



Activity or task assessed Driving/Deliveries	Location of task or activity Halso Petroleum – Lichfield depot	Assessment number 004	Review date 05/02/2016
Date of assessment 06/08/2015	Assessment completed by J West	No of pages 5	

5 Fatality	H	H	H	H	H
4 Severe	M	M	H	H	H
3 Major	M	M	M	M	H
2 Minor	L	L	L	L	M
1 Negligible	L	L	L	L	L
	1 Unlikely	2 Remote	3 Occasional	4 Probable	5 Likely

No	Hazard	Consequence Loss – identify persons at risk	Control measures to reduce the risk	Control measures to be implemented by:	Residual Risk
1.	Vehicle movement / daily checks	Collisions. Crushing & Impact injuries. Possible Fatalities. Burns from the vehicles components underneath the bonnet	<ul style="list-style-type: none"> • Drivers to hold a full UK driving license. • No horseplay. • Driver to carry out vehicle checks before use – the checks must be carried out before the engine is started to avoid burns from the engine or other vehicle components that may get hot. 	Transport Manager / Fleet Manager	<p>L3 X S4 – HIGH</p> <p>Residual Risk</p> <p>L2 X S4 - MEDIUM</p>



			<ul style="list-style-type: none"> • Vehicle to have a valid MOT certificate. • Appropriate insurance to be in place. • Drivers who believe any health condition is likely to affect their driving is to report to the general manager and then the DVLA. • No driver is to be under the influence of drugs or alcohol. • One way systems are enforced in Halso's yard. • Vehicles are parked away from offices and staff. • Pedestrian routes to be assigned and used. • All areas to be well lit. • Ensure experience and knowledge gained through training is used when manoeuvring a HGV. • When parking your vehicle ensure it is in a safe and secure place. 		
2.	Slips, Trips & Falls	Breaks, sprains, cuts, bruises. Muscle Pulls	<ul style="list-style-type: none"> • Ensure adequate footwear to EN345 is worn at all times. • Boots are to support the ankles for when gaining access and egress to trucks. • Drivers to be trained in a safe working procedure. 	Transport Manager	<p>L4 X S2 – LOW</p> <p>Residual Risk</p> <p>L2 x S2 -</p>



			<ul style="list-style-type: none"> No jumping from cabs. (3 point of contact to be adopted when gaining access/egress) Drivers to assess the route they are to take to ensure it is free from obstacles. 		LOW
3.	Fatigue/exhaustion	Stress, headaches, loss of concentration.	<ul style="list-style-type: none"> Adequate breaks to be taken in accordance with regulations. Drivers to keep hydrated, drink water throughout the day. Open door policy in operation. Drivers are to speak to managers when there is a problem that could pose a health and safety risk. 	Transport Manager	L3 x S4 – HIGH Residual Risk L3 X S3 - MEDIUM
4.	Lone Working	Violence/abuse from members of public. Other risks identified on this risk assessment.	<ul style="list-style-type: none"> Trackers fitted to all vehicles on the road. If the navman shows abnormal routes or appears to be stationary for a significant amount of time, the driver is to be contacted. Mobile phones to be on drivers at all times. If in an instance this isn't possible then the office is to be notified. Cameras are fitted to trucks to ensure the safety of our drivers. 	Transport Manager / office staff to monitor navman.	L4 x S4 – HIGH Residual Risk L3 x S3 - MEDIUM
5.	Fire	Burns, Explosion	<ul style="list-style-type: none"> Fire extinguisher to be kept on the vehicle to contain small fires. (Quantity & weight determined by 	Transport Manager.	L3 x S4 – HIGH



