

Workplace Transport Risk Assessment

Template and guidance · structured on HSE's safe site / safe vehicle / safe driver model (HSG136)

Complete this for your site. Where a control is not in place, write that it is not in place and put a date against fixing it. An honest assessment with an action plan is worth far more than a tidy one that is not true.

Scope and limitations — read before use

IMPORTANT — SCOPE AND LIMITATIONS. This document is a template and guidance product. It is a starting point, not a finished assessment. Every workplace is different, and only the employer knows their own site, vehicles, people and tasks. The legal duties under the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 and all other relevant law remain with the employer at all times and cannot be transferred to PHW Services or to any document. You must read, adapt and complete this material for your own site, satisfy yourself that it is suitable and sufficient, and seek competent advice where you are unsure. PHW Services does not warrant that using this pack will prevent an accident, prevent enforcement action, or achieve compliance in any particular case. Nothing in this pack is approved or endorsed by the Health and Safety Executive.

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Site details

Field	Entry
Company	
Site address	
Assessment carried out by	
Date	
Areas covered	
Vehicles on site (types and numbers)	
Number of people on site (including visitors and drivers)	
Review date	

How to score

Likelihood		Severity		Risk = L × S	
1 Very unlikely		1 Minor first aid		1–4 Low	Monitor
2 Unlikely		2 Over-3-day injury		5–9 Medium	Act soon
3 Possible		3 Over-7-day / RIDDOR		10–14 High	Act now
4 Likely		4 Major injury		15–25 Very high	Stop the task
5 Almost certain		5 Fatality			

A. SAFE SITE — layout, routes and segregation

Hazard	Who is harmed and how	Controls that should be in place	In place? Y/N/Partly	Risk L×S	Action needed	By whom	By when
Pedestrians and vehicles sharing the same space	Person struck or crushed by a vehicle. The commonest cause of yard fatalities.	Separate routes wherever reasonably practicable. Physical barriers where possible, clearly marked walkways where not. Pedestrian entrances away from vehicle gates.					
Vehicles reversing	Person struck. Reversing is involved in a large share of workplace transport deaths.	Design out reversing with a one-way system or turning circle. Where unavoidable: designated reversing areas, exclusion of pedestrians, a trained marshal, mirrors or CCTV.					
Blind spots, corners and building exits	Collision, person stepping into a vehicle path.	Mirrors at blind corners, barriers at building exits so people cannot walk straight into a traffic route, sight lines kept clear.					
Vehicle and pedestrian gates shared	Person struck at the pinch point everyone uses.	Separate pedestrian gate, clearly marked and signed.					

Speed	Greater collision severity and less time to react.	Site speed limit set and signed, enforced with the workforce and with visiting drivers. Speed humps or chicanes if needed.					
Poor surface — potholes, ruts, slopes, loose material	Load displacement, overturn of a laden truck, trips.	Repair and maintain. Include the surface in the weekly walk round. Grit in winter.					
Lighting	Person not seen, especially winter mornings and evenings.	Adequate lighting over all traffic routes, loading areas and walkways for every hour you work.					
Signage and markings absent or worn out	Nobody knows the rules; regulation 17 breach.	Route, speed, pedestrian and hazard signage. Floor markings repainted when they fade.					
Parking and standing areas not defined	Vehicles obstructing routes and sight lines.	Marked parking bays away from traffic routes and walkways.					

B. SAFE VEHICLE — the machines themselves

Hazard	Who is harmed and how	Controls that should be in place	In place? Y/N/Partly	Risk L×S	Action needed	By whom	By when
Forklift or plant not maintained	Brake, steering, hydraulic or mast failure causing collision or dropped load.	Planned maintenance to the manufacturer's schedule. Daily pre-use checks recorded. Defects reported and the machine taken out of use until repaired.					
Lifting equipment not thoroughly examined	Structural or lifting failure. A LOLER breach in its own right.	Thorough examination by a competent person at least every 12 months (6 months if it lifts people). Reports kept and in date.					

Poor visibility from the driving position	Person in front of the machine not seen. This is exactly how the Exwold prosecution happened.	Loads carried so the view is not obscured, travelling in reverse where the load blocks the view, mirrors and cameras fitted and kept clean.					
No seat restraint or restraint not worn	Operator crushed in an overturn — the classic forklift fatality.	Restraint fitted, working, and its use enforced as a site rule.					
No warning devices	Approach not noticed.	Horn, beacon and reversing alarm fitted and working. Include in the pre-use check.					
Attachments changing machine capacity	Overload and overturn.	Capacity plate for each attachment. Operators trained on the attachment. De-rating understood.					

C. SAFE DRIVER — competence and behaviour

Hazard	Who is harmed and how	Controls that should be in place	In place? Y/N/Partly	Risk L×S	Action needed	By whom	By when
Operator with no formal training	Untrained operation. A direct breach of PUWER regulation 9 and the single easiest thing for an inspector to prove.	Basic training from a competent provider for every machine type operated. Certificates kept.					
No specific job training or familiarisation	Trained on a machine but not on your site, your loads or your layout.	Complete stages 2 and 3 and record them (WTS-07).					
No written authorisation to operate	Anybody can climb on. No control over who operates what.	Written authorisation naming the person, machines and any limits. Keys controlled.					

Competence lapsing unnoticed	Skills and habits decay; nobody notices until an incident.	Refresher every 3 to 5 years, and sooner after an incident, a change of machine or task, or a long break. Tracked in the matrix.					
Untrained person marshalling vehicles	The marshal is in the most dangerous position on the site.	Trained vehicle marshals only, using agreed signals, in high visibility clothing, never in the blind spot (WTS-05).					
Visiting drivers unaware of site rules	You owe a duty to non-employees under section 3 of the Act. Most sites overlook this entirely.	Site rules issued and acknowledged on arrival, a safe waiting area, and a clear rule on whether the driver stays in the cab (WTS-06).					
Fatigue, drugs or alcohol	Impaired judgement operating a machine that can kill.	Policy in place, briefed, and applied to agency staff as well as employees.					

D. THE TASKS — loading, unloading and lifting

Hazard	Who is harmed and how	Controls that should be in place	In place? Y/N/Partly	Risk L×S	Action needed	By whom	By when
Loading or unloading a vehicle with people nearby	Struck by the machine or by a falling load.	Exclusion zone around the operation, driver in the designated safe place, nobody else in the area (WTS-04).					
Vehicle moving off during loading or unloading	Machine drives into the gap, or a load falls. A recognised killer.	Keys held, or a traffic light or signage system. Brakes applied, trailer wheels chocked where uncoupled.					
Unstable or shifted load	Load falls on removal of restraints.	Inspect before releasing straps or curtains. Do not stand where a load could fall.					

Working at height on a vehicle bed	Fall from the bed or from the load.	Avoid the need to climb. Where unavoidable, controlled access and edge protection.					
Lifting operations with a lorry loader or crane	Load falls, machine overturns.	Lift planned by a competent person, accessories in date and inspected, trained slinger and signaller, exclusion zone.					
Overhead power lines or structures	Contact or arcing. Fatal.	Survey and mark. Goalposts and barriers. Machine reach plus 9 m from wooden poles, plus 15 m from steel pylons, unless the line owner agrees otherwise.					

Sign-off

I confirm this assessment reflects the site as it actually is, and that the actions above are being managed to the dates shown.

Assessed by (name and position)	Signature	Date	Review date