


Newland Express Transport Ltd

Risk Assessment

Title	Workplace transport and pedestrian control	Date Of Assessment	Mon 15 Jan 2024
Site	Newland Express Transport Ltd	Location	All Vehicle Areas
Risk Assessor	James Asbrey	Assisted By	-
Non-Employees Involved	-	People At Risk	Employees, Contractors, Members of the Public
Task Description	This assessment identifies risks arising from the movement of vehicles and people on site. It ensures suitable controls are in place to prevent collisions, protect pedestrians, and maintain safe traffic flow.		
Risk Rating	 Medium		
Review Date	Thu 14 Jan 2027	Reviewer	James Asbrey

Hazards

Hazard	Vehicle safety
Risk Of Harm	If vehicles including fork lift trucks, lorry cabs, trailers, ride on carts, mobile elevated work platforms, etc. are not maintained, faults could lead to unsafe use, property damage and injury to persons.
Existing Control Measures	<p>Work vehicles have been selected as appropriate for specific work activities, and are limited to those uses.</p> <p>Vehicles are visually checked by the driver before use and formally checked daily, records are kept. Vehicles are maintained in accordance with the manufacturer/suppliers' recommendations.</p> <p>Drivers have received appropriate level of training to use the vehicle safely.</p> <p>All faults are recorded and reported to management using a checklist.</p> <p>Management review the work required and action accordingly.</p> <p>Statutory inspections are completed for lifting equipment in the required time frames of 6 months for attachments and 12 months for lifting equipment.</p>

Hazard	Interaction with other vehicles
Risk Of Harm	Within busy yards, there could be a number of delivery and other vehicles present, leading to risk of collisions.
Existing Control Measures	<p>A one way system is in place to reduce the risk of collision.</p> <p>Yard traffic is controlled via scheduled deliveries and a queuing system for loading and unloading.</p> <p>Waiting areas for vehicles are clearly marked. Appropriate signs have been installed telling drivers what to do including site rules.</p> <p>Speed restrictions are in place.</p> <p>Vehicle lights and horn are checked daily to ensure they are working.</p> <p>Adequate lighting is provided for low-light and night working.</p>

Hazard	Travel route
Risk Of Harm	Injury or serious injury suffered from contact with moving vehicles.
Existing Control Measures	<p>Vehicle routes are mapped out on site and drivers are made aware of speed limits, crossing points, one-way systems and restricted areas.</p> <p>Pedestrians are made aware of safe walking routes, crossing points, restricted areas and personal protective equipment requirements i.e. minimum high visibility clothing.</p> <p>Barriers have been installed to physically keep pedestrians away from vehicles.</p> <p>Employees encouraged to report and unsafe behaviours or conditions that have, or may occur, as a result of current controls. Appropriate action taken accordingly by management.</p>

Hazard	Condition of flooring and roadways
Risk Of Harm	Poor condition of floor and roadways could lead to loss of control of the vehicle and load, leading to personal injury or property damage
Existing Control Measures	<p>Floors and traffic routes are regularly checks and maintained.</p> <p>Employees are encouraged to report issues to management via the hazard reporting procedure.</p> <p>Unsafe areas are marked to highlight the hazard, and cordoned off entirely, to ensure continued safe use until repairs can be made.</p>

Hazard	Loading and unloading vehicles and trailers
Risk Of Harm	Forklift trucks are used to unload stock from side curtain vehicles and trailers creating risk of injury to anyone entering the area where forklift trucks are operating. Risk of damage to other vehicles entering the area where forklift trucks are operating.
Existing Control Measures	<p>Loading and unloading operations are planned so delivery drivers are made aware of where to park their trailer.</p> <p>A member of staff helps to guide the vehicle into position. They are trained to not go behind reversing vehicles and to ensure they can see the driver in his rear view mirror.</p> <p>Drivers are instructed to remain in their cab once they have opened the vehicle curtains.</p> <p>They are not allowed to remain on the yard when the vehicle is being loaded or unloaded.</p> <p>Other employees are instructed not to enter the yard area and the loading and unloading zone.</p> <p>Forklift drivers use low speed when maneuvering, check their mirrors and use horn before reversing, and ensure loads are stable, all in line with their training.</p> <p>Pedestrians and drivers in the yard are required to wear high visibility vests or clothing and safety shoes when in the yard area.</p>

Hazard	Driver pedestrian interaction
Risk Of Harm	Drivers can get distracted by pedestrians, pedestrians may also be distracted from vehicle movements..
Existing Control Measures	<p>Unless there is an emergency relating to the safety of the driver or others, the driver should not be distracted from controlling their vehicle.</p> <p>Drivers are not permitted to use a mobile phone, or other device, while operating their vehicle. They must finish or stop their task, move to a place of safety before taking or making calls.</p>

Past Reviews

Review Date	Reviewer	Comments
Fri 16 Jan 2026	James Asbrey	Reviewed
Wed 15 Jan 2025	James Asbrey	Reviwed.