

Guidance document

G1298 Site Specific Workplace Transport Risk Analysis and Assessment

(To be used in conjunction with [R0440](#))

Issue No.: A1

Issue date: May 2012
Review date: May 2015

MAYOR OF LONDON



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1 Purpose

- 1.1 The purpose of these guidance is to assist in the compilation of a site specific workplace transport risk analysis and assessment within APD areas. Please refer to reference document R0440 for site specific template.

Note: workplace transport refers to “any vehicle or piece of mobile equipment, which is used by employers, self-employed people or visitors in any workplace.”

2 Scope

- 2.1 This guidance applies to site specific workplace transport risk analysis and assessments for various locations within APD.

3 Guidance

- 3.1 This document gives guidance on how to complete a workplace transport risk analysis and assessment, outlining the aspects that need consideration and gives an example of a risk analysis as required by the Office of the Rail Regulations (ORR).
- 3.2 Site specific risk assessments should be generated for various sites across APD and these will be held on the WoCRA2 database. The risk analysis and template will sit locally at the various locations and support the workplace transport and associated risk assessments.
- 3.3 Examples of workplace transport include but is not limited to forklifts, Lorries, vans, dumpers, tractors, cars, battery powered vehicles (scissor lift/cherrie picker) etc.
- 3.4 Workplace transport is used in all sectors of industry. Used properly it is a valuable tool to a business, however, if used improperly it can be highly dangerous.

Note: Workplace transport accidents are the second highest cause of workplace fatalities in the United Kingdom.

4 Main causes of workplace transport accidents

- 1) Organisational / human factors
- 2) Driver / operator error but usually linked to other factors e.g. poor traffic control, unsafe system of work during reversing / unloading, training / supervision
- 3) Management failing to recognise there's a problem (leading to faulty equipment), providing safe plant, information, training, instruction, devising a safe system of work and ensuring safe systems of work are actually followed
- 4) Being struck by a vehicle
- 5) Overturns of vehicles / mobile equipment
- 6) Falls from vehicles
- 7) Falling objects from vehicles / mobile equipment
- 8) Incorrect use of vehicles
- 9) Overloading of vehicles
- 10) Poor maintenance