

Risk Rating**Risk Assessment & Method Statement****Task/ activity:** Loading/ unloading operations- Third party sites**Task/ activity description:**

THIS TASK INVOLVES THE SAFE LOADING AND UNLOADING OF HGV ON THIRD PARTY OPERATED SITES.

**Likely to be effected:** Drivers, sub contractors**Risk Scoring = multiply severity by probability SxP=R**

Severity	Probability	Risk Category
5 Fatality or disaster	5 Highly likely	
4 Major injury, damage or loss	4 Very likely	High = 15-25
3 Reportable injury or occurrence	3 Likely	Medium = 9-14
2 Minor injury, less than 3 days lost time or minimal loss	2 Unlikely	Low = 1-8
1 Minor injury, no lost time or damage	1 Very unlikely	

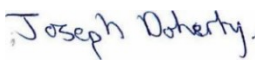
HAZARD	CONTROL MEASURES TO BE TAKEN TO REDUCE RISK	Risk Scoring		Risk Rating
		S	P	
Vehicle/ Pedestrian Contact - Death - Major injury	- Only competent and authorised personnel to carry out works for Re-Gen. - Drivers must all be informed and understand the specifics of safe operating procedure for loading and unloading operations. - Drivers must be informed and understand the specifics of the five-meter rule. - Upon arrival to the site, drivers must present themselves to the site office/ reception area for a site safety induction and to be instructed on the designated loading/ unloading area including any other pertinent site safety rules. - Hi-vis clothing must be worn	5	2	10

	• Drivers to comply with the site-specific traffic management plan. • Drivers are to be informed and understand the content of this assessment. • Drivers are to follow the safe stop procedure. Stop in designated safe location. Stop the engine, out of gear and handbrake on. • Drivers must take care exiting their vehicle, checking their mirrors and looking in both directions to ensure there is no oncoming traffic.			
Falling Object • Death • Major injury • Crush	• Drivers are to comply with the site-specific traffic management plans and specifically comply with the site-specific designated loading/ unloading area • All drivers must remain in the cab of the vehicle during loading or unloading operations. • No loading or unloading can commence until curtains are opened, any straps have been removed and drivers are safely in the cab of their vehicle. • Drivers must comply with the five-meter rule and understand the meaning and specifics of this rule. • Drivers must wear a hard hat, when exiting their vehicle where site specific safety rule apply. • Drivers must access the load and remain vigilant when opening their curtain to ensure there is no contact with falling objects	5	2	10
Vehicle/ Vehicle contact • Death • Major injury • Damage	• Operatives to visually inspect their vehicle before use and escalate faults. • Drivers must ensure mirrors are cleaned and properly positioned. • Drivers must comply with site specific traffic management plans and follow the directions of site personnel. • Drivers must comply with site speed limits. • Reversing manoeuvres are to be kept to a minimum and make use of a banksman to assist.	5	2	10
Fire • Burns • Major injury • Death	• Drivers cab to be fitted with appropriate fire extinguisher • No smoking is authorised in company vehicles. • Driver to inspect his load before departing to ensure there the load is secure and there are	4	2	8

	no signs fire.			
Falls from height • Death • Major injury	• Automated unsheathing systems are to be used wherever possible. • Only approved safe working platforms can be used to carry out this task. • No employees are authorised to climb on top of their vehicle. • Employees must use the fixed access ladder to access the working platform to carry out this task. • Once on the platform the access chain must be secured. • Where no access platform is available a tagline may be used to assist in covering and uncovering operations. • A banksman should be in safe position to ensure it is safe to cast the tag line over the vehicle.	5	2	
Slip / Trip / Falls	• Drivers must inspect the access steps to the cab as part of their pre-use checks. • Drivers must wear appropriate safety footwear with steel toe caps and sufficient ankle support. • Take care exiting the vehicle, consider the ground conditions before exiting the vehicle. • Drivers must use handles provided for leverage when exiting or entering the vehicle. • Any straps and ratchets must be properly stowed away after use.	3	2	6
Mechanical Failure	• Driver must inspect his vehicle before starting work every shift. • Any identified fault must be escalated accordingly. • If a significant fault occurs during work this must be actioned immediately. • HGVs are PSV checked every 12 weeks	3	2	6
Lack of information, instruction, training, and supervision. • Major injury • Death	• All Drivers must be fully inducted and sign off that they have received and understood the content from Re-Gen driver handbook. • All drivers must complete CPC training. • Employees are to receive updated and refreshed information, training, and instruction at appropriate intervals Department manager to consult with drivers regarding any concerns or issues that arise. • All drivers must be aware of the safe loading/unloading SOP and ask questions from their	5	2	10

	line manager of anything they are unsure of.			
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Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Apr 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Apr 2025
Reviewed on:	Apr 2025	New version number:	3
Date of next review:	Apr 2026, or as an when required		

