

# Risk Assessment

Activity	RA-L04 Workplace Transport
Location	Longstone Lothian Buses
Persons at Risk	Lothian Buses Employees/Visitors/Contractors
Name of Assessors	K. Burt and S. McGhee
Date	11/03/2026

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
1	<p><b>Vehicle Movements</b></p> <p>associated with workplace transport, reversing operations in and around workshop and floor and as a result of deliveries</p> <ul style="list-style-type: none"> <li>Collision with other traffic or plant and pedestrians being struck resulting in possible fatality or major injury e.g. crushing injuries, fracture/other</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Non-essential personnel are not permitted to enter traffic movement areas</li> <li>Pedestrians and site traffic segregated wherever practicable</li> <li>Designated vehicle routes and pedestrian walkways clearly marked with appropriate signage and routes wide enough to accommodate vehicles and pedestrians</li> <li>Barriers erected at doorways that lead direct onto traffic routes</li> <li>Well-lit crossing points are provided where pedestrians are regularly required to cross busy traffic routes and these are clearly marked</li> <li>Vehicle movement areas are kept well-lit and defective lighting reported and replaced as soon as practicable</li> <li>Additional lighting is provided in fuelling and inspection areas and at crossing points</li> <li>At times of increased vehicle movement e.g., during run in and run out there is an adequate level of supervision provided and maintained</li> <li>Employees instructed/informed on general and specific risks associated with Traffic Movement and control measures for the site e.g., via programme of toolbox talks and records are retained</li> <li>All persons entering areas where traffic movement are likely required to wear Hi Vis clothing conforming to EN471</li> <li>Injuries, incidents and significant near misses involving plant and vehicles are reported, recorded and investigated and any lessons shared</li> <li>Speed limits clearly indicated and do not exceed 10 mph</li> <li>Cycling is not permitted on site. Cyclists must dismount and use designated walkways to walk their bike to the bike storage area</li> <li>Deliveries and collections must report to Longstone Stores for Engineering items or Traffic Desk for all other items</li> </ul>	1	5	5

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		L	S	R		L	S	R
2 <b>Reversing Operations</b>	<ul style="list-style-type: none"> <li>Struck and/or trapped by reversing vehicle resulting in fatality or major injury e.g., crushing injuries, fracture/ other injury</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>One-way routes are provided to eliminate the need for reversing wherever practical. Where reversing cannot be avoided the distances, vehicles reversed are kept to a minimum. These areas include reversing from Engineering pits and VOR parking areas</li> <li>A trained banksman will be used for reversing of all large vehicles. The banksman and driver must have received training or instruction AND an effective means of communication and visibility between driver and banks man must be maintained AT ALL TIMES. Due to driving test requirements, training buses may need to reverse with the aid of a banksman. This activity is to be carried out in outdoor bays, under supervision from a member of the Training School, in a controlled area.</li> <li>Staff operating as a banksman shall wear as a minimum a Hi-Viz vest conforming to EN471 Class 2 (intermediate visibility)</li> <li>Pedestrians are restricted from entering reversing areas when vehicles are moving</li> <li>Vehicles shall be restricted from reversing during movements of large numbers of pedestrians</li> <li>Audible warning devices are fitted, in good working order, checked pre-use and are used i.e. reversing alarm or manual use of horn. Any visual devices i.e. reversing cameras, if fitted are in working order</li> <li>Vehicle movement areas are kept well-lit and defective lighting reported and replaced as soon as practicable</li> <li>Fixed mirrors will be installed on structures where there are blind corners to increase drivers' vision</li> <li>Mirrors or other aids, located on vehicles and structures to aid vision, to be periodically visually inspected and maintained in working order</li> </ul>	1	5	5
3 <b>Emergency repair of casualty vehicles on floor</b>	<ul style="list-style-type: none"> <li>Fatality, major injury or crushing injuries if struck by moving vehicles whilst working on or under a vehicle</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Any diagnosis or repair requiring body parts to be placed under a vehicle will mean the vehicle is returned to the workshop. If unable, suitably rated props or stands are positioned without placing any part of body under the vehicle, as secondary support to protect against a failure/rupture of the air suspension system causing the vehicle to drop. No lone working</li> <li>Vehicle is immobilised using 2 heavy duty wheel chocks placed either side of at least 2 wheels on the same axle if working on brakes</li> <li>Commencement of repair or recovery only when engineer is satisfied adequate protection from site traffic is provided</li> <li>A Vehicle off Road (VOR) sign or steering wheel cover is in place to prevent the engine being started or the vehicle being moved</li> <li>Vehicles should be moved to a designated area (safe zone) for carrying out repairs if original location is deemed unsafe</li> </ul>	1	5	5
4 <b>Movement and Operation of plant</b> e.g., scrubbing machines, Fork Lift trucks, Mobile Elevated Work Platforms etc.	<ul style="list-style-type: none"> <li>Struck by moving plant, falling from MEWP during transit, collision of plant with other traffic and pedestrians could result in fatality, major injury e.g. potential for head injuries, crushing injuries, fracture/other injury</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Mobile plant operators are aware of the designated areas/routes and any hazards specific to the layout of the site</li> <li>Mobile plant operators ensure the area is free from pedestrians. Personnel working in the area are made aware that FLT's, MEWP's, other plant are in operation</li> <li>Site traffic is segregated from the area where MEWP's are deployed using a system of barriers, cones, tape and signage as appropriate</li> <li>Routes and operating areas are kept clear of obstruction and there is sufficient width and overhead clearance to safely operate the trucks,</li> </ul>	1	5	5

