

# **BELLE VUE MANCHESTER LTD**

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## **DRIVERS RISK ASSESSMENTS MANUAL**

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**2024/2025**

**ISSUE 3**



## WHAT EMPLOYEES NEED TO KNOW ABOUT: THE HEALTH AND SAFETY AT WORK ACT (1974)

**The Health & Safety at work Act (HASWA) 1974**, stemmed from a report of the committee of enquiry on Safety and Health at work (The Robens Committee) which was commissioned to look into matters effecting the health and safety of people at work and other people affected by industrial and commercial activities.

The Act created CRIMINAL liabilities on employers and employees alike. There is little doubt that the management bears the main brunt of the requirements under the Act. However, it must be clearly understood that everyone connected with work activities has duties placed upon him/her and will be liable to prosecution for failure to discharge those duties in the correct manner.

### Duties of the Employer (Extract)

1. **Must** provide and maintain plant, equipment and systems that are safe and without risk to health.
2. **Must** make arrangements for ensuring the safety and absence of risks to health in connection with the USE, HANDLING, STORAGE and TRANSPORT of articles and substances.
3. **Must** provide **INFORMATION, INSTRUCTION, SUPERVISION** and **TRAINING** to ensure the Health & Safety of employees.

### Duties of the Employee's (Extract)

1. **Must** take reasonable care for the Health & Safety of themselves and others
2. **Must** co-operate with employers and others in meeting statutory requirement.
3. **Must not** interfere with or misuse anything, which is provided for Health, Safety or Welfare.

### OFFENCES (Some major offences under the Act are as follows):

- Failure to comply with a duty imposed by the act.
- Interfere with or misuse anything, which is provided for under the Act.
- Contravention of a regulation.
- Contravention of laws by employees.
- Failure by an employer to provide **INFORMATION, INSTRUCTION, SUPERVISION** and **TRAINING**.

### PENALTIES

If a person fails to discharge a duty or contravenes any regulation or requirement, he/she shall be liable on summary conviction (Magistrates Court) to a fine not exceeding £10,000.

Or

On indictment an unlimited fine

And/or

A period of imprisonment not exceeding 10 years (Crown Court)

### SUMMARY

**As an employer and Employees we have a specific legal duty and responsibility to avoid causing injury to others and ourselves. We are liable to personal prosecution if we contravene the law by our acts or omissions.**



# BELLE VUE MANCHESTER LTD

## DRIVERS RISK ASSESSMENTS MANUAL

Sheet no	Description	Action date	Review date
1	Work at height – Generic Risk Assessment	20/09/24	20/09/25
2	Manual Handling	20/09/24	20/09/25
3	Slips, Trips and Falls	20/09/24	20/09/25
4	Personal Protective Equipment	20/09/24	20/09/25
5	Driving Risks	20/09/24	20/09/25
6	First Aid <span style="float: right;">*UPDATED*</span>	20/09/24	20/09/25
7	Pallet (Pump) Trucks	20/09/24	20/09/25
8	COSHH Bleach	20/09/24	20/09/25
9	Using a Ladder with High Sided Vehicles	20/09/24	20/09/25
10	Jet Wash	20/09/24	20/09/25
11	Getting in and out of vehicle cabs	20/09/24	20/09/25
12	Reversing Vehicles <span style="float: right;">*UPDATED*</span>	20/09/24	20/09/25
13	Workplace Transport <span style="float: right;">*UPDATED*</span>	20/09/24	20/09/25
14	Diesel Tanks	20/09/24	20/09/25
15	Lighting	20/09/24	20/09/25
16	Movement on Customers Sites (Vehicular or pedestrian)	20/09/24	20/09/25
17	Passenger Safety – School Contracts/trips	20/09/24	20/09/25
18	COSHH – Cleaning Fluid, Polishers, Film Remover	20/09/24	20/09/25
19	COSHH – Antifreeze, Brake Fluid, Add Blue & Screen Wash	20/09/24	20/09/25
20	COSHH - Petrol	20/09/24	20/09/25
21	COSHH – Diesel Fuel	20/09/24	20/09/25
22	Lone Working	20/09/24	20/09/25
23	Noise & Noise Pollution & Routing	20/09/24	20/09/25
24	Whole Body Vibration	20/09/24	20/09/25
25	Counter Terrorism	20/09/24	20/09/25
26	Unloading by Hand	20/09/24	20/09/25
27	Covid-19 <span style="float: right;">*UPDATED*</span>	20/09/24	20/09/25
28	Accessibility for Wheelchair Users on PSVAR Vehicles	20/09/24	20/09/25
29	Bridge Strikes <span style="float: right;">*ADDITION*</span>	20/09/24	20/09/25

We ask you to sign this form as evidence that you have read and understand the risk assessments for the above listed activities that are necessary to reduce the risks of exposure to yourself and others and that you will comply with them at all times.

Signed Employee: .....

Date: .....

Print Name: .....

**(TEAR OUT COPY FOR RETENTION BY EMPLOYERS)**



**BELLE VUE MANCHESTER LTD**  
**DRIVERS RISK ASSESSMENTS MANUAL**

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We ask you to sign this form as evidence that you have read and understand the risk assessments for the above listed activities that are necessary to reduce the risks of exposure to yourself and others and that you will comply with them at all times.

Signed Employee: .....

Date: .....

Print Name: .....

**(EMPLOYEE COPY TO REMAIN IN MANUAL)**







## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Work at height

#### Area assessed:

Accessing vehicle

#### Hazard Description

Use of ladders and step ladders.

#### Hazard Category(ies)

Injuries,  
Accidents,  
Falls.

#### Risk Groups

Drivers

#### Severity

Worst case outcome - FATALITY

#### Frequency

Low

#### Likelihood

Medium

#### Existing Controls

Drivers are experienced in the use of ladders on the company's premises.  
Ladders are not used with the vehicles off site.  
Full annual inspection of ladders carried out and ladders are tagged with date of last inspection and when next due and a register kept.  
All activities involving work at height using ladders or step ladders are risk assessed beforehand and must only be used if there is not a safer method of carrying out the activity.  
Short duration only maximum 30 minutes.  
Light work only maximum 10Kg.  
Ensure employees do not suffer from vertigo or a fear of heights.  
3 points of contact must be maintained with the ladder.  
Ladders must be of commercial quality.  
Ladder training carried out and records kept.

#### Further Controls

None

#### Deadline

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Manual handling

#### Area assessed:

Premises and off site.

#### Hazard Description

Employees involved in the manual movement of luggage, wheel chairs, equipment, goods, parts or machinery loading and unloading of vehicles.

#### Hazard Category(ies)

Injuries,  
Accidents,  
Strains.

