



RISK ASSESSMENT

ALL LOCATIONS WORKPLACE TRANSPORT

HATTON TRAFFIC MANAGEMENT LTD
www.hattontraffic.co.uk

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David Hartley	28/01/2026	31/12/2026

PREFACE

These risk assessments are based on general driving duties conducted by an Operative during operational duties covering working vehicles within Hatton Traffic Management. The hazards and risks that may be encountered during normal driving duties:

- Road traffic collisions
- Driving at night
- Driving in different environments,
- Road and site driving
- Weather conditions & visibility
- Road layouts
- Driving plant machinery
- Driving in confined spaces

On commencement of employment all new drivers undertake a driving induction. This includes a driving assessment and instruction on how to use the vehicle and the features it has.

LINKED DOCUMENTS

All linked documents are held on the Field Service Tablets and are accessible to the Operative.

The linked documents are to be read in conjunction with this Workplace Transport risk assessment:

- PY002-CEN Vehicle Policy
- PY008-CEN Induction & Training Policy
- PY010-CEN COSHH Policy.
- PY036-CEN Health & Wellbeing Policy
- TR001-DHB (Drivers Handbook)
- TR10-CEN Driving assessment report

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RISK ASSESSMENT INFORMATION

- If ANY risk is **HIGH**, **do not proceed with the operation**, abandon the job, or look into doing it a different way.
- If ANY risk is **MEDIUM**, **proceed only with caution**, introduce additional controls, where possible.
- If ALL risk is **LOW**, **proceed with work**.

RISK ASSESSMENT KEY

Likelihood Categories		Severity Score				
Category	Description	1	2	3	4	5
A	Extremely Unlikely					
B	Unlikely					
C	Occasional					
D	Likely					
E	Expected					
Severity Score Descriptions						
1	Minor injuries/inconveniences. Employee can continue to work. Short term local damage					
2	Minor injuries. Operative requires first aid treatment. Stops work. Medium term local/short term regional damage.					
3	Reportable/LTI or illness Long term local/regional damage					
4	Major injury or illness with long term effects Long term widespread damage					
5	Fatalities Widespread permanent damage					
Action Required						
Low Risk	Check that no other risks can be eliminated by modifications of design then proceed with design. Record residual risks					
Medium Risk	Reduce risks as far as reasonably practical. Consider alternative design or construction method. If alternatives are not available, specify precautions to be adopted. Record residual risks.					
High Risk	Seek alternative solutions. If alternatives are not available, specify precautions to be adopted & advise Senior Management & Supervisor (if appropriate). Record residual risks					
Hazard Phase Codes			Examples of Persons at Risk			
SIS	Site Investigation/Survey		Inexperienced (I)			
OD	Outline Design		Vulnerable Road Users (VRU)			
DD	Detailed Design		Public (P)			
C	Construction		Cyclists (C)			
CMT	Commissioning /Testing		Lone workers (LW)			
O	Operation		TM Operative (TMO)			
M	Maintenance		Site Personnel (SP)			
D	Demolition/Decommissioning/Dismantling		All			

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RISK ASSESSMENT

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
1	Driver competency and capability	O	<ol style="list-style-type: none"> 1. Driver not Competent, unqualified, or medically unfit to drive. 2. Driver tired, ill, on medication or under the influence of alcohol or drugs. 3. Driver distracted whilst using in-cab communications or perform other in-cab activities whilst driving (e.g., use of mobile phone, navigation device, eating, drinking, smoking). 	All Depot Personnel Driver's Visitors VRU's	Road traffic accidents Major injuries, possible, fatalities.	C	5	H	<ol style="list-style-type: none"> a) Driving licences are checked at the interview by filling in the TR006-CEN driver declaration form then using the DVLA driving licence checking system for categories they can drive and if they have a clean licence. b) Driving licences are checked periodically if employed less than 6 points – 3 Monthly. c) Potential employees not to be considered for employment if more than 6 points on their licence. d) Driver to inform their supervisor of any changes to their driving licence (points/medical conditions). e) Employee induction conducted by the depot supervisor covering eyesight check, health questionnaire, drugs and alcohol check and driving assessment. f) Employees are given a copy of the Vehicle policy and drivers handbook on employment which instructs them not to use in cab communications or other technology unless they are parked up in a safe place with the engine off. 	A	5	M