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		L	S	R		L	S	R
4 <b>Movement and Operation of plant (cont'd)</b>	<ul style="list-style-type: none"> <li>• Uneven, and badly maintained routes/floors can cause overturning and loss of load during movement resulting in fatality, major injury e.g. potential for head injuries, crushing injuries, fracture/other injury</li> </ul>	4	5	20	MEWP's and other plant <ul style="list-style-type: none"> <li>• Audible warning devices are used i.e. reversing alarm or manual use of horn is during reversing or when approaching danger points</li> <li>• Visual warning device i.e. flashing beacon fitted, in good working order, checked pre-use and used during plant movement/lifting</li> <li>• Floors and routes are level and well maintained. Operators avoid driving over kerbs, pipework, hoses, rain/manhole covers or other obstructions likely to cause overturning</li> <li>• Speed limits for the site are displayed, adhered to and enforced by management</li> <li>• FLT's are fitted with fit for purpose roll over protection integral to the truck</li> <li>• Areas of specific danger e.g. inspection pits are covered by vehicles where possible or highlighted and signage displayed at each approachable side</li> <li>• Items of plant are braked and/or stabilised, as appropriate to the equipment being used whilst loaded and loads do not exceed the limits of the equipment e.g. SWL, lift height and load centre distance</li> <li>• FLT's are not permitted to travel with the load raised. Forks are only raised, lowered or extended whilst truck is stationary and braked</li> <li>• When relocating MEWP's, operators assess the hazards on the proposed route and surrounding working areas prior to movement. Where potential risks are foreseeable the MEWP is moved with carrier in the lowered position</li> <li>• A method of communication between the operator and a second person, who can implement the emergency procedures, if necessary, is established, before operation</li> <li>• PPE is issued and worn as follows: Operators of FLT's wear seat belts at all times; Operators of cherry pickers wear harnesses and hard hats fitted with chin straps</li> </ul>			
5 <b>Defective Plant and Vehicles</b>	<ul style="list-style-type: none"> <li>• Poorly inspected and maintained vehicles, plant or integral safety devices could affect the integrity and ability to operate or drive it in a safe manner</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• First use checks are carried out on PSV vehicles in line with operational procedures</li> <li>• A vehicle defect reporting and recording process is in place whereby defects are reported and a addressed. Records of fault and any remedial action taken is retained</li> <li>• Items of plant, unless hired, are subject to service and maintenance programme and statutory thorough examinations are carried out every 12 months (6 months if persons are being lifted)</li> <li>• Hired and contractors' equipment have documented proof of an inspection &amp; maintenance regime (and statutory examinations as appropriate) and this is verified before operated or moved on site</li> </ul>	2	2	4
6 <b>Driver Error</b> associated with competence and fitness to drive	<ul style="list-style-type: none"> <li>• Inappropriate or unauthorised use or impaired capability may result in loss of control of plant/vehicle or potential collision with other traffic or pedestrians</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>• Drivers of vehicles are licensed appropriate to vehicle type or are authorised via local assessment and certification by Driving School</li> <li>• Operators of plant are certificated appropriate to the type of plant by an approved external body. A list of authorised users, and their date of licence renewal is retained</li> <li>• Persons under 18 prohibited from operating fork lift trucks or plant i.e. Mobile Elevated Work Platforms (MEWPs), scissor lifts, trailer mounted cherry pickers etc.</li> <li>• Arrangements are in place for continual driver assessment and regular testing of eyesight</li> <li>• Statutory medical assessment carried out for PCV and FLT drivers</li> <li>• Drivers are instructed and informed on site specific hazards, speed limits, designated areas for pedestrians and</li> </ul>	1	5	5