#### Risk Groups

Drivers

#### Severity

Worst case outcome – MAJOR  
INJURY/PERMANENT DISABILITY

#### Frequency

Low

#### Likelihood

Low

#### Existing Controls

Avoid where possible the need for manual handling by the use of ramps, pallet trucks, pump trucks, etc. Information provided to employees on good manual handling techniques for lifting/pushing/pulling and dragging and general risk assessment guidelines.  
Job Specific Manual handling training is carried out every 2 years and certificates obtained.  
Individual manual handling risk assessments are carried out for areas of concern.

#### Further Controls

None

#### Deadline

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Slips, Trips and Falls

#### Area assessed:

All premises and yard areas

#### Hazard Description

Present within a working environment that may give rise to Slips, Trips and Falls.

#### Hazard Category(ies)

Injuries,  
Accidents.

#### Risk Groups

Drivers

#### Severity

Worst case outcome – MAJOR  
INJURY/PERMANENT DISABILITY

#### Frequency

Medium

#### Likelihood

Medium

#### Existing Controls

Housekeeping is to an excellent standard.  
Good cable management.  
Rock Salt kept in event of bad weather.  
Regular inspections carried out.  
Good lighting in place.  
Spillage Policy.  
Gritting and Snow Procedure in place.  
Weekly housekeeping check sheets completed & retained.  
Spillage Policy displayed.

#### Further Controls

None

#### Deadline

Assessor's Name: Sheila Jones

Date: 20/09/24

Job Title: Director - C&C Risk Management Services

Review Date: 20/09/25

Signature: *Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Personal Protective Equipment

#### Area assessed:

Premises and off site

#### Hazard Description

Exhaust fumes, valeting chemicals, waste oils, fumes and dust during other work activities, new oils, moving vehicles, loading and unloading and out-door work etc.

#### Hazard Category(ies)

#### Risk Groups

Injuries  
Ill health  
Diseases

Drivers

#### Severity

#### Frequency

#### Likelihood

Worst case outcome – PERMANENT  
DISABILITY

Low

Medium

#### Existing Controls

Personal Protective Equipment supplied – hi viz jackets, safety shoes & gloves.  
COSHH assessments carried out.  
CE Marked Equipment supplied.  
Logs are in place.  
The Certificate of conformity is obtained from the supplier for all personal protective equipment.

#### Further Controls

#### Deadline

None

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:**

*Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Driving risks

#### Area assessed:

Driving for company Business

#### Hazard Description

Risks associated with driving for company business using company vehicles.

#### Hazard Category(ies)

#### Risk Groups

Injuries,  
Accidents,  
Breakdown.

Drivers

#### Severity

Worst case outcome - FATALITY

#### Frequency

Medium

#### Likelihood

Medium

#### Existing Controls

All vehicles are serviced & records kept.  
 Break down policy in place.  
 All journeys are monitored.  
 Licenses checked annually.  
 Mobile Phone Policy in place.  
 Driver fitness monitored – open door policy.  
 Vehicles checked at the start and end of every shift by driver.  
 Work Related Road Safety Policy in place.  
 Drive under tachograph rules/conditions when applicable.  
 Drivers are aware they are declaring themselves fit to drive when they get behind the wheel of the vehicle.  
 Drivers are made aware of the signs and effects of fatigue.  
 Fatigue Policy in place.  
 Drugs and Alcohol policy in place with pre-employment or the start of a specific contract, routinely, randomly or unannounced testing carried out.  
 Employees made aware of the hazards of mixing over the counter drugs, prescribed drugs and the hazards of legal highs.  
 Employees must advise their manager of any prescribed drugs that may affect their driving.  
 Noise and Noise Pollution Policy in place.  
 Air conditioning units in all vehicles maintained and inspected in accordance with the manufacturer's recommendations.  
 Annual Health and Fitness declarations are completed and retained and any issues dealt with.  
 Pre-employment eyesight checks, annual eyesight checks to meet minimum vision standards for driving and the use of glasses and contact lenses and after involvement in a road traffic collision, incident or near miss are carried out and records kept.  
 Defect reporting includes posture issues and in-cab air quality.

**Further Controls****Deadline**

None	
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**Assessor's Name:** Sheila Jones**Date:** 20/09/24**Job Title:** Director - C&C Risk Management Services**Review Date:** 20/09/25**Signature:** *Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

First Aid Provision

#### Area assessed:

Premises and Off Site

#### Hazard Description

First Aid facilities on the premises and off site.

#### Hazard Category(ies)

Injuries,  
Accidents,  
Sicknesses.

#### Risk Groups

Drivers

#### Severity

Worst case outcome - FATALITY

#### Frequency

Low

#### Likelihood

Medium

#### Existing Controls

Adequate first aid provision in place.  
First Aiders in place on site.  
30 minutes in rush hour to nearest hospital.  
Up to date first aid book in place.  
Signage displayed.  
Sickness and accident records reviewed regularly for trends/problems.  
First aid boxes in vehicles are included on daily defect sheet.

#### Further Controls

Consideration to be given to putting in place a mental Health First Aider to comply with HSE "Best Practice" guidelines.

#### Deadline

30/09/24

Assessor's Name: Sheila Jones

Date: 20/09/24

Job Title: Director - C&C Risk Management Services

Review Date: 20/09/25

Signature: *Sheila Jones*



**RISK ASSESSMENT  
BELLE VUE MANCHESTER LTD**

**USE OF PALLET (PUMP) TRUCKS**

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Using a standard hydraulic pallet truck	Staff	Failure to use the truck properly may lead to a loaded truck running out of control and overturning with the falling load causing physical injuries	3	3	9	<ul style="list-style-type: none"> <li>All staff that operate standard pallet trucks are competent in their use.</li> <li>Staff to control the truck movement when it is loaded by using the drive and parking brake mechanisms.</li> <li>Staff to ensure that the forks are suitably placed under the pallet to be moved.</li> </ul>	2	2	4
As above	As above	Overloading a pallet truck may result in the truck failing causing the load to fall resulting in physical injuries	3	3	9	<ul style="list-style-type: none"> <li>All pallet trucks to be marked with their safe working load.</li> <li>All staff understand the loading limitations of each truck.</li> </ul>	2	2	4
As above	As above	Pallet truck may be run over the user's foot if the user is distracted, resulting in foot injuries	3	3	9	<ul style="list-style-type: none"> <li>All staff who use pallet trucks to wear protective footwear.</li> <li>All staff to receive a safety briefing on the use of pallet trucks and the need to observe safe working practices.</li> </ul>	2	2	4

## USE OF PALLET (PUMP) TRUCKS (Cont'd)

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
As above	As above	Mechanical failure of a pallet truck may lead to the load falling resulting in physical injuries	4	3	12	<ul style="list-style-type: none"> <li>All pallet trucks to be regularly inspected for wear.</li> <li>All pallet trucks to be regularly maintained including topping up of hydraulic fluids.</li> </ul>	2	2	4
Improper use of a pallet truck	Staff	Horseplay involving pallet trucks may lead to physical injuries from by slips and falls	4	3	12	<ul style="list-style-type: none"> <li>All users of pallet trucks are competent in their use.</li> <li>Supervisors to regularly check for the misuse of pallet trucks.</li> <li>Disciplinary action may be taken against staff who misuse pallet trucks.</li> </ul>	2	2	4
<p>LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)            SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)            Degree of Risk (DR) = LIKELIHOOD x SEVERITY</p>									
<p>** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.</p>									

