

# Risk Assessment Guidance

## Title Forklift

Only authorized personnel, with the appropriate training and operator's certificates, can operate forklifts.

Pre-use checks of the equipment must be carried out and if there are any concerns over the safety of the forklift activity must stop and report these immediately to the supervisor.

Ensure you comply with the site speed limits at all times and always slow down completely when leaving stages, workshops or unsighted / blind corners.

Always ensure loads are secured and do not obstruct your view. Report any concerns or issues to your HoD or Supervisor.



Job Sequence	Hazard Identification	Controls
Conduct pre-operational checks	Unsafe operation of the forklift	<p>Never leave keys in an unattended forklift, ensure keys are stored securely.</p> <p>Ensure appropriate test certificates available before use.</p> <p>Carry out pre-operational checks recommended by the manufacturer.</p>
Operate forklift	<p>Crushing</p> <p>Being thrown from the equipment</p> <p>Individuals sustaining injuries as a result of the Forklift overturning on poor surface conditions.</p> <p>Being trapped between forklift and loads / fixed objects</p>	<p>Never exceed the safe working load of the equipment.</p> <p>Ensure the forks are never operated above personnel.</p> <p>Ensure personnel are segregated from operational area.</p> <p>Do not position the load on the end of the forks; keep loads as close as possible to the carriage.</p> <p>Use the correct type of forklift truck for the job and working conditions.</p> <p>Attention to be paid to reducing risks associated with the workplace.</p> <p>Forklift trucks must be operated at low speeds in common areas at all times.</p> <p>Do not allow other people to travel on the equipment or trailers at any time.</p> <p>Avoid congested work areas; keep all non-essential personnel clear of the work area.</p>

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Driving Forklifts	<p>Unauthorized / untrained personnel operating forklifts</p> <p>Poor visibility</p>	<p>The keys must always be removed when left unattended.</p> <p>Extra attention to be paid when working in areas where there are blind / unsighted corners or near members of the public.</p> <p>Make sure you are aware of any potential hazards on route, and remove them before starting any job.</p>
Lifting / transporting loads	<p>Loads falling</p> <p>Unstable loads</p> <p>Weather conditions</p> <p>Poor Visibility</p>	<p>Ensure all loads are secure and correctly loaded onto the forks; always tilt the forks back when moving.</p> <p>If moving unstable loads or loads with an unusual center of balance plan the lift before moving, discuss with the supervisor, as there may be specific requirements for moving/lifting.</p> <p>Always consider the weather when moving loads particularly in high wind and gusty conditions.</p> <p>If the load obstructs the view of the operator, then make sure banks persons are used to assist with the task, with clear line of sight and good communication with the operator.</p>
Damaged parts on the Forklift Truck	<p>Accident potential increasing due to damage on the Forklift</p> <p>Accident potential increasing due to damaged tyres</p> <p>Accident potential increasing due to damaged safety features such as damaged warning devices, damaged flashing beacons, horn and lights not working</p>	<p>Planned Preventive Maintenance in place.</p> <p>Insurance checks conducted under LOLER and PUWER.</p> <p>Pre-use checks to be completed as outlined in the manufacturer's instructions.</p> <p>If damaged, the forklift should not be used but sent for repair.</p>
Training	Un-trained operator	Anybody operating forklifts must have completed an approved course and supplied copies of their training certificates to their HoD.
Personal Protective Equipment	Incorrect or badly fitting PPE	When operating forklifts, drivers must wear a high visibility waistcoat and suitable footwear.
First Aid		<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 above during their work processes.

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