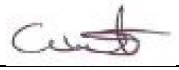
Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
						• It may be difficult to stop distractions but if a driver find themselves engaged in thought or distracted by other means, then it is important they focus on driving as soon as possible. • Drivers must make sure that they are ready to drive before setting off for a journey. Drivers Must not drive after an emotional event, as it is best to allow time to cool down. • **Use technology sensibly** • In-Vehicle technology can be distracting, especially if there are several systems in the same vehicle. • Never put too many different devices in a vehicle. Drivers must be trained to change the settings on the technology and then find ways of using it that is less distracting. • **Plan your route in advance** • All drivers dedicate a certain amount of time to navigating, this is unavoidable, but there are things you can do to reduce the time you spend navigating. • By planning your route in advance and making sure you have a good idea of the directions, you may be able to reduce the time you spend looking for signs and road markings, and plan manoeuvres earlier				

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	SAFE LOADING AND LOAD RESTRAINT	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Insecure load	• Crushing • Collision with other vehicles	A	5	5	25	• Staff issued with appropriate PPE for the task • High Visibility outer clothing. • Safety shoes with the correct anti-slip and toe protection standard (APPENDIX 6 EUROPEAN STANDARDS AND MARKINGS FOR FOOT AND LEG PROTECTION ISSUE 8: January 2013) • All freight being transported will be correctly secured by a trained and competent person; • All Ratchet straps and internal straps are subject to daily visual inspections and are replaced if identified as damaged; • The following items will be available on each curtainsided or Flat Bed Vehicle or Trailer (as a minimum): - 12 internal ratchet straps of 15/16ft in length each one has a load limit of 4 tonnes; - Each Driver is issued with 12 ratchet straps; • All freight will be secured to the vehicle using either Ratchet Straps or Internal Straps. • Additional straps are issued to drivers to use for securing items for which the internal straps are not suitable. • The weight of the freight being transported must never be more than the structural capacity of the straps being used to secure it. Always check; • The driver will then visually check the straps prior to driving away to ensure that both the load retention straps and the curtain straps are tensioned correctly and ensure that the rear doors are locked into position; • The driver will ensure that the vehicle is driven at a sensible speed limit at roundabouts and turning points are negotiated with care.		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	SAFE LOADING AND LOAD RESTRAINT	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Fall from height	• Broken bones • Superficial injuries	E	4	4	16	• Access to and from the bed of the vehicle should be carried out via the rear slide out steps and not via the side-under run protection bars of the trailer; • Caution should be taken by the driver when securing the straps to the load and the lorry bed. The driver must place his foot position in an area which does not overlap the edge of the vehicle bed;		4	1	4
Overturning/Falling load	• Crushing injuries • Damage to plant	A	5	4	25	• Only drivers with the appropriate licenses will be authorised to drive. This will be confirmed prior to the commencement of employment; • All loads to be secured with the correct amount of tension using ratchet straps • The driver will ensure that the vehicle is driven at a sensible speed limit at roundabouts and turning points are negotiated with care; • **Prior to loading or unloading the vehicle must be parked on ground suitable for the use of mechanical handling plant.** • **A safe distance is maintained at all times when mechanical handing plant is in operation.**		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
M = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	PRESCRIBED AND DESIGNATED ROUTES	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Members of the public hit by debris Train derailment Crushing Injury if trapped by moving trailer or tractor unit	• Serious Injury • Death	A	5	4		• If a precribed route to a site is proviced then drivers MUST adhere to that route. • Where there is no prescribed route divers must avoid areas of high concentrations of vulnerable road users (Schools, Hopsitals and Shopping areas) where reasonable and practical. • Drivers must plan routes that avoid low bridges. • All vehicles over 3 metres in height must display a notice of the vehicle height in a prominent position in the vehicle cab. • The height must be displayed in feet and inches. • Drivers must ensure, as part of daily checks, that the correct vehicle height is being displayed in the cab and check it each time trailers are changed. • Drivers must ensure that routes are planned that avoid Bridges that are less than the height of the vehicle. • Drivers MUST not proceed passed warning signs that are less than the height displayed on the Height indicator. • Drivers MUST believe the height displayed on the warning signs. • If a bridge strike occurs the driver must report the incident to the Bridge owner. • **Full guidance on managing bridge strikes is contained in the Driver's Handbook.**		5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	**Maj**	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	**LTI**	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	**Med**	15	12	9	6	3
D = Members of the public	Minor injury	= 2	Unlikely	= 2	**Min**	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	**Tri**	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	PRESCRIBED AND DESIGNATED ROUTES	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
						• A height conversion table is included in the driver's handbook • All incidents of bridge strikes must be recorded in the Incident register. • All actions to prevent recurrence must be implemented.				