Assessor's Name: **Sheila Jones**

Date: **20/09/24**

Job Title: **Director - C&C Risk Management Services**

Review Date: **20/09/25**

Signature:

*Sheila Jones*

**RISK ASSESSMENT**  
**BELLE VUE MANCHESTER LTD**  
**COSHH ASSESSMENT RECORD**

**REF: BLEACH**

**Assessor's Name** Sheila Jones **Date:** 20/09/24

**Job Title: Director C&C Risk Management Services** **Review:** 20/09/25

**Signed:** *Sheila Jones*

**Material or Process** BLEACH

**Trade Names** N/A

**Risk to Health** An irritant

Hazardous Contents:

Route of Exposure Skin  Eyes  Breathing In  Cuts etc  Swallowing

Degree of Risk

Maximum Exposure Limit / Occupational Exposure Standard ...N/A.....

**Approved Uses** No restrictions

**Handling Precautions** N/A

**1. Work Methods** N/A

**2. Controls** If product is likely to be in contact with skin for a prolonged period, the use of suitable protective gloves is recommended.

**3. Protective Equipment** Type to be worn

Goggles / Visor   
 Gloves   
 Overalls   
 Respirator / Mask   
 Other

**COSHH ASSESSMENT**

**Estimate of Risk to Health: Low**

Risks to Health adequately controlled if above precautions are in force

Risk to Health requires above precautions and further action detailed overleaf

**COSHH action required**

- |  |                                     |         |
|--|-------------------------------------|---------|
| 1. Handling Precautions described overleaf in place? | <input checked="" type="checkbox"/> |         |
| 2. Maintenance of controls                           | <input checked="" type="checkbox"/> |         |
| 3. Monitoring of Exposures                           | <input checked="" type="checkbox"/> |         |
| 4. Information to Staff                              | <input checked="" type="checkbox"/> |         |
| 5. Written Instructions                              | <input checked="" type="checkbox"/> |         |
| 6. Training required?                                | <input type="checkbox"/>            | Specify |
| 7. Health Surveillance?                              | <input type="checkbox"/>            |         |
| 8. Other Controls?                                   | <input type="checkbox"/>            |         |

**Further Information**

The following information is provided to assist in the safe handling, use and disposal of the materials described overleaf.

<b>FIRST AID / HYGIENE ARRANGEMENTS</b>
<p><b>Skin:</b> Remove any contaminated clothing and wash skin thoroughly with plenty of water.</p> <p><b>Eyes:</b> Wash out with large quantities of water. If irritation persists, seek medical attention.</p> <p><b>Ingestion:</b> Remove product from mouth and give water to drink.</p> <p><b>Inhalation:</b> Remove to fresh air.</p>
<b>FIRE PRECAUTIONS</b>
<p>This product is not flammable. If involved in a fire, containers should be kept cool with water spray.</p>
<b>STORAGE</b>
<p>Store away from acids in original containers. Do not mix with acids. Contact with acids liberates Chlorine Gas. Do not mix with any other cleaning products or chemicals. Avoid extremes of temperature.</p>
<b>TRANSPORT</b>
<p>Not classified as hazardous.</p>
<b>SPILLAGE</b>
<p>Wash small spillages away to the drain. Contain large spillages in sand or earth. Collect in absorbed material in suitable containers for disposal.</p>
<b>WASTE DISPOSAL</b>
<p>In accordance with local authority regulations.</p>

**FOR FURTHER INFORMATION CONTACT:**

Note: The general assessment and other information have been prepared from manufacturers and suppliers' data. Safety in the use of any material is the responsibility of the users and the information herein provided should only be used as a general guide.

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

**Assessment Details**

**Reason for assessment:**

Work At Height – Using A Ladder with High Sided Vehicles

**Area assessed:**

All Site Areas

**Hazard Description**

Use Of Ladders

**Hazard Category(ies)**

**Risk Groups**

Injuries, Accidents, Falls.	Drivers
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**Severity**

**Frequency**

**Likelihood**

Worst Case Outcome – Fatality	Low	Low
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**Existing Controls**

Employees are experienced in the use of ladders.  
 Use any locking device.  
 Ground should be firm and level.  
 Floors should be clean not slippery.  
 Avoid side on working. Do not over reach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task.  
 Do not work off the top two steps (top three steps for swing back/double sided ladders) unless you have a safe handhold on the steps.  
 Full annual inspection of ladders carried out and ladders are tagged with date of last inspection and when next due and a register kept.  
 All activities involving work at height using ladders or step ladders are risk assessed beforehand and must only be used if there is not a safer method of carrying out the activity.  
 Short duration only maximum 30 minutes.  
 Light work only maximum 10Kg.  
 Ensure employees do not suffer from vertigo or a fear of heights.  
 3 points of contact must be maintained with the ladder.  
 Ladders must be of commercial quality.  
 Ladder training carried out and records kept.

**Further Controls**

**Deadline**

None	
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**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Use of a Jet Wash

#### Area assessed:

Premises and yard areas

#### Hazard Description

Water injection & infection causing serious soft tissue damage & injury & possible amputation or fatality.  
Impact of water on any part of the body with special concern on impact on eye  
Chemical degreasant on bare skin and worst instance in the eye causing chemical or allergic reaction.  
Slips, trips and falls from the hose etc.  
Spill chemicals, contact with skin, eye etc. causing chemical or allergic reaction.  
Electrical shocks.  
Risk of scalding if the equipment has a heating function.

#### Hazard Category(ies)

#### Risk Groups

Slips, Trips and Falls,  
Burns and scalds,  
Injection injury,  
Infections,  
Impact,  
Electrocution,  
Chemical and allergic reactions,  
Cuts,  
Amputation,  
Soft tissue damage,  
Sprains and strains.

All employees, visitors and contractors who may be on the premises.

#### Severity

#### Frequency

#### Likelihood

Worst case outcome – FATALITY

Medium

Medium

#### Existing Controls

All employees are competent and experienced in their use.

Use of protective PVC gloves, safety glasses, over trousers and protective footwear.

No shorts allowed.

Excellent housekeeping and hose kept tidy and put away when work complete.

Maintenance of machine, routine checks by employees using it, for damage to cables etc. having ensured that it is switched off before commencing.

Safe System of Work in place.