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						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									g) Staff not to phone employee if they are known to be driving.			
2	Driving within the depot	O	1. Moving Vehicles	All Depot Personnel Visitors	1. Personnel may suffer serious, fatal, injury if struck by a vehicle.	C	3	M	a) All drivers complete a driving induction and are told to reverse park. All Drivers and Visitors must observe 5MPH speed limit that is set for the depot set. Signage is placed on the entrance gate. b) All Personnel must wear high visibility vest/jacket whilst working in the yard or warehouse. Signage is placed on the entrance gate. c) Vehicles are parked in designated areas and these areas are away from the office and the staff car park. d) All visitors sign in and remain with a member of staff whilst on site. e) Marked pedestrian routes are in place. f) All areas well lit.	A	3	L
3	Reversing within the depot.	O	1. Moving Vehicles	All Depot Personnel Visitors	1. Personnel may suffer serious, fatal, injury if struck by a vehicle.	C	3	M	a) All core vehicles 3.5t and above are fitted with reversing cameras and sounders. b) Vehicles are not to reverse at excessive speed c) Drivers must check the area behind them is clear before reversing. d) Drivers must stop if they are unable to see what is behind them, get out if safe to do so and physically check the area behind them. e) All vehicles must be reversed parked.	A	3	L

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									f) Reverse parking only signs are in place. g) All areas well lit.			
4	Parking	O	1. Non attended parking on hills or slopes.		1. Risk of hand brake failure.				a). Ensure handbrake is applied. Put in gear and point front road wheels into kerb as per the Highway code 252 . If you park on a hill. <ul style="list-style-type: none"> ➤ park close to the kerb and apply the handbrake firmly. ➤ select a forward gear and turn your steering wheel away from the kerb when facing uphill. ➤ select reverse gear and turn your steering wheel towards the kerb when facing downhill. ➤ use 'park' if your car has an automatic gearbox. 			
5	Forklift truck operation	O	1. Unqualified FLT Operator	All Depot Personnel Visitors	1. Personnel may suffer serious, fatal, injury if struck by the Plant operation.	C	2	M	a) Only qualified trained personnel to use the Forklift truck. b) Supervisors to ensure that only qualified experienced FLT operatives operate the FLT c) "Operators of the FLT must always: <ul style="list-style-type: none"> ➤ conduct a pre-shift check of the lift truck. ➤ wear operator restraints, where fitted. ➤ look all around before moving off. ➤ look in the direction of travel. 	A	2	L

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						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									<ul style="list-style-type: none"> ➤ travel at a speed suitable for the location and the load you are carrying. ➤ travel with the forks lowered, but clear of the ground. ➤ watch out for pedestrians. ➤ watch out for obstructions. ➤ avoid sudden stops and violent braking. ➤ apply the parking brake when leaving the lift truck. ➤ face the lift truck and use steps and handholds when getting in or out. ➤ observe floor loading limits – find out the weight of the laden lift truck ➤ ensure there is adequate clearance for the lift truck and load, including overhead ➤ lower loads at a safe speed; slow down at corners, doorways, and at every danger spot and sound the horn <ul style="list-style-type: none"> ○ where necessary ➤ use suitable attachments for lifting unusual or wide loads and follow the manufacturer’s instructions ➤ ensure you are trained, competent and authorised to operate the lift truck with the attachment being used. ➤ travel slowly when going down slopes 			

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									<ul style="list-style-type: none"> ➤ when carrying a load, ensure the forks face uphill when travelling up or down slopes ➤ without a load, ensure the forks face downhill when travelling up or down slopes ➤ adjust the tilt (where fitted) to suit the gradient and raise the forks to clear the ground. ➤ Sound horn when entering or exiting a building. ➤ When finished loading the FLT must be parked on level ground with the mast tilted forward and the forks fully lowered with the tips on the floor. ➤ apply the parking brake, select neutral, switch off the engine and remove the key ➤ return keys or other activating devices to their place of safe keeping." ➤ Refresher training to be conducted every 3 years <p>Note- THE FLT Operator MUST stop immediately, apply the handbrake, and lower the forks if any person steps into the halo perimeters.</p>			

