

WORKPLACE TRANSPORT

PROJECT PROPOSAL FORM- 2017/18

Project Name: Workplace Transport (WT) in Food and Non-Food Premises	
Project Owner: Health Safety and Food Team	
Organisation: Brent Council	
Address: Borough wide	
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Strategy Values <i>Please indicate</i>	Partners:
Employee Safety Engaging Proprietors & Employees Business, Shops, Services, Welfare	HSE
Project objectives Proposed:	
<ul style="list-style-type: none"> • Annually a high number of RIDDORs have been submitted as an outcome of misuse of workplace transport (mainly FLT's), through poor staff training, no marshalling, poor maintenance (LOLER Thorough Examinations), and no Safe Systems of Work (SSoW) in both food and non-food premises. • Provide advice and support to proprietors to enable improved measures for the prevention of accidents involving workplace transport. Take enforcement action on those who have no trained operatives, or no annual servicing/maintenance of their workplace transport (LOLER Thorough Examinations). • Initially 10-15 premises will be inspected. <p>The project aims to determine a correlation between practices and accidents. It will also offer support to put preventative measures in place.</p>	
Baseline Evidence/Local consultation:	
<p>Workplace transport (WT) is used in both food and non-food premises, mainly in warehouses, however, all manufacturers, suppliers, and retailers use workplace transport for deliveries of goods. WT accidents and near-misses occur on a regular basis due to a lack of:</p> <ul style="list-style-type: none"> • Training; • Risk assessments; • Pre-use checks (non-reporting of defects); • Servicing/maintenance (LOLER Thorough Examination of Lifting Equipment); • Marshalling; and • SSoW such as vehicular and pedestrian segregation, racking protection, aisle management, hand-picking. <p>Small businesses that use WT and have less than 5 staff, will not have documented RAs or SSoW. They may share FLT's and even staff, from neighbouring businesses, which significantly increases the risk of accident and injury. These are the businesses that should be targeted in the first instance. Advice and guidance shall be given, and recommendations made that they document a WT SSoW. Even if it's only a checklist, all staff must read and sign to confirm that they have understood the risks, and appropriate behaviours expected of them.</p>	

All accidents and near-misses can be prevented with the use of effective controls and good safety practice.

The project falls within the All London Local Authorities & HSE Partnership Food Team Projects 2017-2018

Outcome Evidence:

To determine the effectiveness of the project, a visit record sheet will be completed at the time of the inspection. This aims to identify any concerns relating to the use of workplace transport (mainly FLT's) that are highlighted during the inspection. Advice and guidance on safe practices will be given by the inspecting officer.

All Action will be collated and forwarded to the London Local Authorities to determine if the objectives of the project were met and further works are required

Outputs to be delivered:

Health and safety inspection focusing on the accident risk of using workplace transport. The project is not intended to be enforcement based, however due to the high level of WT incidents and near-misses in the borough, and the severity of outcomes (including fatalities), it may be appropriate to take enforcement action. Proprietors will receive support and guidance to obtain awareness.

Funding

The project will not require funding. The visits will be carried out as topic based inspections and will target premises in which a health and safety inspection is due. Therefore it will be incorporated into the normal workload.

Timescale	Key Milestones & Activities
Jan - March 2018	Inspection of Premises
March 2018	Completed data forwarded to the London Local Authorities