Training carried out and records kept

**Further Controls**

**Deadline**

None	
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**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

**RISK ASSESSMENT  
BELLE VUE MANCHESTER LTD**

**Assessment Details**

**Reason for assessment:**

Getting In and Out of Drivers Cabs

**Area assessed:**

Premises

**Hazard Description**

Falls from vehicle

**Hazard Category(ies)**

**Risk Groups**

Slips, Trips, Falls.	Drivers
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**Severity**

**Frequency**

**Likelihood**

Worst Case Outcome – Fatality	High	Medium
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**Existing Controls**

Drivers are supplied with a Safe System of Work which advises them not to jump or leap out of the cab and to use the handrail and steps provided and to ensure their boots are free from mud, snow, ice or slippery substances prior to climbing up the steps.

**Further Controls**

**Deadline**

None	
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**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*



## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

ASK ASSESSED / FILE No:	ASSESSED BY:	DEPARTMENT;	LOCATION;	DATE
<b>REVERSING VEHICLES</b>	Sheila Jones - Director C&C Risk Management Services	Drivers	Premises & Off Site	20/09/24

<b>LIST PERSONS AND OR PROPERTY AT RISK</b>	Drivers, Other vehicles, Pedestrians.
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	HAZARD IDENTIFIED. (list & Explain)	RISK/S ASSOCIATED (List & Explain)	LIKELIHOOD	SEVERITY	EXISTING CONTROLS (List)	CONTROLS SUFFICIENT (Yes/No)
1	Reversing in yards bays.  Blind sides when vehicle is at an angle	Collision damage to unit, other vehicles, buildings. Serious injury or death to pedestrians.	Low  Low	High  High	Competent & experienced drivers. (Drivers must be aware of other drivers walking in the area) High Vis vests for all staff, Reversing alarms, Warning signs, Exclusion of pedestrians from areas, Use mirrors extensively, Reversing Cameras (some vehicles)	No
2	Reversing in Yards Nights/Poor visibility  Blind sides when vehicle is at an angle	Collision damage to unit, other vehicles, buildings. Serious injury or death to pedestrians.	Low  Low	High  High	Competent & experienced drivers. (Drivers must be aware of other drivers walking in the area) High Vis vests for all staff, Reversing alarms, Depot lighting, Reversing lights, Warning signs, Exclusion of pedestrians from areas, Use mirrors extensively, Reversing Cameras (some vehicles)	No

3	<p>Reversing at customers premises</p>	<p>Collision damage to unit, other vehicles, buildings.</p> <p>Serious injury or death to pedestrians.</p>	Low	High	<p>Competent &amp; experienced drivers. (Drivers must be aware of other drivers walking in the area)</p> <p>Reversing alarms, Depot lighting, Reversing lights, Warning signs, Exclusion of pedestrians from areas (Subject to customers control) Provision of driver assistance or banksmen when agreed with clients, Reversing Cameras (some vehicles)</p>	Yes
4	<p>Reversing in Public areas</p>	<p>Collision damage to unit, other vehicles, buildings.</p> <p>Serious injury or death to pedestrians. <b>Serious injury to members of the public including children.</b></p>	Low	High	<p>Competent &amp; experienced drivers. (Drivers must be aware of other drivers walking in the area)</p> <p>Reversing alarms, Depot lighting, Reversing lights, Warning signs, Exclusion of pedestrians from areas. Provision of driver assistance or banksmen when agreed with clients. Reversing Cameras (some vehicles)</p>	Yes
5	<p>Driving away after reversing</p> <p>3<sup>rd</sup> parties may have stood to one side during reversing.</p> <p>These individuals may not react in a normal manner and think they are out of the way of danger.</p>	<p>Collision damage to unit, other vehicles, buildings.</p> <p>Serious injury or death to pedestrians. <b>Serious injury to members of the public including children.</b></p>	Low	High	<p>Competent &amp; experienced. (Drivers must be aware of other drivers walking in the area)</p> <p>Depot lighting, Warning signs, Exclusion of pedestrians from areas. Driver to take special care to check his vehicle is clear prior to moving off.</p>	Yes

	ASSESSMENT RECOMMENDATIONS	DEADLINE
1 a	Trained Banksmen should be put in place.	31/10/24
2 a		
	<b>Name:- Sheila Jones - Director C&amp;C Risk Management Services</b> <b>Date:- 20/09/24</b>	<b>Name:-</b> <b>Review Date:- 20/09/25</b>
	<b>Sign:-</b> <i>Sheila Jones</i>	<b>Sign:-</b>

**RISK ASSESSMENT FOR  
BELLE VUE MANCHESTER LTD**

**ASSESSOR: Sheila Jones**  
**Director - C&C Risk Management Services**

**DATE: 20/09/24**

**Signature:** *Sheila Jones*

**REVIEW DATE: 20/09/25**

**ASSESSMENT OF RISK FOR: WORKPLACE TRANSPORT**

TASK STEP	HAZARDS	POTENTIAL INJURY CONSEQUENCE	PEOPLE AT RISK FROM IDENTIFIED HAZARDS	CONTROLS IN PLACE	FURTHER ACTION REQUIRED
PARKING AREAS	COLLISION OF VEHICLE AND PEDESTRIANS FALLING, SLIPPING AND TRIPPING ON GROUND SURFACES, STRIKING A FIXED OBJECT, LOSS OF CONTROL	HIGH – POTENTIAL FATALITY	EMPLOYEES, VISITORS, CONTRACTORS, MEMBERS OF THE PUBLIC	ADEQUATE FLOOD LIGHTING IN PLACE, CAR AND COMMERCIAL VEHICLE PARKING. GOOD HOUSEKEEPING IN PLACE.  CONTRACTORS & SUB-CONTRACTORS ARE CHECKED OUT AND MADE AWARE OF VEHICLES ON SITE. ONE WAY SYSTEM IN PLACE AROUND THE SITE.	<b>A SAFE PEDESTRIAN WALKWAY SHOULD BE MARKED OUT DOWN THE SIDE OF THE MULTI COACH/BUS PARKING YARD THAT SHOULD BE MINIMUM WIDTH OF 1500MM – 31/10/23.</b>  <b>A DISABLED PARKING SPACE SHOULD BE MARKED OUT AS NEAR AS POSSIBLE TO THE RECEPTION DOOR TO COMPLY WITH THE DISABILITY ACT 2010 – 31/10/23</b>

