

Designer Contracts Ltd

Reference: GENL/UHGVs

Risk Assessment

Title	Loading / Unloading HGVs – General Risk Assessment	Date Of Assessment	Mon 06 Jul 2026
Site	Designer Contracts Ltd	Location	All Sites
Risk Assessor	Laura Cross	Assisted By	Antony Maidens
Non-Employees Involved	-	People At Risk	Contractors, Employees
Task Description	Site Specific Risk Assessment		
Review Date	Sun 11 Jul 2027	Reviewer	Laura Cross

Hazards

Hazard	General H&S
Risk Of Harm	General H&S
Existing Control Measures	1. All staff to have read the Loading and Unloading Trailers document which can be found on the company's Intranet. 2. Before entering the trailer ensure the ramp is flat,level and secure and square to the building. 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. 8. Ask for help from regional staff with loading and unloading.

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 and free from exiting the trailer . 2. Ensure brakes are on and loading bay ramps are attached securely. 3. Make sure the vehicle floor 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. Use Straps Provided to move product over 60KG nearer the doors to allow MHE use. 2. All staff to have completed manual handling training.

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	Loading / Unloading
Risk Of Harm	Serious harm to self and others
Existing Control Measures	1. Stand clear when operation of Ramp is being opened or closed 2. 3 points of contact when entering/exiting cab 3. All staff members to have read the Loading Bay Risk Assessment which can be found on the company's Intranet. 4. All palletised goods must be taken off with the use of MHE and hand pallet trucks.