

RISK ASSESSMENT

Risk Assessment Reference: RA 053					Assessor Stephen Turner		Area/Location: Outside Customer's Premises		
Loading/Unloading ATM's & Equipment from the delivery vehicle									
Persons Exposed:		Employees: ☒		Clients Staff / Visitors: ☒		Contractors: ☒		Public: ☒	
Hazard / Activity	Risk	Risk Rating			Control Measures to Reduce Risk	Residual Risk			
		Probability	Severity	Risk		Probability	Severity	Risk	
Protecting the public	Crushing, impact or collision.	3	3	9	Vehicle speeds in pedestrian areas must not exceed the designated speed limit. Delivery or collection of ATM's to be made at quiet periods where possible. Where tail lifts are used, barriers or cones are to be put in place to create a safe area whilst the ATM is lifted or lowered on the tail lift. Sufficient barriers / segregation must be in place when using a HIAB to prevent the public or unauthorised persons entering the lift area. Where a ATM is moved some distance using a pallet truck in a pedestrian area or where others are present the operatives must give priority to pedestrians and be observant at all times. Where necessary, stop to let a member of the public or persons in the area pass.	2	3	6	
Work at Height	Fall from Height	4	4	16	All work at height must be planned. Operatives are not to stand on the edge of the tail lift when operating it. When working on the bed of a lorry the edge protection system must be put in place and remain in place at all times whilst working on the lorry bed.	2	4	8	
Use of Lorry Mounted Crane (HIAB)	Overhead obstructions, ground conditions, overturning of HIAB, falling or swinging load.	5	5	25	The lorry mounted crane (HIAB) must have a current test of thorough examination and be free from defects. The operator is to carry out a visual pre use check of lifting equipment and lifting accessories before use. All lifting equipment and lifting accessories must be marked with their safe working load (SWL) and have a current test of thorough examination. Lifting equipment and lifting accessories must not be used to move or lift loads heavier than the marked SWL. Weather conditions including wind speeds will be monitored to ensure lifting operations are not affected. The operative is to check for any overhead hazards or ground conditions that could result in the ground collapsing. Lifting operations and use of the HIAB to be carried out by competent and trained operatives. The HIAB lorry is to be parked on firm, level ground with the stabilisers extended and spreader plates in place on the ground. Lifting of safes or any other loads are to be properly planned, with a lift plan in place and the load secured prior to lifting. The area around the lifting operation is to be cordoned off. Under no circumstances must people be permitted to walk or stand beneath a load being lifted. The public or any other person not directly involved in the lift must be excluded from the lifting area. When using a remote control the operator must be in a position of safety. All operatives must wear	2	5	10	

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					safety footwear, hi-viz vest and a safety helmet.			
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		Probability	Severity	Risk		Probability	Severity	Risk	
Use of tail lift	Crushing Fall from height	3	4	12	The tail lift will be serviced in line with the manufacturer's recommended service intervals. The tail lift will be subject to a 'thorough examination' every 6 months. A visual inspection will be carried out before use to check for defects. Operatives must be familiar with the contents of the operating manual and be trained to operate and use the tail lift safely. The safe working limit (SWL) of the tail lift is not to be exceeded. The operatives on the ground are to keep clear of the tail lift when it is being raised or lowered.	1	4	4	
Manual Handling	Muskeletol Disorders, Back pain, cuts and abrasions	4	4	16	ATM's must be moved on a pallet truck where a vehicle is fitted with a tail lift. All operatives will be trained in manual handling. Where a vehicle is fitted with a HIAB the pallet truck should be lifted with the HIAB using a spreader beam (where available) and web slings to avoid manual handling. Where lifting jacks, pinch bars, rollers, scoots, timber and other tools are to be off loaded from a flat bed vehicle they are to be passed down individually to reduce the weight of the load	2	4	8	
Slips, Trips & Falls	Breaks, Cuts, bruises	3	3	3	Ensure that tools, equipment and materials are not left on the bed of a vehicle where a person could fall over them. Ensure that tools, equipment and materials that are off loaded from the vehicle are not left on the pavement or in a location where a member of the public or other persons can fall over them.	2	3	6	
Signed by: 					Date: 31/01/2022				

By signing this document confirmations that the relevant undersigned employee has seen and understood the Risk

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Assessment and will adhere to the measures and action list in the document. This document is to be signed prior to any works commencing		
Name	Signature	Date