**ASSESSMENT OF RISK FOR: WORKPLACE Transport, contd**

TASK STEP	HAZARDS	POTENTIAL INJURY CONSEQUENCE	PEOPLE AT RISK FROM IDENTIFIED HAZARDS	CONTROLS IN PLACE	FURTHER ACTION REQUIRED
REVERSING	COLLISION OF VEHICLES AND PEDESTRIANS, LOSS OF CONTROL	HIGH – POTENTIAL FATALITY	EMPLOYEES, VISITORS, CONTRACTORS, MEMBERS OF THE PUBLIC	VISITING DRIVERS ARE MADE AWARE OF THE SITE RULES AND FAMILIAR WITH THE LAYOUT OF THE WORKPLACE. MOST VEHICLES ARE FITTED WITH REVERSING SIRENS & REVERSING CAMERAS. AREA IS KEPT WELL CLEAR OF PEOPLE WHO DO NOT NEED TO BE IN REVERSING AREAS. ALL PEDESTRIANS IN AREA WEAR HIGH VISIBILITY JACKETS AND SAFETY BOOTS. REVERSING ACTIVITIES TO BE KEPT TO A MINIMUM	TRAINED BANKSMEN TO BE PUT IN PLACE – 31/10/24
TRAINING DRIVERS CAPABILITY ASSESSMENT	DRIVING TOO FAST, TOO SHARPLY OR DRIVING ON UNSUITABLE GROUND OR SLOPES INEXPERIENCE	HIGH – POTENTIAL FATALITY	EMPLOYEES, VISITORS, CONTRACTORS, MEMBERS OF THE PUBLIC	ALL EMPLOYEES HAVE AN INDUCTION AND DRIVING ASSESSMENT. DRIVER FITNESS MONITORED AT ALL TIMES. ALL DRIVING CERTIFICATION OBTAINED AND REFERENCES. TRAINING RECORDS KEPT FOR EACH EMPLOYEE AND AN PROGRAMME OF TRAINING AND REFRESHER TRAINING IS CARRIED OUT TO ENSURE THEIR CONTINUED COMPETENCE IN A CHANGING WORKPLACE. ACCIDENT REPORTING SYSTEM IN PLACE. SUPERVISION PROVIDED AS REQUIRED. HIGH VISIBILITY VESTS, SAFETY SHOES, GLOVES ARE PROVIDED AS REQUIRED.	NONE

**ASSESSMENT OF RISK FOR: WORKPLACE TRANSPORT, CONTD**

TASK STEP	HAZARDS	POTENTIAL INJURY CONSEQUENCE	PEOPLE AT RISK FROM IDENTIFIED HAZARDS	CONTROLS IN PLACE	FURTHER ACTION REQUIRED
MAINTENANCE/ SAFE VEHICLES	OVERTURNING FALLING, SLIPPING OR TRIPPING LOSS OF CONTROL STRIKING FIXED OBJECT UNSTABLE LOADS	HIGH – POTENTIAL FATALITY	EMPLOYEES, VISITORS, CONTRACTORS, MEMBERS OF THE PUBLIC	ALL VEHICLES ARE MAINTAINED AND CHECK SHEETS COMPLETED AS REQUIRED AND RECORDS KEPT. ALL NECESSARY INSPECTION CERTIFICATES ARE OBTAINED AS REQUIRED. REVERSING CAMERAS AND REVERSING SIRENS ARE FITTED TO VEHICLES. ALL WORKPLACE VEHICLES ARE STABLE IN USE AND PROVIDE A SAFE WAY TO GET UNTO AND OUT OF THE CAB, AND ANY OTHER PART OF THE VEHICLE THAT REQUIRES REGULAR ACCESS.	NONE

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

TASK ASSESSED / FILE No:	ASSESSED BY:	DEPARTMENT;	LOCATION;	DATE
<b>Diesel Tanks Filling</b>	Sheila Jones	Drivers	Off Site	20/09/24

<b>LIST PERSONS AND OR PROPERTY AT RISK</b>	Drivers, Other vehicles, Refuelling station, Pedestrians. Employees, 3 <sup>rd</sup> parties on site
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	HAZARD IDENTIFIED. (list & Explain)	RISK/S ASSOCIATED (List & Explain)	LIKELIHOOD Low / High 1 / 3	HARM Low / High 1 / 3	EXISTING CONTROLS (List)	CONTROLS SUFFICIENT (Yes/No)
1	Driving into refuelling station	Collision damage to unit, Pumps, Other vehicles Loss of traction (If any fuel Spilt) Serious injury or death to pedestrians.	1  1 1	2  2 3	Competent & experienced drivers. (Drivers check no other drivers walking in the area) Signage	Yes
2	Climbing out of and back into unit	Slips trips and falls	1	2	Competent & experienced drivers.	Yes
3	Connecting up Tanks and hose	Slips trips and falls Chemical contamination, Dermatitis Trapping fingers	1 1 1	2 2 2	Competent & experienced drivers. Disposable gloves supplied for all staff First aid kit available (Including Eye wash) in vehicles.	Yes
4	Fuel spilt on floor	Loss of traction Slips trips and falls Chemical contamination	1 1 1	2 2 2	Spill kit available at petrol station First aid kit available (Including Eye wash) in vehicles.	Yes

5	Driving away from fuel station	Collision damage Serious injury to death to pedestrians Ripping off fuel lines	1 1 1	2 3 2	Competent & experienced drivers. Competent & experienced drivers	Yes
	6	Ignition	Fire and or explosions	1	3	Competent & experienced drivers. Employee training No smoking on site Switch off all electrical systems on vehicles ( relevant to pumping) Signage Fire Extinguishers

	ASSESSMENT RECOMMENDATIONS / ACTION TAKEN	RISK TEAM RECOMMENDATIONS
1 a		
2 a		

<b>ASSESSOR'S NAME</b>	<b>Sheila Jones</b>	<b>Date:</b>	<b>20/09/24</b>
<b>JOB TITLE</b>	<b>Director - C&amp;C Risk Management Services</b>	<b>Review:</b>	<b>20/09/25</b>
<b>SIGNATURE</b>	<i>Sheila Jones</i>		



## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

**Assessment Details**

**Reason for assessment:**

Lighting

**Area assessed:**

Premises

**Hazard Description**

Adequacy of lighting – inadequate lighting resulting in eye strain and tripping hazards.

**Hazard Category(ies)**

**Risk Groups**

Injuries, Ill health, Sickness.	Drivers
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**Severity**

**Frequency**

**Likelihood**

Worst case outcome – PERMANENT DISABILITY	Low	Low
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**Existing Controls**

Adequate natural and artificial lighting throughout the premises.  
Flood lighting to compound.  
Emergency lighting in place.

**Further Controls**

**Deadline**

None	(Empty)
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**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

**RISK ASSESSMENT – CUSTOMERS SITES  
BELLE VUE MANCHESTER LTD**

<b>Task Step</b>	<b>Hazards</b>	<b>Potential Injury Consequence</b>	<b>Preventive measures required to reduce risk to low level</b>	<b>People at risk from identified hazards</b>	<b>Action taken on risks</b>
Collision with other vehicles, plant, pedestrians	Excessive speed	High, major injury, fatality	Drivers adhere to site specific speed limit. If unsure they maintain a speed limit of 5 mph.	All people in the area.	Drivers advised of site-specific requirements.
	Unauthorised movement of vehicles	Very hazardous, a major injury could occur possibly death.	Drivers familiarise themselves with site specific rules. Follow any instruction given by on site personnel with regards to parking, reversing etc. Adhere to all signage on site. Reversing beepers used where fitted.	All people in the area.	Drivers advised of site-specific requirements.
	Poor parking of vehicle blocking walkway, creating blind spot.	Very Hazardous a major injury could occur possibly death.	Drivers follow all instructions given with regards to stopping/parking. If unsure will seek clarification from on-site personnel.	All people in the area.	Drivers are made aware of site-specific requirements.
	Walking on site	Hazardous, major injury or fatality	Drivers adhere to any pedestrian walkways, signage, instructions given re-safety	Individual on site	Training of the driver.