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					parking etc. <ul style="list-style-type: none"> <li>Drivers are screened for presence of alcohol and other substances on random sample and 'for cause' basis</li> </ul>			
<b>7</b> <b>Speeding vehicles</b>	<ul style="list-style-type: none"> <li>Excessive speeds on site could increase severity of collision incidents</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Site speed limits clearly indicated and do not exceed 10 mph</li> <li>Adherence to speed limits and site rules observed by all and enforced by management. Sanctions are applied to offenders and incidents/actions recorded and retained</li> </ul>	1	5	5
<b>8</b> <b>Access and Parking</b>	<ul style="list-style-type: none"> <li>RTC/potential major injury as a result of uncontrolled or uncontrolled or unauthorised access/parking particularly by visitors, contractors and delivery drivers who are unfamiliar with the site causing collision with other traffic, plant or pedestrians</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Parking of vehicles is allowed in designated areas only and adequate space has been provided around each vehicle</li> <li>Suitable access routes and temporary parking is available for parts and delivery vehicles, other contractors or commercial vehicles</li> <li>Loading and unloading is carried out in designated areas, away from other traffic and pedestrians</li> <li>Vehicles are braked and/or stabilised whilst loaded and loads do not exceed the limits of the vehicle</li> <li>Heavy parts and other loads are spread evenly in vehicles and segregated from drivers cabs to avoid loads shifting during transit and instability of the vehicle</li> <li>Contractors and Visitors made aware of site traffic rules and traffic movements via induction /visitor sign in. Records are retained</li> </ul>	2	3	6
	<ul style="list-style-type: none"> <li>Inappropriate loading and unloading</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Loading and unloading is carried out in designated areas, away from other traffic and pedestrians</li> <li>Clear guidance is displayed at site entrances to advise visitors where to park, where to report to, use of walkways/traffic routes, speed limits and specific site hazards</li> <li>"No parking" restrictions are clearly indicated with double yellow lines and/or suitable signage</li> <li>Delivery drivers are required to wear Hi Vis whilst in traffic movement areas and when loading and unloading vehicles</li> </ul>	2	4	8
<b>9</b> <b>Slips, Trips and Falls</b> associated with wet/oily environment, change in level or surface quality	<ul style="list-style-type: none"> <li>Injuries such as abrasion, bruising and potentially fractures if trip on uneven surfaces, changes of level or a slip on spillages or wet floors and fall</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Pedestrian and traffic routes are inspected regularly and maintained in good condition</li> <li>A programme for gritting pedestrian walkways in snowy / icy conditions is in place and details of where and when gritting has taken place is recorded</li> <li>Floors and traffic routes are strong enough for the loads placed on them and the traffic expected to use them. There are no holes, uneven or slippery surfaces and they are free of obstructions</li> <li>Criteria is set for cracks and ruts, subsidence, unevenness, pot holes, collection of surface water and when exceeded there are maintenance systems to enable repairs to be undertaken</li> <li>The area around the fuel bay is periodically deep cleaned to remove oily debris and residues and prevent build up</li> </ul>	2	4	8
<b>10</b> <b>Third Party Activities on site</b> associated with MOT provision, special and promotional events, shared premises etc.	<ul style="list-style-type: none"> <li>Potential for fatal or serious injury to visitors, contractors and employees, and property damage as a result of increase in vehicle movements on site</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Competent, resourced and adequately insured contractors and service providers only are appointed via a thorough, documented contractor evaluation process</li> <li>Signage clearly indicates unauthorised/authorised areas, direction of traffic/ traffic routes and designated walkways</li> <li>Site traffic rules and traffic movements are communicated to visitors, contractors and other businesses. Records are retained</li> </ul>	2	4	8

Key: Risk Ranking = Likelihood x Severity

**Likelihood:**

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Fairly unlikely
- 4 = Likely
- 5 = Certain

**Severity:**

- 1 = No injury or illness
- 2 = Minor injury or illness
- 3 = Up to 7 days absence
- 4 = Over 7 day absence
- 5 = Fatality

**Residual Risk (after controls):**

- 17-25** = Unacceptable Risk
- 10-16** = High Risk
- 5-9** = Medium Risk
- 1-4** = Low Risk

**Score 17-25 Unacceptable Risk**

Stop activity immediately and review controls

**Score 10-16 High Risk**

Implement existing controls and look to improve on them within specified timescale

**Score 5-9 Medium Risk**

Implement existing controls and look to improve

**Score 1-4 Low Risk**

No further action required ensure controls maintained

**Are Any Additional Precautions Required?**

Managers of the location should add any additional precautions required at their location/garage to reflect any specific hazards not covered within this generic document (If Any)

**Sign off and Approval**

**Conducted by:**

**Names:** Kenny Burt / Sean McGhee

**Positions:** General Manager/Depot Engineer

**Date:** 11/03/26

**Signatures:** 

**Approved by:**

**Name:** Stuart Rollo

**Position:** Health, Safety and Procurement Manager

**Date:** 11/03/26

**Signature:** Stuart Rollo

**Review period:** 1 year

**Next review date:** March 2027