

Maintenance (Tractors) – Risk Assessment Template No. 39 (List additional hazards, risks and controls particular to your school using Template No.74)

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	<p>The tractor is maintained and serviced as per the manufacturer's instructions and a record of the service is kept by the principal</p> <p>A pre-start check list must be completed by the driver once per day before use – See HSA publication 'Essential Tractor Safety Checks'</p> <p>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</p> <p>The driver must check the machine for fuel and check tyres and wheels are in a satisfactory condition</p>				
		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				

Maintenance (Tractors) – Risk Assessment Template No. 39 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

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
Entanglement in PTO Shaft		Death or Loss of limbs as a result of entanglement in PTO	H	<p>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</p> <p>The PTO chain must be anchored to prevent rotation of the PTO guard</p> <p>The U guard and O guards are in good condition</p> <p>The PTO guard and bearings are lubricated before use</p> <p>Before starting a PTO the driver makes sure that there is nobody in close proximity to the shaft</p> <p>Persons never step or lean over a running shaft even if guarded</p> <p>The shaft is turned off when clearing blockages in any machinery</p> <p>The PTO is turned off before exiting the vehicle cab whenever possible</p> <p>Loose clothing is not worn when working with PTO driven machinery</p>				
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				

Maintenance (Tractors) – Risk Assessment Template No. 39 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

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
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				

Maintenance (Tractors) – Risk Assessment Template No. 39 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

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
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				

Maintenance (Tractors) – Risk Assessment Template No. 39 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

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
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.

© All Rights Reserved

Risk Assessment carried out by: _____

Date: / /