

Transport Risk Assessment

WHO IS AFFECTED	RISKS IDENTIFIED	CONTROL MEASURES NOW IN PLACE	FURTHER MEASURES NEEDED	ACTION TAKEN – Initial / date
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Volunteers and staff who drive as part of their duties – collecting donations, delivering stock and attending meetings on behalf of the foodbank	<ul style="list-style-type: none"> • Road traffic accidents • Cuts & abrasions 	Licence / insurance / MOT checked on recruitment and updates requested annually	All drivers to complete an annual confirmation statement that licence / insurance / MOT where applicable are all in place and up to date, and that no relevant convictions have been incurred.	To action this from October 2024
	Lifting injuries	<ul style="list-style-type: none"> • Manual Handling training on recruitment as a driver • Health & Safety training on recruitment as a driver • Assistance given where needed 	<ul style="list-style-type: none"> • All drivers to be offered an appropriate trolley / sack barrow to assist safe loading at the warehouse • All drivers collecting donations from supermarket etc to be aware that equipment is not always available so to be prepared or to ask for help at the venue* • All drivers to be aware of their vehicle's load limit** 	

*A crate with two full layers of tins in weighs approximately 20kg

**Single parcels weigh approximately 10kg and couple / family sets are approximately 20kg and 30kg in total, respectively

Norwich foodbank will not be held liable for any damage to vehicles due to overloading or damage done during loading and unloading