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6	Loading and unloading	O	1. Drivers & inexperienced Operators.	All Depot Personnel Visitors	1. Personnel may suffer serious, fatal, injury if struck by an insecure load or the movement of the FLT.	C	3	M	a) Driver Must: <ul style="list-style-type: none"> ➤ familiarise with the vehicle and environment around them. ➤ check for hazards, obstructions and access the area. ➤ Driver is not to walk backwards on the vehicle or jump down from the vehicle. ➤ Driver must stand clear when the FLT operative is loading his vehicle. ➤ Use the access step and grab rail which are fitted when climbing on or off the vehicle ➤ Wear Safety Footwear with anti-slip soles to be worn by all operatives and three points of contact to be used at all times b) Drivers MUST ensure that: <ul style="list-style-type: none"> ➤ The load is stable ➤ Keeping the centre of gravity of the load as low as possible ➤ Put heavy items in the centre of the vehicle and at the bottom of the load ➤ They never carry any unnecessary items c) Drivers MUST: <ul style="list-style-type: none"> ➤ Know the gross vehicle and axle weights and make sure the load does not exceed them 	A	3	L

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								L	<ul style="list-style-type: none"> ➤ Ensure the load is distributed evenly, so as not to exceed individual axle weights ➤ Always query the exact weight of any load ➤ If in doubt check with their Supervisor or by going to the nearest weigh station listed in the Drivers Handbook to check their weight before starting a journey to or from a job. ➤ NEVER take a loaded vehicle out knowingly overloaded 			L
7	Vehicle and Plant Maintenance	O	1. Unmaintained Vehicle & Plant equipment	All Depot Personnel Visitors VRU's	1. Personnel may suffer serious, fatal, injury if a vehicle or Plant is not maintained correctly.	B	1	L	<ul style="list-style-type: none"> a) Before any vehicle is driven a drivers walk around check is to be conducted using the field service system b) HGV are maintained on a six weekly safety programme c) LGV's 3.5t and below are maintained either by mileage or annually, whichever comes first d) Plant and lifting equipment are inspected and serviced and a LOLER conducted at the specific time frames e) Any defects are reported to the Supervisor through Field Service App when they are found f) Vehicles are not to be taken out on the public roads with safety related defects 	A	1	L

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ENVIRONMENTAL RISK ASSESSMENT INFORMATION

- If ANY risk is **HIGH**, **do not proceed with the operation**, abandon the job, or look into doing it a different way.
- If ANY risk is **MEDIUM**, **proceed only with caution**, introduce additional controls, where possible.
- If ALL risk is **LOW**, **proceed with work**.

ENVIRONMENTAL RISK ASSESSMENT KEY

Control		Severity Score				
		Insignificant /Positive	Minor	Moderate	Major	Severe
Category	Rating Description	1	2	3	4	5
A	High degree of control					
B	Medium degree of control					
C	Moderate degree of control					
D	Slight degree of control					
E	Negligible degree of control					
Severity Score Descriptions						
1	All aspects fully controlled or have negative effect upon the environment					
2	Aspects exist at recognisable levels, which may impact on the environment; but any change is easily recoverable with no lasting effect					
3	Will have an effect on the environment. Damage is short term and is always recoverable					
4	Major Impact. Damage is not permanent, but may take some time to remedy					
5	High Impact. Risk of severe environmental damage					
Action Required						
Low Risk	Low impact identified - Control measure to be adopted and monitored					
Medium Risk	Medium impact identified - Ensure that the aspect & impact assessment is reviewed, further controls may be necessary					
High Risk	High impact identified - Re-evaluate the aspect & impact assessment and develop / determine greater controls					
Hazard Phase Codes			Examples of Receptor			
SIS	Site Investigation/Survey		Air (A)			
OD	Outline Design		Land (L)			
DD	Detailed Design		Water (W)			
C	Construction		Natural Resources (NR)			
CMT	Commissioning /Testing		Community/Residence/Pedestrians (CRP)			
O	Operation		Operative (O)			
M	Maintenance		Ecology /Habitat (EH)			
D	Demolition/Decommissioning/Dismantling		All			
Key Environmental Issues						
Local effects of Pollution (air quality, noise, waste, lighting, odour			Carbon emissions and greenhouse effect global warming			
Water source and ocean Pollution			Deforestation, soil erosion and land quality			
Material resources & Land despoliation, supply chain issues & inequal disruption to impacts			Energy Supplies, innovations in food and fuel			
Waste and International waste trade			Agricultural issues arising from global trade			
Climate change and extreme weather events			Biodiversity loss			

