

## Risk Assessment Guidance

<b>Title</b>	Motorized Buggies
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This risk assessment guidance has been produced to cover the use of all motorised buggies used by the company. This risk assessment also sets out the minimum requirements when using buggies at other locations although a site-specific risk assessment should be carried out

Not complying with this risk assessment or incorrect operation or dangerous driving can result in disciplinary action by the company and the loss of use of this equipment going forward.

Only those holding a full driving licence are permitted to operate the buggies, this is an insurance / safety requirement.

These buggies must not be used on the public highway. Always observe the site speed limits when travelling around the sites and be aware of other plants and vehicles. Buggies should not be used within close vicinity within any stages.



Job Sequence	Hazard Identification	Controls
Conduct pre-operational checks	<p>Pre-use.</p> <p>Unauthorised use.</p>	<p>Each Buggy Driver should be asked to read a list of buggy user instructions and be given a copy of these instructions before being allowed to drive around the site.</p> <p><b>The driver must show the relevant hiring department their driving licence and sign the record book indicating they have read and understood the instructions.</b></p> <p><b>No person under the age of 18 years old or personnel that don't hold a valid driving licence is permitted to drive a ride-on buggy.</b></p> <p>Keys should never be left in unattended buggies, when operated by a key code this should not be shared with people unauthorised to operate the buggies.</p>
	<p>Weather and driving conditions.</p> <p>Falling out of the buggy.</p>	<p>When operating any motorised buggy, you must ensure you are driving in accordance with the weather conditions.</p> <p>In wet or foggy conditions reduce your speed and remain aware of other vehicles and pedestrians and ensure any lights on the vehicle are turned on.</p> <p>If the buggy you have been issued doesn't have lights only used between dawn and dusk; do not operate in the dark.</p> <p>Do not drive the buggy faster than the terrain, road conditions and weather considerations allow, keep hands, feet and head inside the parameters of the buggy at all times while the buggy is in motion.</p> <p>Nobody is permitted to ride in buggies unless seated.</p> <p>You must keep to the 10mph speed limits and <b>DO NOT OVERLOAD THE BUGGY!</b></p>

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	<p>Reserving the buggy.</p> <p>Crushing over turning.</p> <p>Electric shock.</p>	<p>Always check behind the buggy before reversing, remain aware of other moving vehicles, plant and pedestrians.</p> <p>Individuals could sustain injuries, from low minor to serious and possibly fatal, because of a buggy overturning.</p> <p>Only trained crew are authorized to charge the buggy's, nobody is permitted to change the gas cylinder on gas powered buggies and must notify a supervisor when fuel levels are low.</p>
Operation of Vehicles	<p>Driving on the public Highway.</p> <p>Drives code of conduct.</p>	<p>Buggies must not be operated on the public highway.</p> <p>Demonstrate the utmost courtesy, care and consideration for the safety and convenience of others that you might encounter.</p> <p>Pedestrians always have the right of way.</p> <p>Do not drive under the influence of alcohol or drugs, including prescription drugs.</p> <p>Be seated whilst the buggy is in motion and hold on to the controls at all times and do not carry loads on your lap or in the foot wells. Always ensure loads are secured.</p> <p>Keep hands, feet and head inside the parameters of the buggy at all times while the buggy is in motion.</p> <p>Operate and park the buggy in such a manner that it does not impede or interfere with normal pedestrian or vehicular flow on road-ways, paths, tracks, car parks or pavements.</p> <p><b>NEVER BLOCK FIRE EXITS WITH VEHICLES!</b></p> <p>Avoid sudden stops or change of direction.</p>
Maintenance	(PUWER) Provision and use of work equipment regulations 1998.	All buggies hired by the company must be in good condition and have maintenance logs available.
First aid	<p>Accidents.</p> <p>Medical.</p>	<p>All accidents involving buggies must be reported to the appointed Healthy and Safety personnel immediately even if there is no injury.</p> <p>Make sure you are aware of the first aid provisions in place.</p> <p>All accidents &amp; near misses must be reported to your Supervisor</p>

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All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out whilst working.

Additional Guidance	COSHH Assessment	Method Statement	Other (Specify)
		N/A	Only trained persons are allowed to operate this equipment.
Name			
Signed			Date