Falls from height	Falling from the rear of the vehicle	Very hazardous. Major injury including death could occur.	Drivers must load/unload from ground level at all times. If a load cannot be secured from ground level drivers must report to the transport office for further instruction.		
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<b>ASSESSOR'S NAME</b>	<b>Sheila Jones</b>	<b>Date:</b>	<b>20/09/24</b>
<b>JOB TITLE</b>	<b>Director - C&amp;C Risk Management Services</b>	<b>Review:</b>	<b>20/09/25</b>
<b>SIGNATURE</b>	<i>Sheila Jones</i>		

**RISK ASSESSMENT FOR:  
BELLE VUE MANCHESTER LTD**

**Assessment Details**

**Reason for assessment:**

Driving risks and passenger safety associated with providing Buses and Coaches for school contracts

**Area assessed:**

Driving for company business

**Hazard Description**

Risks associated with driving company buses and coaches and ensuring passenger safety (school contracts) Including Covid-19, vehicle lifts and emergency procedures.

**Hazard Category(ies)**

**Risk Groups**

Injuries,  
Accidents,  
Breakdown,  
Illness,  
Slips, Trips and Falls,  
Entrapment,  
Fire,  
Anti-Social Behaviours.

Drivers,  
Passengers,  
Other road users and pedestrians.

**Severity**

**Frequency**

**Likelihood**

Worst case outcome - FATALITY

Medium

Medium

**Existing Controls**

All vehicles are serviced at 4 weekly intervals and a log kept.  
Mobile phone policy in place.  
Journeys are carefully monitored.  
Annual license checks.  
Driver fitness assessed.  
Driving ability assessed prior to employment.  
Vehicles supplied with first aid box.  
Vehicles are fitted with handrails.  
Daily check sheet completed by driver.  
All vehicles are non-smoking and appropriate signage is displayed.  
Emergency exits are signed accordingly.  
Mobile contact maintained with office.  
Break down cover in place.  
All coaches and buses are fitted with seat belts.  
Wheelchair lifts are available in some vehicles where required/requested.  
Vehicles are swept daily.  
All vehicles have trackers fitted.  
Tyres routinely inspected.  
Tyres less than 5 years old.  
Wheel Torque Policy in place.  
Work Related Road Safety Policy in place.  
Annual testing of eyesight and records kept.  
Direct Vision Standard compliant.

Employees trained in the use of the vehicle lifts and records kept.  
 Area kept clear whilst the lift is being operated.  
 Daily defect sheet completed which includes the first aid box, carry sheets and the lifts.  
 Vehicles cleaned between journeys to prevent the possibility of slips, trips and falls on board.  
 All disabled passengers are placed on board the coach first and the driver ensures they are safely positioned and secure in their seat and disabled passengers will be disembarked from the vehicle after all able, bodied passengers have exited the vehicle.  
 Extra care taken in bad weather to prevent the possibility of falls from or slips, trips and falls from the lift or vehicle.  
 All steps and floor surfaces are kept clean and dry.  
 Driver training carried out in evacuation procedures including the evacuation of disabled passengers.  
 Carry Sheets are in place for the removal of disabled passengers in the event of an emergency occurring and drivers trained in their use.  
 Emergency procedures have been drawn up and issued to all drivers.  
 In the event of an emergency disabled passengers will only be removed from the vehicle if there is imminent danger to their life.  
 All windows must be opened on the vehicles to provide ventilation, weather permitting.  
 The re-circulation button on the air conditioning units in vehicles is not used.  
 All parents, children, and teachers to are advised to wear a face covering, to prevent the spread of coughs and sneezes, whilst on the vehicles, due to being in a confined space.  
 We endeavour to ensure there are adequate school monitors on board to supervise the children and ensure they remain in their seats during the journey and enter and leave in a safe orderly manner, especially in respect of very young children and boisterous teenagers.  
 All hard surfaces, touch points, seats and door handles, inside and out are wiped down with an anti-viral solution after each journey and the floor mopped is with anti-viral solution.  
 Any vehicles being used will be vigorously cleaned and sanitized with the anti-bac fogger or disinfectant spray system.  
 No consuming of food and/or drinks is allowed in the vehicles.  
 Toilet facilities on any vehicles are cleaned after each journey with appropriate anti-viral cleaning fluid and bleach.  
 Hand sanitizer pumps are installed at the entrance to all vehicles or anti-viral wipes provided.  
 Fire Extinguishers in place on annual maintenance contract.  
 Vulnerable Road Users Policy in place.  
 Job specific manual handling carried out every 2 years by a suitably competent and trained manual handling instructor and certificates obtained.

**Further Controls**

**Deadline**

None	
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**Assessor's Name: Sheila Jones**

**Date: 20/09/24**

**Job Title: Director - C&C Risk Management Services**

**Review Date: 20/09/25**

**Signature:** *Sheila Jones*

**COSHH RISK ASSESSMENT  
BELLE VUE MANCHESTER LTD**

**Assessment Details**

**Reason for assessment:**

Control Of Substances Hazardous to Health

**PRODUCT assessed:**

Polish, Traffic Film Remover, Cleaning Fluids

**Hazard Description**

Skin & Eye Irritant De-Fats the Skin.

**Hazard Category(ies)**

**Risk Groups**

Skin & Eye Damage Respiratory Effects.

Drivers

**Severity**

**Frequency**

**Likelihood**

Worst Case Outcome  
Permanent Disability

Medium

Medium

**Existing Controls**

Information on use and risks provided.  
Skin & eye protection provided.  
Periodic reviews.  
Used in well-ventilated areas.  
Avoid inhalation.

**Further Controls**

**Deadline**

None

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:**

*Sheila Jones*

## COSHH RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Control Of Substances Hazardous to Health

#### PRODUCT assessed:

Antifreeze, Brake Fluids, Add Blue & Screen Wash

#### Hazard Description

Skin & Eye Irritant.

#### Hazard Category(ies)

Skin Disorder,  
Eye Damage,  
Poisonous.

#### Risk Groups

Drivers

#### Severity

Worst Case Outcome  
Permanent Disability

#### Frequency

Medium

#### Likelihood

Medium

#### Existing Controls

Skin & eye protection provided.  
Periodic reviews.  
Information on use and risks provided.

