

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	TPT-OL-024 Community Engagement Van
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Assessment Date	20/10/22	Review Date (To be within 24 Months)	10/24
Work Area	Community Engagement Van		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
Initial Assessment	<input checked="" type="checkbox"/>	Periodic Review	<input type="checkbox"/>
Change of Work Process	<input type="checkbox"/>	Change of Personnel	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	After an Accident / Incident	<input type="checkbox"/>
		Change of Equipment	<input type="checkbox"/>
		Abnormal Activity	<input type="checkbox"/>
		Other	<input type="checkbox"/>
<b>Brief Description of Assessment:</b> Using the Community Engagement van at events in the parks and other venues across Milton Keynes			
<b>Assessor(s):</b> Sarah Griffiths – Outdoor Learning and Interpretation Manager			

**Hazard** = Something with the potential to cause harm.  
**Risk** = The likelihood of a hazard causing harm & its associated severity.

**‘Concentrate on the significant, ignore the trivial’**

Part 1 – Hazard Identification	
1. General Description of the Work Area	Associated Hazards
Parks - Habitats include grassland, woodland, meadow areas and by water bodies. See individual risk assessments for sites. Car Parks, School/community fields  Height barriers, posts, cars, other park features  Roads and roundabouts - slow speed of electric vehicle to	Public getting hit by vehicle   Crashing into park furniture  Colliding with cars
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Lift out steps Ladder Battery	Slips/trips/falls.  Injury from mis-use of equipment  Injury/death from misuse

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<b>3. METHOD STATEMENT</b>  <b>Description of the task / process to be carried out (step-by-step tasks). This section should describe exactly how the work will be done and by whom</b>	<b>Associated Hazards</b>
<p>All drivers to read the <a href="#">Standard Operating Procedure</a> before use and attend training</p> <p>The Community Engagement van will be driven to site with two people: either two TPT staff or one staff and one volunteer</p> <p>All to note that the highway code has been updated. Vehicles turning left off a junction or roundabout, do not have right of way over crossing pedestrians. This is particularly important for electric vehicles as they do not make much noise and therefore it's likely they will not have heard you.</p> <p>The second person will help the driver to access and park on site. They are to wear high viz while doing this.</p> <p>They will then work as a pair to set up the vehicle display to avoid injuries and damage to the van. The flaps will need securing and a ladder will need to be used to reach height</p> <p>The van will not be left unattended during the event.</p> <p>Both will then help with pack up and exit of the area and return to Global House to charge the vehicle and store.</p>	<p>Collision with other road users</p> <p>Injury/death through misuse of equipment/poor driving</p>

Assessors Signature(s) Sarah Griffiths

ALL Those involved in making the Risk Assessment to sign

## Part 2 - Detailed Assessment of Risks

Hazard. Potential harm and how caused (List all hazards identified in part 1)	Persons likely to be affected	Existing Control Measures. (Describe all existing measures taken to reduce risk)	Risk Rating. S x L (See Table 1) [eg 3 x 1 = 3 Low]	Action required to reduce / control risk. (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	Corrective Action Number (If further control measures required)	Residual Risk Rating (After further actions)
Incorrect use of equipment causing injury or damage	TPT staff & volunteers Members of the public	TPT staff to have read the Standard Operating Procedure TPT to check all equipment is present before use Two people (two staff or one staff and one volunteer) needed to operate safely e.g. two people needed to move steps One person to hold ladder while it is in use Flaps of van to be held while setting up as they could cause injury if loose. If levellers are required, operators must agree on clear communication to ensure person placing the leveller under the wheel is clear from the area before driver manouvers vehicle.  Ensure any heavy equipment being transported in the vehicle is fixed in place and not able to move around during transit.	2x1=2 LOW			
Adverse weather conditions (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Participants TPT staff & volunteers	Weather forecast monitored. Staff to use common sense to judge weather, taking into account weather warnings and beafor scale for winds. Use of vehicle curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	3x1=3 LOW			
Collision resulting in injury to persons or damage to vehicle		All drivers of the Community Engagement Van to be trained in driving or have driven a vehicle of this size before. When driving to site: enough time should be left to arrive at site as extra time will be needed at roundabouts to allow for slower pull out. Moving the vehicle onto or around the site should be done before events start and after they finish whenever possible to avoid crowds. Reversing cameras to be used.	3x1 Low			

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		<p>Vehicle should be walked onto any site (pedestrian zone) with second person wearing a hi vis. All manourvering on site, especially reversing to be assisted by secondary person. All drivers to be aware of height restrictions. Access points to parks and event areas to be checked prior to ensure van will not be damaged.</p> <p>Hazard lights must be on while vehicle is moving on site</p> <p>Speed limit of 5mph while on site Commercial vehicle speed limits apply on highways (60mph on dual carriageways and 50mph on single carriageway)</p>				
Electrical Shock		<p>Follow guidance in vehicle manual on connecting charge cable</p> <p>Avoid getting charge cable wet or laying it in puddles</p> <p>Disconnect charge cable from vehicle end first</p> <p>Ensure the charge cable is packed away properly and inspect for damage before using</p> <p>If there is any sign of damage do not use the cable and report to H&amp;S rep. immediately</p> <p>Staff to follow SoP closely when operating battery charger/inverter</p> <p>Do not tamper with leisure batteries</p>	1x3			

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		Ensure any equipment carried inside the van is secured and does not cause risk to damaging leisure batteries				
Vehicle getting stuck in soft ground		Driver should aim to keep minimum 2 wheels on hard standing at all times.  Use of levellers on soft/unlevel ground  Personnel not to attempt to push vehicle should it get stuck due to size and lack of driver control.  Assistance to be sought from direct works team (M Bailey) if vehicle gets stuck.	2x1			

## Part 2 - Detailed Assessment of Risks

### Table 1. Risk Rating

Risk rating = Severity x Likelihood

Risk Assessment		Severity (S) [Severity] & [Extent]		
		Slightly Harmful [Minor injury / illness, first aid treatment, minor equipment damage] [Affecting only one person] (1)	Harmful [Serious injury / illness, hospitalisation, equipment damage] (2)	Extremely Harmful [Fatality, loss of limb, permanent disability, equipment destroyed] [Several persons affected] (3)
Likelihood (L) [Exposure to Hazard] [Occurrence of Hazard] [Possibility of Avoidance]	Very Unlikely (1) [Minimal interaction] [Remote possibility] [Easily avoidable]	Low (1)	Low (2)	Low (3)
	Unlikely (2) [Much interaction] [More likely] [Some possibility to avoid]	Low (2)	Medium (4)	Medium (6)
	Likely (3) [Intensive interaction] [Quite likely] [Little possibility of avoidance]	Low (3)	Medium (6)	High (9)

1 – 3 Tolerable Risk  
4 – 6 Moderate Risk  
9 High Risk – Intolerable

Monitor regularly to ensure that the risk does not grow.  
Potentially serious. Long term issues anticipated. Plan ahead.  
**ACT NOW.**

## Part 3 - Review

<b>Category No:</b>	<b>1</b> Regular (24 monthly) review	<b>2</b> Result of accident	<b>3</b> Result of near miss	<b>4</b> Change of process	<b>5</b> Change of location	<b>6</b> Personnel change
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Date:	Category No	Assessors/s	Comments	Action Required	Date Closed

