

Trucks & Child Safety Risk Assessment

These are guidance notes for the completion of the TACS Risk Assessment Form

INTRODUCTION

The TACS risk assessment form does not require you to be an expert in safety and does not require you to undertake complex equations.

However, it is required to be completed by a competent professional driver of the vehicle that will be used at the demonstration day who has been TACS trained.

In general terms the process requires you to assess and evaluate what can affect the health and safety of the children and teachers that will be present at the demonstration by:

- looking at what could go wrong
- what is needed to stop it from going wrong
- recommending extra control measures if necessary
- assessing the effectiveness of any extra control measures

Completion Process

- A DHL TACS demonstrator will visit the site and conduct a simple but thorough assessment of the demonstration area using the agreed form provided by the Foundation.
- A copy of the completed form should be:
- reviewed by the DHL contract's safety management team to confirm the safety standards are as high as reasonably practicable.
- provided to the respective head teacher to agree the demonstration day details and that health and safety standards are acceptable.
- provided to the DHL UK Foundation

TACS Risk Assessment Form

1.0 General Information

These boxes are self explanatory, however they are required to be completed in full with sufficient detail

2.0 Access Information

These boxes require you to confirm by recording a simple 'Y' for yes or 'N' for no in your opinion as a competent driver if any of the areas identified could lead to:

- possible damage to the environment
- damage to your vehicle
- or may create a hazard which may lead to injury to people in gaining access to the demonstration area.

Issues to consider / remember when gaining access to demonstration area

Blind spots

Reversing area

Turning area

Stopping area

Exiting the school

Low slung cables en route

Obstructions can vary through the day i.e., parked cars

If you believe that there is an issue with any points in this section, you need to record this in **Section 5.0 Explanation**

3.0 Demonstration Area

This section is asking you to visually review the demonstration area and record and confirm the area is suitable and safe to conduct the demonstrations. This section allows you to confirm what control measures will be used during the demonstrations.

3.1 Designated Safe Area

It is recommended this distance should be at least 2 metres, and we recommend a barrier should be at this distance perhaps using cones and tape.

3.2 Slope

The boxes with regards to "Slope" are only relevant if the vehicles are loaded or persons are required to gain access to the load area.

4.0 Environmental Information

You are required to complete each of the three boxes:

4.1 Location Lighting

Use a common sense approach to this question, you as drivers will know the minimum standard of light required for you to see when operating the vehicle throughout the demonstration day

4.2 Location ground conditions

You as competent drivers are fully aware of the weight of your vehicle and also what happens when you manoeuvre the vehicle in a tight area. If on visual inspection, it is your opinion that the ground is not suitable for your vehicle operations then record this in **Section 5**.

4.3 Dust debris & housekeeping

This section relates to the potential hazards for the children or teachers at the demonstration; are there slip or trip hazards? Once again if you are in doubt record this in **Section 5**.

5.0 Explanation of any issues found above

If you identify any concerns or issues from the points above then record these in this section – if you have recommendations to resolve issues then also record the details in this section

6.0 Sketch demonstration area

If you can take a photograph of the area in which the demonstrations are going to take place then please add this to this box. If not provide a simple sketch of the area from an overhead view, highlighting any hazards, obstructions you can see

7.0 Summary of significant risks at this location

These need only to be bullet points of what you believe to be the major risks to you, the company equipment, the school property and the children / teachers on the demonstration day.

8.0 Controls, safe system of work required at this location

Identify all the safe control measures that in your opinion will be required eg: Fixed / mobile Barriers, Cones, Banks man, Tape, etc

9.0 Assessment Sign Off

This needs to be completed by the TACS demonstrator who carried out the assessment and your HSM (Health & Safety manager) for review and comments if necessary



9.1 Additional Action required

The HSM should add any additional actions that should be included at the respective site by the TACS team

9.2 Assessment Received by School

The completed assessment should then be provided to the respective school or organisation, and a signature obtained from the school confirming receipt and acceptance that the assessment is acceptable.

Health and Safety Procedures for the day

Some essential things to consider:

- The area where the vehicle will be displayed is safe and secure
- Ensure there is nobody in the area when you move the vehicle and keep the vehicle stationary when there are children nearby
- The engine of the vehicle should be switched off when any children are near, when there is a need to demonstrate how loud the vehicle is or what the reversing alarm sounds like ensure that they are at a safe distance away and closely supervised by a teacher
- Children have a teacher or teachers assistant supervising at all times when near or inside the vehicle
- Demonstrators should wear fluorescent jackets and TACS ID cards so the children know who to approach for information or if there is a problem
- The school has overall responsibility for the children, therefore Health and Safety standards of the school as agreed with the head teacher must be rigorously followed

Please remember the guidelines for the Trucks & Child Safety Programme have been agreed with health and safety professionals and are covered by our insurance. If you include elements that do not form part of the agreed and risk assessed programme any incidents that arise could put the TACS programme at risk and cause unnecessary negative publicity both for DHL and the Foundation.