

Risk assessment template

Company name: A C Shropshire Ltd (Transport) Assessment carried out by: David Mackley/Alan Forrest

Date of next review: August 2021

Date assessment was carried out: May 2020

Date Reviewed: 14th June 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Coming to and from work	Drivers/all employees	Drivers are provided with separate parking area. Shift patterns are staggered so drivers don't arrive at the same time.	None – control risks in place	Drivers/all employees	Immediate/continuous	Completed

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		<p>Access to office/garage are restricted.</p> <p>Training currently suspended and no passengers allowed in cabs so driver are lone workers</p> <p>If any drivers notifies us of health risks a questionnaire will be completed and where appropriate that employee will be sent home.</p> <p>All employees returning from self-isolation or holiday must complete a</p>				

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		questionnaire prior to them arriving at work. Questionnaire is done over the phone to reduce contact with isolated member of staff and person conducting questionnaire				
Moving around Greens Lodge Farm (base)	Drivers/3 rd party drivers/visitors/ employees	Access to office/garage restricted. Weighbridge terminal operated (when possible not 24/7) by office individual and cleaned down after use	None – control risks in place	Drivers/3 rd party drivers/employees/ visitors	Immediate/continuous	Completed

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		<p>Perspex screen added to driver service window to protect driver and person looking after ACS driver or 3rd party driver</p> <p>If queue is created drivers are encouraged to remain in the cab till the first driver has been processed. If drivers are out of cabs they are encouraged to keep their distance from others.</p>				
Visiting customers/tips/farms	Drivers/third party staff/farmers	Drivers are encourage to stay in cab (as much as possible)	Be mindful of site specific rules reporting any	Drivers/third party staff/farmers	Immediate/continuous	Completed but constantly

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		<p>Majority of jobs require no paperwork to be done on site. Very little generated by ACS maybe some site specific paperwork/procedures followed on individual sites</p> <p>Drivers can complete work with little/no support so can lone work at these sites</p> <p>Drivers to wear provided gloves when out of cab working away from ACS</p>	<p>issues/concerns of any site practices</p>			<p>review instructions given to drivers from other sites</p>

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		Hand washing on site is encouraged if made accessible to drivers				
Social distancing in vehicles	Drivers/Garage employees	<p>All fuel, ad blue, lubricants, etc. are available to drivers at ACS. Gloves must be used while using pump handles at all times.</p> <p>Drivers will only fuel up at outside filling stations if unable to return to ACS to reduce risk (same control risks as above)</p> <p>Drivers use a mobile phone dedicated to</p>	Control measures in place	Individuals	Immediate/continuous	Done

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		<p>themselves. There are no specific phones dedicated to vehicles for multi-use purposes</p> <p>Regular managers meetings are held to review current procedures</p>				
Handwashing	All employees	<p>All towels have been removed from rest rooms and replaced with disposable tissues</p> <p>Bars of soap or squirty soap is available to all</p> <p>Bins are emptied daily and contents</p>	Monitoring of cleaning	Individual users – reporting any issues	Immediate/continuous	Completed

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		<p>disposed of in general waste container</p> <p>If member of the team using said rest room was diagnosed with COVID-19. Rest room would be deep cleaned in line with Governments special guidelines</p>				
Lateral Flow Test	All employees	All office personnel undertake a lateral flow test on Monday each week.	No further action	All employees	Immediate/continuous	Completed but constantly reviewed