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ENVIRONMENTAL RISK ASSESSMENT

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						Control	Severity	Risk		Control	Severity	Risk
1	Use Of Vehicle	OM	CO2, SOx, NOx and particulates emissions	A/CRP/O	Air Pollution – Green House gases = Global Warming and Climate Change	C	3	M	Driver Behaviour Monitored, Speeding, Cornering, harsh braking, and vehicle idling Euro VI vehicles used CO2, NOx & PM monitored and reported to Senior Management Driving assessments conducted at induction. Vehicle policy in place Drivers' handbook in place TBTs, Alerts and Memos given to Drivers Vehicle serviced and maintained regularly Vehicles renewed on a three yearly cycle FORS Silver accreditation in place 14001 Accreditation in place	A	3	L
2	Use Of Vehicle	OM	Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	C	3	M	TBTs, Alerts and Memos given to Drivers. Vehicle serviced and maintained regularly. Vehicles renewed on a three yearly cycle. FORS Silver accreditation in place 14001 Accreditation in place. Fuel, MPG, Ltrs mileage reports reviewed by Senior Management	A	3	L
3	Refuelling of Vehicle	OPM	Emissions to land or water from spillage of fuel	W/L/H	Water source and ocean Pollution, Deforestation, soil	C	3	M	Vehicles are filled up in a controlled environment. TBT given regarding Spillages/pollution	A	3	L

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						Control	Severity	Risk		Control	Severity	Risk
					erosion and land quality & Biodiversity loss				Monthly walk around checks are carried out by the Supervisor			
4	Maintenance	M	Use of fossil fuels (natural resources) Emissions to land or water from spillage of fuel or oil	L/W/NR/E H	Water source and ocean Pollution, Deforestation, soil erosion and land quality & Biodiversity loss. Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	C	3	M	Maintenance is conducted by the supplier of the vehicle and not on our sites. Minor top ups conducted on vehicle and plant, Jugs and funnels used Servicing's dates are monitored by the QHSE Coordinator for that area at each depot to ensure the vehicles/plant is serviced on time	A	3	L
6	Disposal of Waste	O	Failure to follow waste hierarchy Failure to comply with Duty of Care Avoidance of disposal of waste	All	Local effects of Pollution (air quality, noise, waste, lighting, odour Water source and ocean Pollution, Waste and International waste trade Deforestation, soil erosion and land quality, Biodiversity loss	B	3	M	Waste is collected from site and brought back to the depot to dispose of within the waste receptacles. A Contractor GoGreen manages waste. Reports are generated by the QHSE Manager and reported on at the Senior Management QHSE meetings Weekly walk around checks are conducted within the depots to ensure waste is in the correct areas	A	3	L
7	Use Of PPE	O	Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	C	3	M	PPE controlled and supplied Stock of PPE is kept. New PPE is swapped for old and recycled through the supplier where it is recycled.	A	3	L
8	Site Works	O	Noise generation	CRP/EH	Local effects of Pollution (noise)	B	2	L	TM Vehicles have silent night reversing Bleepers fitted. TM Operative not to communicate by shouting, radios to be used.	A	2	L

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						Control	Severity	Risk		Control	Severity	Risk
									Vehicle sound systems levels to be low. Vehicle horns not to be activated in a built-up area between the hours of 11.30 pm and 7.00 am except when another road user poses a danger.			
9	Site Works	O	Obtrusive Lighting	CRP/EH	Local effects of Pollution (lighting)	B	2	L	Lighting is only used for short periods of time when laying out a site. Head torches are used at night-time and point in the direction of travel. TM vehicle head lights are used for traveling only. TM Vehicle work lights are used for loading unloading only and not to be left on. TM hazard beacons are only used for warning others of stopping to set up a sight or leaving a site.			L

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