

NEWSDELIVERERS' RISK ASSESSMENT FORM

NAME OF NEWSDELIVERER

DATE OF BIRTH

ADDRESS

 POST CODE

EMERGENCY CONTACT NAME

EMERGENCY CONTACT TEL NO

NORMAL DELIVERY METHOD BIKE

FOOT

BAG

TROLLEY

DATE OF RISK ASSESSMENT

CARRIED OUT BY

NEWSAGENT'S CHECK LIST

TICK BOX

REMEDIAL ACTION REQUIRED

DATE REMEDIAL ACTION COMPLETED

YES NO N/A

Is the newsdeliverer registered with the Local Authority?

Has a work permit been obtained?

Is there a current Employers Liability Insurance Certificate displayed in your shop?

Is there an Accident Book available for use in your shop?

Has newsdeliverer read, understood and returned a copy of the NFRN 'Delivering Safety' leaflet signed by a parent or guardian?

Has the newsdeliverer returned a signed copy of their Statement of Terms and Conditions counter signed by a parent or guardian?

HAZARDS ASSOCIATED WITH DELIVERY ROUNDS

CONTROLS TO ELIMINATE OR MINIMISE RISKS

TICK BOX

DETAILS OF HOW RISK CONTROL GIVEN AND ANY FOLLOW UP OR CORRECTIVE ACTION REQUIRED

DATE ACTIONS COMPLETED

MANUAL HANDLING

		YES	NO		
Lifting newsbags/bundles incorrectly.	Newsdeliverers instructed on correct lifting procedures.	<input type="checkbox"/>	<input type="checkbox"/>		
Lifting newsbags/bundles which are too heavy.	Weight of bag reduced to 15kg/35lb or less.	<input type="checkbox"/>	<input type="checkbox"/>		
	Delivery round split.	<input type="checkbox"/>	<input type="checkbox"/>		
	Trolley provided.	<input type="checkbox"/>	<input type="checkbox"/>		
Damaged newsdelivery bags.	Newsdeliverer instructed to report any damaged bags to newsagent.	<input type="checkbox"/>	<input type="checkbox"/>		

PERSONAL SAFETY

		YES	NO		
Accidents.	Newsdeliverer instructed to report any accidents or near misses to newsagent and the need to record in accident book.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer informed of location of shop First Aid box and its use.	<input type="checkbox"/>	<input type="checkbox"/>		
Strangers.	Newsdeliverer instructed never to talk to strangers and to report any such approaches to police and newsagent.	<input type="checkbox"/>	<input type="checkbox"/>		
Animals.	Newsdeliverer instructed not to approach any animal whilst on round and to report any vicious animals on round to newsagent.	<input type="checkbox"/>	<input type="checkbox"/>		
Letter boxes, gates.	Newsdeliverer advised to be cautious of highly sprung gates and letterboxes and to inform newsagent of any such dangers.	<input type="checkbox"/>	<input type="checkbox"/>		
Dark alleyways/shortcuts	Delivery round designed to avoid dark alleyways.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer instructed never to take shortcuts through woods or alleyways.	<input type="checkbox"/>	<input type="checkbox"/>		
Personal Attack	Newsdeliverer instructed never to collect money whilst on rounds.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer instructed never to enter houses on delivery round.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer supplied with personal attack alarm or whistle and show when and how to use.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer instructed to report any such incidents to police and newsagent.	<input type="checkbox"/>	<input type="checkbox"/>		

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PERSONAL SAFETY CONTD.

		YES	NO		
Unsuitable Clothing	Newsdeliverer instructed never to wear walkmans or rollerblades/skates whilst carrying out delivery rounds.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer advised to wear clothing that protects from wet or cold.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer advised to wear bright clothing whilst carrying out delivery rounds.	<input type="checkbox"/>	<input type="checkbox"/>		
	Waistcoat/jacket with fluorescent/reflective strips provided.	<input type="checkbox"/>	<input type="checkbox"/>		
	Delivery bag with fluorescent/reflective strips provided.	<input type="checkbox"/>	<input type="checkbox"/>		

ROAD SAFETY

		YES	NO		
Roads	Newsdeliverer instructed to use the Green Cross Code	<input type="checkbox"/>	<input type="checkbox"/>		
	Delivery round designed to avoid zigzagging across main roads, dangerous crossings and badly lit areas.	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsdeliverer instructed to use pedestrian crossings.	<input type="checkbox"/>	<input type="checkbox"/>		
Weather Conditions	Newsdeliverer advised to carry torch with spare batteries.	<input type="checkbox"/>	<input type="checkbox"/>		

CYCLE SAFETY

		YES	NO		
Other road users	Newsdeliverer advised to read the Highway Code.	<input type="checkbox"/>	<input type="checkbox"/>		
Newsdeliverer's proficiency on by bicycle	Newsdeliverer advised to take cycling training course.	<input type="checkbox"/>	<input type="checkbox"/>		
Weather conditions	Newsdeliverer instructed that front and rear lights must be used when dark or bad weather situations prevail and advised to carry spare batteries.	<input type="checkbox"/>	<input type="checkbox"/>		
Falls	Newsdeliverer instructed to wear approved cycle helmet.	<input type="checkbox"/>	<input type="checkbox"/>		

HAZARDS ASSOCIATED WITH DELIVERY ROUNDS

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CYCLE SAFETY CONTD.

YES NO

Bicycle condition

Periodic bicycle safety checks must be carried out by the newsagent.

Newsdeliverer instructed that bicycle must be in good working order.

Front and rear lights fitted to bicycle and in working order.

Reflectors fitted to bicycle and positioned correctly.

Front and rear brakes in working order.

Tyres properly inflated.

Saddle and pedals correctly adjusted.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

INSERT HERE ANY OTHER SIGNIFICANT HAZARDS

INSERT HERE CONTROLS TO ELIMINATE/MINIMISE RISKS

YES NO

DETAILS OF HOW RISK CONTROL GIVEN AND ANY FOLLOW UP OR CORRECTIVE ACTION REQUIRED

DATE ACTIONS COMPLETED

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I hereby confirm that the above Risk Assessment has been carried out with _____ and I understand that any questions, concerns or problems should be raised with the newsagent.

Newsdeliverer's Name _____

Signature _____

Date _____

Parent/Guardian's Name _____

Signature _____

Date _____