

**DSA Risk Assessment for: Use of sites for DSA work**      **Department/site: Nottingham Colwick MPTC**  
**Completed by (capitals):**      **Signed:**      **Date: 4<sup>th</sup> Jan 2013**

**Unique site reference number: 307301/01**

TCMs and Facilities Managers must print off, sign and date the risk assessment and ensure that it has been read and understood by the DSA staff working there for whom they are responsible. Any site-specific hazards must also be included in the risk assessment. This is to be carried out for every site where DSA staff work. This includes relevant parts of shared sites, customer sites and casual premises. Refer to Dashboard for the relevant health & safety guidance mentioned below. Place this completed risk assessment in the site log book.

Please review the risk assessment on a yearly basis or if there is reason to suspect that the risk assessment is no longer valid; there has been a significant change in the work to which the risk assessment relates: when staff or the equipment changes, or following an accident or incident. All risk assessments must be retained for 4 years. **If there are no amendments required to the risk assessment at the yearly review, please re-sign and date the risk assessment to confirm that it has been re-assessed.**

Hazard	Those at Risk	Existing Controls	Further Action Necessary
Unsafe/ unsuitable building	Staff, candidates	Workplace H&S checklist completed in last year and any issues have been remedied.	
Lone worker	Staff	Lone working procedure needed where any member of staff is working alone or without any other DSA staff on site. Refer to <u>Lone Worker risk assessment</u> .	
Access/egress Pedestrian safety	Staff, candidates, and others	<p>- Safe procedures in place to get on and off site, around the site and in place to/from manoeuvring area. Procedures agreed with manager of site and any other persons using the site, where applicable.</p> <p>Eg, segregated vehicle parking and routes, and conspicuous markings/signage.</p> <ul style="list-style-type: none"> <li>- Staff to position themselves and candidates carefully, and be aware of any moving vehicles nearby.</li> <li>- Staff to wear fluorescent waistcoat or jacket whilst on manoeuvring area, and whilst conducting a test in a DSA car park if there are other drivers or riders present that could drive into the examiner if they weren't conspicuous.</li> </ul>	

Protect – Personal (once complete)

		<p>- No diesel/oil/petrol contamination or snow/ice in pedestrian or test vehicle routes. Procedures for checking and marking spillages, and speedy decontamination are in place. Also refer to <u>Snow, Frost and ice guidance</u>.</p> <p>-Complies with current relevant DSA test risk assessments, and relevant SOPs and circulars.</p> <p>- Examiners and other DSA staff are given an H&amp;S briefing when they first visit a site and are made aware of site safety procedures. This includes emergency evacuation procedures for fire or bomb threat, muster points, incident reporting procedures, and First Aid provision. Refer to <u>Induction Briefing Form and Customer Sites Induction Briefing Form</u>.</p> <p>Contractors, visitors and new staff made aware of any site-specific hazards.</p> <p>- Fire evacuation procedure displayed in examiner's office and waiting room. Refer to <u>Emergency Procedures</u>.</p> <p>Site-specific hazards:</p> <p>- LPG TANK</p> <p>Examiners and visitors to be made aware of the compound, including emergency evacuation procedures. Refer to <u>Induction Briefing Form and Customer Sites Induction Briefing Form</u>.</p> <p>TCM to ensure compound is locked.</p>	
<p>General</p>	<p>Staff, candidates, others</p>		