| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General tractor  maintenance |  | Injury due to  inadequate  maintenance | H | The tractor is maintained and serviced as per the  manufacturer’s instructions and a record of the  service is kept by the principal  A pre-start check list must be completed by  the driver once per day before use - See HSA  publication ‘Essential Tractor Safety Checks’  The driver must conduct an inspection of the  tractor and ancillary machinery, to ensure that  all lights, horn, brakes, mirrors, warning devices  and control devices are in place and are working  correctly  The driver must check the machine for fuel and  check tyres and wheels are in a satisfactory  condition |  |  |  |  |
| Injury to  person using  tractor due  to incorrect  or insufficient  repair work  being  completed | H | Repair work is only carried out by a competent  mechanic |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Entanglement in PTO Shaft |  | Death or Loss of limbs as  a result of entanglement in PTO | H | When attaching any machinery using a power take off (PTO) shaft the driver ensures all guards are in place. The shaft is not to be used without complete guards, or with damaged guards  The PTO chain must be anchored to prevent rotation of the PTO guard  The U guard and O guards are in good condition  The PTO guard and bearings are lubricated before use  Before starting a PTO the driver makes sure that there is nobody in close proximity to the shaft  Persons never step or lean over a running shaft even if guarded  The shaft is turned off when clearing blockages in any machinery  The PTO is turned off before exiting the vehicle cab whenever possible  Loose clothing is not worn when working with PTO driven machinery |  |  |  |  |
| Entanglement |  | Loss of limbs  or death  due to  entanglement  in moving  parts | H | Ensure all guarding is in place. The tractor is  stopped and power cut and key removed from  ignition when clearing blockages of any type |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Collisions |  | Injury due to collision with stationary objects or moving vehicles  Severe injuries on foot of collision or overturning of tractor  Risk of brake failing and vehicle moving  and either trapping or rolling over an individual. | H | The tractor is driven by trained and experienced staff only. New drivers must attend Driver Awareness Training course delivered by a recognised training company  Mirrors, lights and wipers are in good working order  The tractor is driven slowly and with great care at all times  When in operation the door of the cab is closed and if present a seat belt worn  An exclusion zone should be in operation in any area in which a tractor is operational  Adequate supervision must be provided to ensure pedestrians/students are not sharing the same area  The tractor is not left running or with the forks or bucket raised whilst unattended |  |  |  |  |
| Noise |  | Hearing damage | M | The tractor cab provided is well maintained and doors kept closed while the tractor is in use  Hearing protection is worn when driving the tractor/when operating tractors that are not fitted with Q(Quiet) cabs |  |  |  |  |
| Loss of control of tractor due to interference with control mechanisms |  | Injuries from collision arising from lack of control of vehicle | H | The floor of the cab is kept clean and free from materials so that the pedals can be easily accessed and function properly |  |  |  |  |
| Faulty/ defective equipment |  |  | H | Tractors are periodically checked, and any faults found are reported to the principal immediately |  |  |  |  |
| Falls |  | Risk of overturning | H | The tractor is not driven up or down excessively steep slopes |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Falls from  height |  | Severe  injuries arising  from use of  unsuitable  elevated  work  platform | H | The tractors or its frontend loader is never used as  an elevated work platform (for raising persons to  a height) |  |  |  |  |
| Passengers  riding on  tractor/  sweeper |  | Loss of limbs  or death  due to  entanglement  in moving  parts | H | Employees are forbidden from carrying any  passengers or being passengers on the tractor |  |  |  |  |
| What is the hazard? |  |  | H | When parking the tractor the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface. All front end loaders or transport boxes must be lowered to rest on the ground |  |  |  |  |
| Reduced vision when driving around blind corners |  | Injury due to collision | H | When driving around blind corners the driver slows to an appropriate speed to allow for sudden stopping and sounds the horn. Where vision is restricted at corners mirrors should be strategically placed to aid visibility  A second person standing in a safe position with a good overall view must direct the driver if the drivers view is unsighted, particularly during reversing operations |  |  |  |  |
| Lack of  attention or  focus when  driving |  | Collision with  other vehicles | H | A mobile phone must not be used while driving |  |  |  |  |
| Electrocution |  | Death or  serious  electrical  shock which  may result in  serious injury | H | The tractor is not driven under high voltage  power lines unless the bucket/forks are lowered |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact with diesel during refuelling |  | Dermatitis | H | Gloves are worn when refuelling |  |  |  |  |
| Whole body vibration |  | Ill health due to WBF - whole body vibration | H | The tractor is used for time periods as specified by the manufacturer to ensure whole body vibration is minimised |  |  |  |  |
| Flying debris or objects |  | Cuts/ amputations/ lacerations from debris ejected from blades | H | When grass cutting, the ground ahead must be checked for objects that could be caught in blades or ejected from blades |  |  |  |  |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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