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
D = Members of the public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	**PASSENGER SAFETY**	**Nov 2019**	**Feb 2022**		**Gary White**

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Possible third party injury claims	• Serious Injury • Death	D, E	4	5	20	• Vehicles should not be used for any other purpose other than in connection with the business of the Company. • Drivers must not allow any person, other than authorised Company drivers, to drive their vehicle for any reason, at any time. • To help the control of possible third party injury claims against our fleet policy, the carrying of non-authorised passengers in any company vehicle is forbidden. • No person other than the Company employees are to ride as passengers in Company owned vehicles. • All authorised passengers are to occupy a factory fitted seat. • Passengers are not to be carried in the back of cargo vans/trucks. • No kerbside passengers e.g: hitchhikers, are to be carried in any Company vehicle. • All persons carried in Company vehicles will use the seat belts where they are fitted (both front and rear seats if applicable). • Under no circumstances should children be carried in the cabs of commercial vehicle, on plate items, or any other mechanical equipment.	√	1	5	5

Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
D = Members of the public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	SPECIALIST OPERATIONS	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Unsuitable Routes and roads for the size of the load Contravening the Abnormal loads Regulations Contravening Hazardous Goods Regulations	• Serious Injury • Death • Damage to vehicles • Damage to property	A	5	5	25	• All drivers carrying Dangerous Goods must have the correct Certification for the class of goods being carried. • All Drivers must have training on the carriage of abnormal loads. • Full guidance on Specialist Operations Loads is contained in the Driver's Handbook. • No driver is to undertake a journey where the vehicle comes under abnormal loads or ADR regulations without the correct authorisation and paperwork. • The company must have a process in place to make the correct notifications for abnormal loads and maintain an ESDAL registration. • All incidents of where a driver has had to deviate from the prescribed route must be documented and investigated. • All actions to prevent recurrence must be implemented	√	5	1	5

Persons at Risk	Severity		Likelihood	
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5
C = Contractors	Loss time injury	= 4	Likely	= 4
V = Visitors	Medical treatment	= 3	Possible	= 3
P = Public	Minor injury	= 2	Unlikely	= 2
A = All persons above	Trivial injury	= 1	Rare	= 1

	C	L	P	U	R
Maj	25	20	15	10	5
LTI	20	16	12	8	4
Med	15	12	9	6	3
Min	10	8	6	4	2
Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	OPERATIONAL SECURITY	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Vehicle and Load Theft	• Damage to Reputation • Increased insurance costs	A	3	5	15	• The cab of the vehicles must be locked at all times and all load area doors and curtains must be secured whenever the vehicle is left unattended. • Drivers are requested to exercise maximum care to prevent thefts. • Vehicles fitted with alarms/immobilisers must never be left unattended without the security system being fully operational. • Any expensive/attractive items should be locked away or removed from the vehicle. Particular attention should be paid to portable satellite navigation systems. • Vehicle keys are be kept in secure position at all times and not left within easy reach or key board overnight or when the office is unattended. • Drivers to be kept up to date with current best practice through Toolbox Talks, eLearning and Driver CPC Training.		3	1	3

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
P = Public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1

	Process/Activity	Date	Review date	Assessed by	Print Name
HERCULES SITE SERVICES	SECURITY & COUNTER TERRORISM	Nov 2019	Feb 2022		Gary White

Hazards	Hazard effect	PAR	S	L	RR	Actions/Control measures	Tick	S	L	RR
Vehicle Hijacking for use by terrorist to attack members of the public	• Death • Serious Injury • Business Disruption	A	5	3	15	• Drivers are trained to adhere to strict security measures to prevent hijacking • Drivers must continue to monitor their vehicle all throughout the day and report any suspicious activity. • If drivers suspect that the vehicle is being targeted then they must follow the instruction to 'RUN, HIDE, TELL' • The company has a business continuity plan to minimise the disruption to Business as Usual and to recover from any effects of a major incident.	√	5	1	5

Persons at Risk	Severity		Likelihood			C	L	P	U	R
E = Employees	Major injury/Fatality	= 5	Almost certain	= 5	Maj	25	20	15	10	5
C = Contractors	Loss time injury	= 4	Likely	= 4	LTI	20	16	12	8	4
V = Visitors	Medical treatment	= 3	Possible	= 3	Med	15	12	9	6	3
P = Public	Minor injury	= 2	Unlikely	= 2	Min	10	8	6	4	2
A = All persons above	Trivial injury	= 1	Rare	= 1	Tri	5	4	3	2	1