

# NEWSDELIVERERS' RISK ASSESSMENT

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 requires you to have a Risk Assessment for newsdeliverers in place before you employ them and seek to ensure their safety whilst in your employment.

A Risk Assessment must be detailed on each individual newsdeliverer upon commencement of employment. Risk Assessment is an ongoing process and **you must** carry out further assessments periodically to ensure that controls are working.

Copies of Risk Assessments must be retained by you as you may be asked to demonstrate that you have carried out a Risk Assessment with your newsdeliverers.

Please use this form in-conjunction with the NFRN 'Delivering Safety' leaflet.

## GUIDANCE FOR COMPLETING FORM

### Page 2

You should complete this as appropriate.

### Page 3 and 4

- Column 1 The significant hazards associated with newsdelivery rounds are detailed here. The list of hazards is not exhaustive and therefore, a space has been provided on page 4 for you to insert any significant local hazards.
- Column 2 Controls to eliminate or minimise risks are detailed here. You should tick the appropriate box to confirm that you have explained to the newsdeliverer the controls in place to eliminate or minimise risks they may encounter whilst carrying out their duties. A space has been provided on page 4 for you to insert any controls in place to eliminate or minimise local risks.
- Column 3 You **must** insert details of how controls were conveyed to the newsdeliverer with details of any equipment provided to eliminate/minimise risks. This box should also be used for any follow up or corrective action required. Follow up action might be e.g. *vicious dog at no 32 - advise householder*.
- Column 4 Please insert completion date of any follow up or corrective action required.

### Page 4

A space has been provided for signature by both the newsdeliverer and their parent/guardian to confirm that a Risk Assessment has been carried out. Please ensure that this is returned to you.

**The following blank Risk Assessment Form is provided as a template for you to photocopy**

# NEWSDELIVERERS' RISK ASSESSMENT FORM

<b>NAME OF NEWSDELIVERER</b>		<b>DATE OF BIRTH</b>	
<b>ADDRESS</b>			
	<b>POSTCODE</b>		
<b>EMERGENCY CONTACT NAME</b>			
	<b>EMERGENCY CONTACT TEL NO</b>		
<b>NORMAL DELIVERY METHOD</b>	<b>BIKE</b>	<b>FOOT</b>	<b>BAG</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TROLLEY</b>		
	<input type="checkbox"/>		
<b>DATE OF RISK ASSESSMENT</b>	<b>CARRIED OUT BY</b>		

<b>NEWSAGENT'S CHECK LIST</b>	<b>TICK BOX</b>	<b>REMEDIAL ACTION REQUIRED</b>	<b>DATE REMEDIAL ACTION COMPLETED</b>
Is the newsdeliverer registered with the Local Authority?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		
Has a work permit been obtained?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		
Is there a current Employers Liability Insurance Certificate displayed in your shop?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		
Is there a First Aid box which complies with current Legislation available for use in your shop?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		
Is there an Accident Book available for use in your shop?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		
Has newsdeliverer read, understood and returned a copy of the NFRN 'Delivering Safety' leaflet signed by a parent or guardian?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		
Has the newsdeliverer returned a signed copy of their Statement of Terms and Conditions counter signed by a parent or guardian?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		

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
		YES	NO	
<b>MANUAL HANDLING</b>				
Lifting newsbags/bundles incorrectly	Newsdeliverer 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 Delivery round split 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"/>	
<b>PERSONAL SAFETY</b>				
Accidents	Newsdeliverer instructed to report any accidents or near misses to newsagent and the need to record in accident book 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 letter boxes and to inform newsagent of any such dangers	<input type="checkbox"/>	<input type="checkbox"/>	
Dark alleyways/shortcuts	Delivery round designed to avoid dark alleyways 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 Newsdeliverer instructed never to enter houses on delivery round Newsdeliverer supplied with personal attack alarm or whistle and shown when and how to use Newsdeliverer instructed to report any such incidents to police and newsagent	<input type="checkbox"/>	<input type="checkbox"/>	
Unsuitable clothing	Newsdeliverer instructed never to wear walkmans or rollerblades/skates whilst carrying out delivery rounds Newsdeliverer advised to wear clothing that protects from wet or cold Newsdeliverer advised to wear bright clothing whilst carrying out delivery rounds Waistcoat/jacket with fluorescent/reflective strips provided Delivery bag with fluorescent/reflective strips provided	<input type="checkbox"/>	<input type="checkbox"/>	

**HAZARDS ASSOCIATED WITH DELIVERY ROUNDS**

**CONTROLS TO ELIMINATE OR MINIMISE RISKS**

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

**DATE ACTIONS COMPLETED**

**ROAD SAFETY**

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
		YES	NO		
Roads	Newsdeliverer instructed to use the Green Cross Code Delivery round designed to avoid zig-zagging across main roads, dangerous crossings and badly lit areas 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**

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
		YES	NO		
Other road users	Newsdeliverer advised to read the Highway Code	<input type="checkbox"/>	<input type="checkbox"/>		
Newsdeliverers proficiency on 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"/>		
Bicycle condition	Newsdeliverer instructed that bicycle must be in good working order	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Periodic bicycle safety checks must be carried out by the newsagent</i>	Front and rear lights fitted to bicycle and in working order	<input type="checkbox"/>	<input type="checkbox"/>		
	Reflectors fitted to bicycle and positioned correctly	<input type="checkbox"/>	<input type="checkbox"/>		
	Front and rear brakes in working order	<input type="checkbox"/>	<input type="checkbox"/>		
	Tyres properly inflated	<input type="checkbox"/>	<input type="checkbox"/>		
	Saddles and pedals correctly adjusted	<input type="checkbox"/>	<input type="checkbox"/>		

**INSERT HERE ANY OTHER SIGNIFICANT HAZARDS**

**INSERT HERE CONTROLS TO ELIMINATE/MINIMISE RISKS**

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

**DATE ACTIONS COMPLETED**

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
		YES	NO		
		<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 \_\_\_\_\_