

Combined Risk Assessment: Manual and Mechanical Movement of Hoarding Panels

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Manual Movement

Procedure Being Assessed

Manual handling and movement of hoarding panels.

Required Training

- Manual handling techniques.
- Sufficient knowledge of the equipment being moved.

Risks

To the General Public

- In the yard there will be no risk to the general public as they are not allowed on the premises. Guests are always escorted and never allowed to roam alone.
- Out on the field the public may get in the way and be hurt.

To You (Worker)

- Hurting yourself by lifting wrong.
- Scratching of the hands by the hoarding panel.
- Incorrect stacking may cause them to unbalance and fall over.
- Dropping the hoarding panel instead of placing it on the ground.
- While unloading hoarding panels from the wagon bed, your colleagues' work may infringe on you.

To Work Colleagues

- Your colleague may infringe on you going about your duties.
- If your colleague is negligent in their duty.

Risk Reduction Measures

For the General Public

- High-visibility jackets or vests must be worn when out on the field.
- Always let nearby pedestrians know your intended movements.

For You (Worker)

- Always remember and work inside company policy.
- Always wear gloves to prevent scratching from the panel.
- Always wear trousers to carry a panel.
- When lifting a hoarding panel from another when they are standing up, always make sure the pack you are taking the panel from is safe to do so.
- Always let your colleague know what you intend to do.
- Always carry them between two colleagues.

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For Work Colleagues

Always be aware of what your colleague is doing and discuss what you and they intend to do.
Never tempt your colleague to be negligent and always report it to your supervisor so they can be dealt with.

Mechanical Movement

Procedure Being Assessed

Transporting hoarding panels using mechanical aid.

Required Training

An in-house training certificate of the machinery being used.
Sufficient knowledge of the product being moved.

Risks

To the General Public

They may be run into by the mechanical aid.
The load may slip from the mechanical aid and onto someone nearby.

To You (Worker)

(None identified.)

To Work Colleagues

Same as the general public.

Other Risks

Uneven ground may decrease the security of the load.
Visibility of the worker controlling or driving the mechanical aid may be reduced.

Risk Reduction Measures

For the General Public

Always use a banksman when working in congested areas to keep the public clear of all movements made.
All visible aids on the mechanical aid will be in good working order and used to the full effect.
Always make sure the hoarding panels are banded whenever transporting them using mechanical aid.
Carry the load as close to the ground as possible.

For You (Worker)

(None identified.)

For Work Colleagues

Discuss with your team what is to be completed and make everyone aware verbally of any risks you feel could reduce the safety of everyone, and discuss how they could be reduced.

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For Other Risks

- Plan the safest route to your destination first.
- Always carry the hoarding panels banded or in a stillage.
- If visibility is reduced, use a banksman.

Has the Risk Been Reduced Enough?

Yes, provided all mitigation measures are followed consistently and workers remain vigilant.

Approved on behalf of Fence Hire (Southern) Ltd:

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Director . Issued: 1st January 2026