| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = 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 tractormaintenance |  | Injury due toinadequatemaintenance | H | The tractor is maintained and serviced as per themanufacturer’s instructions and a record of theservice is kept by the principalA pre-start check list must be completed bythe driver once per day before use - See HSApublication ‘Essential Tractor Safety Checks’The driver must conduct an inspection of thetractor and ancillary machinery, to ensure thatall lights, horn, brakes, mirrors, warning devicesand control devices are in place and are workingcorrectlyThe driver must check the machine for fuel andcheck tyres and wheels are in a satisfactorycondition |  |  |  |  |
| Injury toperson usingtractor dueto incorrector insufficientrepair workbeingcompleted | H | Repair work is only carried out by a competentmechanic |

| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Entanglement in PTO Shaft |  | Death or Loss of limbs asa 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 guardsThe PTO chain must be anchored to prevent rotation of the PTO guardThe U guard and O guards are in good conditionThe PTO guard and bearings are lubricated before useBefore starting a PTO the driver makes sure that there is nobody in close proximity to the shaftPersons never step or lean over a running shaft even if guardedThe shaft is turned off when clearing blockages in any machineryThe PTO is turned off before exiting the vehicle cab whenever possibleLoose clothing is not worn when working with PTO driven machinery |  |  |  |  |
| Entanglement |  | Loss of limbsor deathdue toentanglementin movingparts | H | Ensure all guarding is in place. The tractor isstopped and power cut and key removed fromignition when clearing blockages of any type |  |  |  |  |

| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Collisions |  | Injury due to collision with stationary objects or moving vehiclesSevere injuries on foot of collision or overturning of tractorRisk of brake failing and vehicle movingand 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 companyMirrors, lights and wipers are in good working orderThe tractor is driven slowly and with great care at all timesWhen in operation the door of the cab is closed and if present a seat belt wornAn exclusion zone should be in operation in any area in which a tractor is operationalAdequate supervision must be provided to ensure pedestrians/students are not sharing the same areaThe 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 useHearing 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 |  |  |  |  |

| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Falls fromheight |  | Severeinjuries arisingfrom use ofunsuitableelevatedworkplatform | H | The tractors or its frontend loader is never used asan elevated work platform (for raising persons toa height) |  |  |  |  |
| Passengersriding ontractor/sweeper |  | Loss of limbsor deathdue toentanglementin movingparts | H | Employees are forbidden from carrying anypassengers 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 visibilityA 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 ofattention orfocus whendriving |  | Collision withother vehicles | H | A mobile phone must not be used while driving |  |  |  |  |
| Electrocution |  | Death orseriouselectricalshock whichmay result inserious injury | H | The tractor is not driven under high voltagepower 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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