







RISK ASSESSMENT FORM

Activity to be Assessed:	Loading and Unloading of Vehicles UTR and Yard Areas. (Includes Single Deck, Double Deck, Curtain Side Trailers and Rigid Vehicles))						Last Revised: 27.4.21	
Persons At Risk:	All Colleagues and Agency	Exposure Duration: 1 hour max			Exposure Frequency:	Daily		
What is the Hazard <i>(Brief Description of Hazard or Resultant Injury or Damage)</i>	Why Might this Occur <i>(Indicate within steps of activity where individual, plant or equipment is at risk from harm or damage)</i>	L	S	R	Control Measures Required	L	S	R
	Trailer/Vehicle is live loaded with unit and trailer still connected with driver in possession of keys, or if rigid vehicle, driver is in possession of keys during loading and unloading process.	4	5	20	Locations where there is live loading potential to have key retention process in place to eliminate the potential of a trailer/vehicle pull off by driver	3	5	15
	Miscommunication between C3 operator and control tower with trailer release notes before shutdown and collection by driver (Sort Centres C3 operation – other locations manual verbal process).	4	5	20	All persons involved in the trailer release note process are fully trained according to the relevant SSOW and SOP	3	5	15
	Shunter/Driver misunderstands/reads the correct trailer number and or bay number to collect from and collects wrong trailer from wrong location.	4	5	20	Clear concise communication when providing bay and trailer information, to the driver/shunter, site to have suitably sized and legible numbering sequence that is logical	3	5	15
	Shunter/Driver does not see potential last-minute change in bay light sequence allowing a bay pull off whilst Sort/SVC are still working on the trailer.	4	5	20	Shunters/Drivers are to look at bay light on arriving at the bay and final check once connected airlines to pull trailer off the bay	3	5	15
	Last minute activity from the Sort/SVC opening the trailer door whilst shunter is coupling up, shunter pulls off the bay with bay door open.	4	5	20	Sort/SVC and shunters/drivers are aware of the SSOW and SOP procedures and have had the necessary training.	3	5	15

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	Unauthorised use of electrical equipment when using to raise and lower the internal deck on DD trailers at Sort/SVC.	4	5	20	Sort/SVC has correct number of suitably trained and competent colleagues to operate the DD trailer internal deck lifting process.	3	5	15
	Defective equipment (fixed or mobile) not regularly inspected or maintained.	4	4	16	<ul style="list-style-type: none"> Pre-operational checks are conducted at the start of every shift. Clearly defined defect reporting procedure through defect book. Colleagues trained on dynamic risk assessment process. Bay doors and docks annually inspected by external authority.	1	4	4
	Slips and Trips (UTR and yard area) caused by poor housekeeping.	4	2	8	<ul style="list-style-type: none"> Paperwork of trailers empty carrying pallets or rubbish to be identified and correctly booked in at sort centres Pre-operational checks carried out at start of each shift, dynamic risk assessment carried out prior to each loading/unloading, 5S functionality used on daily basis, defect reporting procedure for faulty flooring. Sort operates clear as you go process, with broken pallets, shrinkwrap disposed in correct bins, flooring swept and mopped according to local conditions. Where trailer is unserviceable it is replaced with another trailer. Trailers/vehicles to be loaded/unloaded in systematic way, pallets to be removed once emptied and not left on floor/stood on end. Yard areas to be regularly inspected and swept.	1	4	4
	Incorrect type of MHE equipment used during the loading/unloading process causing instability or personal injury.	4	4	16	<ul style="list-style-type: none"> Only FLT counterbalance trucks to be used when loading and unloading curtainside trailers from the side of the trailer. Area where loading and unloading takes place to be level and free from debris and obstruction. No other pedestrians to be allowed within FLT operating area. Only PPT are to be used when loading and unloading trailers UTR.	1	4	8


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<p>Contact with electricity – Electric shock</p>	<p>Defective equipment not regularly inspected or maintained</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Pre-operational checks are conducted at the start of every shift. • Clearly defined defect reporting procedure through defect book. • Colleagues trained on dynamic risk assessment process. • Electrical connections subject to annual inspection by qualified external authority. <p>Correct PPE issued.</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Contact with equipment – Entrapment or injury</p>	<p>Incorrect procedure of opening and closing trailer door or curtain, causing entrapment or injury to colleague.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Only trained managers and colleagues are allowed to open and close trailer doors and curtains that are under YODEL stewardship. <p>Third party trailer doors and curtains are opened and closed by the drivers of those vehicles.</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Manual Handling – Fixed Equipment</p>	<p>Injury and sprains caused by incorrect handling of equipment, doors, levellers and booms, and the handling of parcels and pallets during the loading and unloading process</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>1. Only suitably trained and competent colleagues are allowed to operate doors, docks and levellers, all trained on correct manual handling SMART techniques. Appropriate PPE including gloves and footwear worn at all times.</p> <p>Any specific MH training to be provided by on site MH instructor</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Manual Handling - Trailers</p>	<p>Injury and sprains caused by incorrect handling of curtains, side support beams and ratchet straps on curtain side trailers from third party contractor vehicles or hired in.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Only suitable trained and competent colleagues are allowed to open and close curtains using correct SMART handling techniques. 	<p>1</p>	<p>4</p>	<p>4</p>
<p>Product Instability</p>	<p>Injury and sprains caused by poorly stacked inbound product from either SVC or client collects, or product is not correctly loaded according to the loading procedure, or lack of restraining of the load</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • All colleagues are trained on correct manual handling procedures to SMART standard. • Colleagues to be trained on the correct loading of product both loose load and stacking on pallets with appropriate shrink wrap. • Regular contact with clients when product is incorrectly presented to ensure consistency. • Loads to be tapered down when trailers are not fully loaded, and where fitted restraining nets and straps to be used. 	<p>1</p>	<p>4</p>	<p>4</p>

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					<ul style="list-style-type: none"> Colleagues to be aware to open trailer doors standing away to reduce risk of parcels coming into contact with them. <p>FLT operators when loading and unloading make sure pallet is evenly lifted from vehicle and is on level ground to prevent toppling.</p>			
Product Leakage	Injury caused by product leakage caused during transit, by poor loading, or whilst handling. Product can be of a dangerous goods (DG) or normal type	3	4	12	<ul style="list-style-type: none"> All colleagues are aware of goods and the need to be vigilant when handling product both DG and normal type. Correct PPE to be worn at all times. <p>Leaking DG products to be isolated and cleared away using appropriate spill kit equipment by suitably trained and competent colleagues.</p>	1	4	4
Overall Rating						MEDIUM		8.4
STANDARD PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS – TICK BOX IF REQUIRED								
Safety Footwear BS EN ISO 20345	<input checked="" type="checkbox"/>	Hand Protection BS EN 388	<input checked="" type="checkbox"/>	High Visibility Vest BN EN 471 Class 2	<input checked="" type="checkbox"/>	Other (please state below)		
Key Retention Risk Assessment processes are not covered under this Risk Assessment, Refer to the specific Risk Assessments that provide appropriate key control measures								

AMENDMENT HISTORY

DATE OF CHANGE	SECTION	SUMMARY OF CHANGES	AMENDMENT OF RISK RATING	AUTHOR
	Mechanically/electrically powered loading bay equipment/MHE			
	Contact with equipment – entrapment or injury	This is a new section.		
		<i>Text</i>		