#### Further Controls

None

#### Deadline

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:**

*Sheila Jones*

## COSHH RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for Assessment:

Control Of Substances Hazardous to Health

#### Product assessed:

Petrol

#### Hazard Description

Eye And Skin Irritant,  
Flammable.

#### Hazard Category(ies)

Skin And Eye Damage,  
Ingestion,  
Respiratory Effects.

#### Risk Groups

Drivers

#### Severity

Worst Case Outcome –  
Permanent Disability

#### Frequency

Medium - High

#### Likelihood

Medium

#### Existing Controls

Competent employees only.  
Gloves provided.  
Information on risks and use provided.

#### Further Controls

None

#### Deadline

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:**

*Sheila Jones*



**COSHH RISK ASSESSMENT  
BELLE VUE MANCHESTER LTD**

**Assessment Details**

**Reason for assessment:**

Control Of Substances Hazardous to Health

**Product assessed:**

Diesel Fuel

**Hazard Description**

Skin and Eye Irritant

**Hazard Category(ies)**

**Risk Groups**

Irritating to Skin and Eyes,  
Harmful by Inhalation,  
Ingestion,  
Respiratory System, Lungs.

Drivers

**Severity**

**Frequency**

**Likelihood**

Worst Case Outcome –  
Permanent Disability

Medium

Medium

**Existing Controls**

Competent Employees only.  
Gloves provided.  
Information on risks and use provided.

**Further Controls**

**Deadline**

None

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

## RISK ASSESSMENT FOR: BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Working alone

#### Area assessed:

Driving

#### Hazard Description

Injuries to employees whilst driving on company business.

#### Hazard Category(ies)

#### Risk Groups

Injuries,  
Accidents,  
Sickness.

Drivers

#### Severity

#### Frequency

#### Likelihood

Worst case outcome - FATALITY

Medium

Low

#### Existing Controls

Drivers are fully trained and experienced.  
Drivers are required to report in to the traffic office at regular intervals throughout the day.  
All vehicles are tracked and monitored throughout the day.  
First aid boxes are carried in all vehicles.  
First Aid Boxes are included on the daily defect sheet.

#### Further Controls

#### Deadline

None

Assessor's Name: Sheila Jones

Date: 20/09/24

Job Title: Director - C&C Risk Management Services

Review Date: 20/09/25

Signature:

*Sheila Jones*

**RISK ASSESSMENT**  
**BELLE VUE MANCHESTER LTD**

**Assessment Details**

**Reason for assessment:**

Noise and Noise Pollution and Routing

**Area assessed:**

Driving company vehicles

**Hazard Description**

Noise induced hearing loss.

**Hazard Category(ies)**

**Risk Groups**

Partial,  
Temporary,  
Permanent.

Drivers

**Severity**

**Frequency**

**Likelihood**

Worst case outcome – PERMANENT  
DISABILITY

Medium

Low

**Existing Controls**

No evidence of any excessive noise present as all vehicles are relatively new, well maintained and provided windows and doors are kept shut when driving them they do not present any risks of noise induced hearing loss.

Routes take, into account areas of high population, schools and hospitals and the times of transporting passengers.

Horns are only used, where absolutely, necessary.

Routes are used that minimise distance driven and fuel used and minimise the use of routes that are subject of local air quality exceedances. Distances travelled across the fleet are recorded by vehicle type. Any deviations from designated, permitted or controlled routes have to be justified and unauthorized deviations are investigated.

Commercial navigation systems are used that are customised for the vehicle weight and dimensions. Route planning takes, into account any necessary route permits, destinations, specific hazards identified, impact on working time and driver's hours, vehicle dimensions and weight restrictions particularly at bridges and structures, vehicle emissions standards and restrictions, parking, loading and unloading restrictions and any road user charging schemes or tolls.

Noise and Noise Pollution Policy in place.

**Further Controls**

**Deadline**

None	
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**Assessor's Name: Sheila Jones**

**Date: 20/09/24**

**Job Title: Director - C&C Risk Management Services**

**Review Date: 20/09/25**

**Signature:** Sheila Jones

## RISK ASSESSMENT FOR BELLE VUE MANCHESTER LTD

**Assessment Details**

**Reason for assessment:**

WHOLE BODY VIBRATION – DRIVING OF COMMERCIAL VEHICLES

**Area assessed:**

DRIVING

**Hazard Description**

DRIVING OF COMMERCIAL VEHICLES.

**Hazard Category(ies)**

**Risk Groups**

WHOLE BODY VIBRATION,  
SHOCK VIBRATION.

DRIVERS

**Severity**

**Frequency**

**Likelihood**

WORST CASE OUTCOME –  
MAJOR INJURY

MEDIUM

LOW

**Existing Controls**

EMPLOYEES HAVE BEEN TRAINED IN THE USE OF THE VEHICLES & EQUIPMENT AND MADE AWARE OF THE HAZARDS.  
ALL VEHICLES & EQUIPMENT ARE MAINTAINED, INSPECTED AND REPLACED REGULARLY.  
ALL VEHICLES ARE ASSESSED FOR THEIR WHOLE-BODY VIBRATION LEVELS BEFORE PURCHASE.  
EMPLOYEES RECEIVE A SAFE SYSTEM OF WORK AND POLICY FOR WHOLE BODY VIBRATION RISKS.

**Further Controls**

**Deadline**

NONE

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:**

*Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

**Assessment Details**

**Reason for assessment:**

Counter Terrorism

**Area assessed:**

Driving for company Business

**Hazard Description**

Potential Security and Terrorist threats

**Hazard Category(ies)**

**Risk Groups**

Security,  
Threats,  
Extremists,  
Radicalisation.

Drivers

**Severity**

**Frequency**

**Likelihood**

Worst case outcome - FATALITYS

Medium

Medium

**Existing Controls**

Counter Terrorism Policy in place.  
Ensure employees are prepared to deal with extremist and terrorist action.  
Encourage employees to report all issues whether real or potential.  
Encourage identification of terrorism related behaviours and the reporting of them.  
Counter Terrorism Champion in place.

**Further Controls**

**Deadline**

None

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

**RISK ASSESSMENT FOR:  
BELLE VUE MANCHESTER LTD**

**Assessment Details**

**Reason for assessment:**

Unloading vehicles by hand

**Area assessed:**

Off Site

**Hazard Description**

Employees involved in the unloading of vehicles by hand.

**Hazard Category(ies)**

**Risk Groups**

Manual Handling,  
Loss of load,  
Confined spaces,  
Twisting,  
Stooping,  
Bending,  
Reaching upwards,  
Strains,  
Cuts and bruises,  
Hernias,  
Fractures/broken bones,  
Sprains,  
Falling objects.

