

Designer Contracts Ltd

Risk Assessment

Reference: GenL/UV

Title	Loading / Unloading Vans – General Risk Assessment	Date Of Assessment	Wed 22 Jan 2025
Site	Designer Contracts Ltd	Location	All Sites
Risk Assessor	Laura Cross	Assisted By	Antony Maidens
Non-Employees Involved	-	People At Risk	Employees, Contractors
Task Description	General Risk Assessment		
Review Date	Fri 11 Jul 2025	Reviewer	Laura Cross

Hazards

Hazard	General H&S
Risk Of Harm	General H&S
Existing Control Measures	<ol style="list-style-type: none"> 1. The vehicle should be a stable as possible , brakes should be applied and engine turned off. 2. When loading the van ensure loads are spread as evenly as possible. 3.Never overload vehicles. Overloading them causes them to become unstable, hard to steer and less able to brake. 4.Never load or unload a vehicle without checking the floor of the loading area is safe. Look for debris, broken boarding, etc and clear it if you see any. 5. The loading and unloading area should be free of overhead pipes, cables and any other potential obstructions; 6. Drivers are to report to Site Manager and sign in on arrival at site. 7. Make sure any adhesive tubs, screed/primer bottles have the lids fitted correctly to prevent any spillages.

Hazard	Falling Objects
Risk Of Harm	Serious injury to self and others.
Existing Control Measures	1. Always wear correct PPE and adhere to site management traffic plan. 2. PPE to be checked and in good order.

Hazard	Slips, Trips & Falls
Risk Of Harm	Serious injury to self and others.
Existing Control Measures	1. Ensure floor has stable footing. 2. Ensure brakes are on. 3. If working from inside of the van be aware of the van edge 4. Ensure the floor of the van is dry to avoid slips

Hazard	Waste Materials
Risk Of Harm	Serious harm to self and others
Existing Control Measures	1. Area to be free from general waste to avoid tripping. 2. When loading waste material on or off the vehicle, Level 5 Cut Gloves must be worn at all times.

Hazard	Manual Handling
Risk Of Harm	Manual Handling
Existing Control Measures	1. All staff to have completed Manual Handling Training . 2. The weight of the item is to always be assessed before lifting it, no item is to be lifted by one person if is suspected to be too heavy for the individual, use of lifting aids or further assistance from a colleague is requested. For the heavy carpets a 2 man lift must be carried out. 3. Weights of household items will vary. Be mindful of weight and only carry what you are safely able to, ** Various weights eg max weight for Carpets 34kg **

Hazard	Sprains, Strains and Pains
Risk Of Harm	serious injury to self
Existing Control Measures	1. Always adhere to Manual Handling training methods and Risk Assessment. 2. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained.

Hazard	Personal Health / Welfare
Risk Of Harm	Personal Health / Welfare
Existing Control Measures	1. Highlight any medical needs / requirements to site management.

Hazard	Van Payload
Risk Of Harm	Harder to control, more unstable and more difficult to stop in an emergency.
Existing Control Measures	1. It is the driver's responsibility to ensure that the payload on the vehicle does not exceed the legal limit before the vehicle leaves the warehouse. 2. All employed drivers must have completed Van Load Training. 3. The Payload calculator and procedure documents can be found on the company's Intranet