PPE required

- Hi-vis clothing, safety boots

Method statement**1. Requirements of authorised operatives to carry out the work**

- 1.1 Re-Gen induction / site specific induction
- 1.2 HGV license/ CPC training
- 1.3 Supervision

2. PPE Requirements-follow site specific rules

- 2.1 Work wear
- 2.2 Safety boots
- 2.3 Gloves
- 2.4 Hard hat

3. Pre-Use checks/ Housekeeping

- 3.1 Operative to check the vehicle is safe before starting to work
- 3.2 Employee to ensure mirrors are clean and properly positioned
- 3.3 Any damage or defect is to be reported immediately

4. Method of work

- 4.1 Re-Gen will only work with third-party sites operated by a reputable company with acceptable standards of safety and with suitable Health and Safety procedures in place.
- 4.2 Re-Gen employees to follow site specific guidance and adhere to site rules
- 4.3 Speed limits should be displayed and followed by Re-Gen employees on third party sites
- 4.4 Re-Gen employees must wear Hi-vis clothing when exiting their vehicles.

- 4.5 Re-Gen operatives must follow the five-meter rule when exiting their vehicle.
- 4.6 Look both directions and make eye contact with operative operating plant machinery in the area.
- 4.7 Employees must follow site specific traffic management plans
- 4.8 If a Re-Gen employee has any concerns or identifies an unsafe operation or situation. Employee must report to the third-party site foreman and if possible, inform his own line manager from a safe location
- 4.9 Before any loading or unloading can occur Re-Gen driver must open his curtain/ unsecure the load, stow away ratchets and straps and must get back in the cab in compliance with the safe stop procedure.
- 4.10 When being loaded or unloaded Re-Gen operative must stay inside the cab of their vehicle as far as possible.
During loading or unloading operations Re-Gen employee must keep themselves safe as a priority and never travel behind the truck during loading or unloading operations.
- 4.11 If a Re-Gen employee has concerns but can't raise the issue with the site foreman, they should remain in their vehicle with hazard lights on and contact their own Re-Gen line manager

Site Specific Rules

- Third party site rules are enforced and must be followed by any Re-Gen personnel entering the third-party workplace.
- Plant machinery and vehicles are only to be operated by trained, competent and authorised personnel
- Plant machinery and vehicles at third party sites should be inspected at suitable intervals by a competent person.
- Plant machinery and vehicles at third party sites should be maintained as per manufacturers recommendations.
- Re-Gen employees must follow site specific rules
- Speed limits should be displayed and followed by Re-Gen employees on third party sites
- Re-Gen employees must wear Hi-vis clothing when exiting their vehicles.
- Re-Gen operative must follow the five-meter rule when exiting their vehicle.
- Look both directions and make eye contact with operative operating plant machinery in the area.

- Employees must follow site specific traffic management plans
- If a Re-Gen employee has any concerns or identifies an unsafe operation or situation. Employee must report to the third-party site foreman and if possible, inform his own line manager from a safe location
- When being loaded or unloaded Re-Gen operative must stay inside the cab of their vehicle as far as possible.
- During loading or unloading operations Re-Gen employee must keep themselves safe as a priority.
- If a Re-Gen employee has concerns but can't raise the issue with the site foreman, they should remain in their vehicle with hazard lights on and contact their own Re-Gen line manager

SAFE STOP PROCEDURE

- The following procedure **MUST** be followed before leaving the seat of any vehicle, when anyone else approaches, and when anyone is working on the equipment
- Fully apply the handbrake
- Make sure all controls and equipment are left safe, e.g. Controls in neutral, Stop the engine, remove the key.

Five-meter rule

- To exit your vehicle for any reason you must obey the five-meter rule for your safety.
- Re-Gen operatives are trained and must not drive forward if any person is within five meters.
- But as we all know plant machinery does have blind spots, protect yourself
- Ensure positive communication (eye contact)
- Be cautious exiting vehicle, check both directions ensure your own safety



THIS TRANSIT VAN IS APPROXIMATELY FIVE METERS IN LENGTH
THIS IS THE DISTANCE THERE SHOULD BE BETWEEN YOU AND MOVING PLANT

Contact details

In case of an accident or emergency, call 999 immediately.

- Daisy Hill Hospital – 028 3083 5000