			<p>Vehicle size as per ADR Regulations)</p> <ul style="list-style-type: none"> • Don't put yourself in danger if a fire occurs. • No smoking in company vehicles or around fuel tanks. • Vehicle checks to be carried out on a daily basis before leaving depot. 		<p>Residual Risk</p> <p>L1 x S4 – MEDIUM</p>
6.	Unfamiliarity with customers site	<p>Possible Violence/ Aggression towards drivers.</p> <p>Mistakes</p>	<ul style="list-style-type: none"> • Office staff to ask for any particular instructions for the driver when delivering. • Customers site specific rules and procedures to be read and understood – if applicable site inductions etc. Are to be attended. 	Office staff.	<p>L5 X S2 – MEDIUM</p> <p>Residual Risk</p> <p>L2 x S2 – LOW</p>
7.	Refuelling – spillage – fumes	<p>Hazardous to the environment.</p> <p>Health risks to drivers and personnel in the area.</p> <p>Slips, trips and falls</p> <p>Traps</p> <p>Impact injuries</p>	<ul style="list-style-type: none"> • Drivers to be competent to carry out their daily tasks • Spills kits on all tankers. • All Halso personnel trained in use and disposal of spill kits. • No smoking. • Site personnel and Halso to be advised of any spills. • When reeling the tanker hose back in after a delivery, care is to be taken. Reel hose back in slowly to avoid trapping hand/wrist between the nozzle 	Transport manager.	<p>L3 x S4 – HIGH</p> <p>Residual Risk</p> <p>L1 x S3 - MEDIUM</p>



			<p>and the base where the nozzle is held for transportation.</p> <ul style="list-style-type: none"> • Hold the gun in the fill point at all times during delivery to ensure that an air lock does not throw the gun from out of the fill point causing a potential impact injury. 		
8.	Delivery point – access/egress/work area	Slips, trips & falls. See other potential hazards of this risk assessment	<ul style="list-style-type: none"> • Responsible site personnel to be located. • Area to be checked to ensure access will not be impeded. • Delivery point to be checked for apparent existing oil spills. • Ensure gloves are worn when loading and unloading. 	Drivers.	<p>L3 x S3 – MEDIUM</p> <p>Residual Risk</p> <p>L2 x S2 – LOW</p>
9.	Environment	Harm to the environment.	<ul style="list-style-type: none"> • Customers site processes are to be taken into account, any special requirements are to be made known to customer. • Drivers to be competent to carry out a fuel delivery. • Spill kits to be on every vehicle. 	Office Staff	<p>L4 x S3 – MEDIUM</p> <p>Residual Risk</p> <p>L3 x S2 – LOW</p>
10.	Manual Handling	Muscular – skeletal disorders, aches, pains, sprains	<ul style="list-style-type: none"> • Manual Handling techniques will be adopted whenever required. • Other means of lifting to be used wherever possible. Loads are to be assessed. • Assess route to ensure free of any obstacles and obstruction. 	Transport Manager	<p>L4 x S4 – HIGH</p> <p>Residual Risk</p> <p>L3 x S2 – LOW</p>



11.	Work at Height	Falls from height, struck from falling objects below work at height, serious injury / death	<ul style="list-style-type: none"> • Under no circumstance are employees to access the top of the tankers. • Bottom loading/unloading to be carried out. 	QHSE Manager / Transport Manager	<p>L4 x S4 – HIGH</p> <p>L2 X S2 – LOW</p>
12.	Noise	Loss of Hearing, tinnitus	<ul style="list-style-type: none"> • Generators are insulated to keep noise to a minimum when the generator doors are shut • When delivering to generators, hearing protection must be donned when the doors are opened for refuelling. 	QHSE Manager	<p>L4 x S3 – MED</p> <p>L2 X S2 – LOW</p>
13.	Heat / Cold Temperature / Severe weather conditions	Dehydration / Exhaustion / Loss of feeling	<ul style="list-style-type: none"> • For severe heat conditions when driving, ensure a supply of water is available to avoid dehydration. • Regular breaks to be taken to avoid tiredness and exhaustion. • For cold temperature, ensure appropriate clothing is worn. 		<p>L4 x S3 – MED</p> <p>L2 X S2 – LOW</p>

**Approved Supervisors, Directors or Managers authorisation of control measures**

I have checked the risk assessment is adequate and is sufficient. This assessment has been completed by a competent person and I agree & authorise for the above named controls measures to be implemented.

**Position H&S Manager
Sign**

Date 06/08/15

HALSO UK FUELS LIMITED



Wood End Lane, Fradley Park, Lichfield, Staffordshire WS13 8NG

www.halso.co.uk Email: info@halso.co.uk Tel: 01543 252301 Fax: 01543 416662

Company Registration No. 3763082