Employees

**Severity**

**Frequency**

**Likelihood**

Worst case outcome – MAJOR  
INJURY

Medium

Medium

**Existing Controls**

Ensure adequate lighting in place.  
Competent trained employees only.  
Hi visibility vests, gloves and safety shoes worn at all times.  
Load is checked to ensure secure.  
Pallet truck, ramps and electric lifts used where possible.  
Employees are issued with the HSE leaflet on good handling techniques for lifting/pushing and pulling and general risk assessment guidelines.  
Employees are trained in Job Specific Manual Handling every 2 years and certificates obtained.  
Individual risk assessments carried out for any highlighted activities and the results assessed to ensure all hazards are being correctly identified and controlled or removed as necessary.

**Further Controls**

**Deadline**

None

**Assessor's Name: Sheila Jones**

**Date: 20/09/24**

**Job Title: Director - C&C Risk Management Services**

**Review Date: 20/09/25**

**Signature:**

*Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Covid-19

#### Area assessed:

Premises, Yard/Compound areas and vehicles when carrying passengers

#### Hazard Description

Cross Infection due to not maintaining or being unable to maintain one metre plus safe distancing guidelines, poor hygiene and sanitation.

#### Hazard Category(ies)

Infections,  
Sickness,  
Breathing Difficulties,  
Fever.

#### Risk Groups

All employees, visitors and contractors who may be on the premises.

#### Severity

Worst case outcome – FATALITY

#### Frequency

Medium

#### Likelihood

Medium

#### Existing Controls

Breaks are staggered where possible to ensure employees respect the one metre plus safe distancing guidelines.

Rest room facilities **should** provide one metre plus distancing between tables and all tables and chairs, kitchen equipment and surfaces are wiped down with anti-viral wipes after each employee's use.

Staggered shifts are considered to prevent any issues of congestion in areas of the premises.

Desks **should be** cleaned between individual use.

Notices **should be** displayed reminding employees to keep one metre plus distance where possible and to wash their hands with soap for 20 seconds frequently throughout the day and catch all sneezes and coughs in tissues and immediately bin the tissue and wash your hands.

Anti-viral wipes/sprays/sanitizing gel **should be** provided throughout the working areas, the rest room facilities and customer sales desks areas.

All hard surfaces and door handles **should be** wiped down with anti-viral wipes at regular intervals during the day.

All computers and telephone equipment **should be** wiped down daily with anti-viral wipes and in-between individual employee use, where applicable.



Floors **should be** mopped down daily with anti-viral solution.

Time limits **should be** set for face-to-face meetings and face masks **should be** made available for employees and customers who request them.

Minimise the number of employees using equipment (**should be** wiped down with anti-viral wipes between each individual use) where possible.

Extra care and consideration **should be** given to pregnant women, older workers, and other vulnerable groups where we endeavour to maintain the one metre plus safe distancing guidelines.

Vehicle interiors including upholstery, seats and inside and outside door handles on all vehicles **should be** wiped down with anti-viral wipes/solution between each use after valeting or after being moved around the site.

Employees who use company vehicles for business and/or social, domestic and pleasure use should wipe down the vehicle with anti-viral wipes when returning the vehicle to the Company premises or passing it to another employee to use.

Toilet facilities for both employees and customers use **should be** cleaned at regular intervals with appropriate anti-viral cleaning fluid and disinfectant.

Drivers **should be** provided with anti-viral wipes, sanitizing gel, disposable gloves and masks.

**Further Controls**

**Deadline**

None	
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**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:** *Sheila Jones*

## RISK ASSESSMENT FOR: BELLE VUE MANCHESTER LTD

### Assessment Details

#### Reason for assessment:

Accessibility for Wheelchair Users on PSVAR Vehicles

#### Area assessed:

Vehicles

#### Hazard Description

Falls from the vehicle or vehicle lift, collisions or impact with the vehicle or persons in the area whilst being lifted. Slips, trips, and falls on the ground or in the vehicle. Vehicle collisions or Fire whilst onboard the vehicle.

#### Hazard Category(ies)

Injury,  
Impact,  
Collisions,  
Falls From,  
Slips, Trips and Falls,  
Fire.

#### Risk Groups

Passengers and Drivers

#### Severity

Fatality

#### Frequency

Medium

#### Likelihood

Low

#### Existing Controls

Vehicle Lifts fitted to all appropriate vehicles.  
Employees trained in the use of the vehicle lifts.  
Area kept clear whilst the lift is being operated.  
Daily defect sheet completed which includes evac chairs, carry sheets and the lifts.  
Vehicles cleaned between journeys to prevent the possibility of slips, trips and falls on board.  
All disabled passengers are placed on board the coach first and the driver ensures they are safely positioned and secure in their seat and disabled passengers will be disembarked from the vehicle after all able, bodied passengers have exited the vehicle.  
Extra care taken in bad weather to prevent the possibility of falls from or slips, trips and falls from the lift or vehicle.  
All steps and floor surfaces are kept clean and dry.  
Evac Chairs or Carry Sheets are provided for the removal of disabled passengers in the event of an emergency occurring and drivers trained in their use.  
Emergency procedures are issued to all drivers.  
In the event of an emergency disabled passengers must only be removed from the vehicle if there is imminent danger to their life.  
Job specific manual handling training is carried out every 2 years by a suitably competent and trained manual handling instructor and certificates obtained.

#### Further Controls

None

#### Deadline

**Assessor's Name: Sheila Jones**

**Date: 20/09/24**

**Job Title: Director – C&C Risk Management Services**

**Review Date: 20/09/25**

**Signature:**

*Sheila Jones*

## RISK ASSESSMENT BELLE VUE MANCHESTER LTD

**Assessment Details**

**Reason for assessment:**

Bridge Strikes

**Area assessed:**

Roads and Motorways

**Hazard Description**

Overturning, colliding with, collisions, Impact, collapse of bridge structure, entrapment, fire, injuries.

**Hazard Category(ies)**

**Risk Groups**

Injuries,  
Overturning,  
Collisions,  
Impact,  
Entrapment,  
Fire.

Drivers and the general public.

**Severity**

**Frequency**

**Likelihood**

Worst case outcome - FATALITY

Low

Low

**Existing Controls**

Competent, trained and experienced employees.  
Commercial Sat Nav systems used.  
Measuring sticks provided.  
Photograph of loaded vehicle to be sent to transport office with measurements for checking if any issues on route prior to leaving customer's site.  
Designated point of contact for drivers in the office.  
Any deviations to the route supplied must be checked with the transport office before proceeding.  
Training provided and records kept.  
Safe System of Work provided.  
Weekly random Alcohol and Drugs testing carried out.  
Weekly telematic reports carried out to assess the standard of the drivers driving etc.

**Further Controls**

**Deadline**

None

**Assessor's Name:** Sheila Jones

**Date:** 20/09/24

**Job Title:** Director - C&C Risk Management Services

**Review Date:** 20/09/25

**Signature:**

*Sheila Jones*