



RISK ASSESSMENT FORM

Assessment No: 7 Assessment Date: 09.01.24	Location / Dept: Birmingham Hub Assessor's Name: Ken Bell	Further assessments required: Fire <input type="checkbox"/> COSHH <input type="checkbox"/> Manual Handling <input type="checkbox"/> Display Screen Equipment <input type="checkbox"/> Nursing and Expectant Mothers <input type="checkbox"/> Young Persons <input type="checkbox"/>	Persons involved in or affected by the task: Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Members of the public <input type="checkbox"/> Others <input type="checkbox"/>	Special Groups: (Where individual assessments will be required) Nursing and Expectant Mothers <input type="checkbox"/> Young Persons <input type="checkbox"/> Disabled <input type="checkbox"/> Service Users <input type="checkbox"/>
Task / Activity / Area Assessed: Forklift truck operation Additional information provided by: Martin Hickinbottom (Lift truck operative), Liam Pegg (Lift truck instructor / Health and safety co-ordinator), Pawel Pluta (Lift truck operative).				



Created By Ken Bell

Hazard Identified	Worst Case Outcome	Current Control Measures	Likelihood	Score	Rating
The following hazards may be increased because of inexperience:					
Vehicular / Pedestrian collision during pre-use checks.	10	All operators must have passed either an ITSSAR, RTITB or AITT accredited test in the safe operation of the forklift before being allowed to drive a truck at Palletline this has included familiarization training when truck changed.	2	20	Medium
Vehicular / Pedestrian collision when opening / closing and manoeuvring vehicle curtains.	10	The loading and unloading area (the hub) is depedestrianised. If trailer curtains require alterations, all operatives are fully trained in defensive parking, which uses the lift truck as a physical barrier against other vehicles.	2	20	Medium
Collision with other FLT's – Tipping lane.	8	The one-way traffic control system for both lift trucks and LGV's is designed to prevent this type of collision.	2	16	Low
Collision with other FLT's – Entering / exiting loading / pallet bays.	8	The bay areas operate 'a one in one out' system, at the entrance and exit of each bay lift truck operatives slow down and prepare to stop and if visibility is reduced (obstructed) use of the audible warning device (horn) is required to ensure other operatives are aware.	2	16	Low
Collision with other FLT's – Entering / exiting loading doors.	8	All loading door areas operate 'a one in one out' system, at the entrance and exit of each loading door lift truck operatives slow down and prepare to stop and if visibility is reduced (obstructed) use of the audible warning device (horn) is required to ensure other operatives are aware.	2	16	Low
Collision with LGV's	10	In addition to the controls listed above, the site is very well illuminated throughout and all lift truck and LGV's are fitted with lights.	1	10	Low
	10		1	10	Low

Overturning / tipping (Forwards) due to overloading / travelling with mast too high / excessive tilt etc - longitudinal instability.		The safe working load of the lift trucks is clearly displayed, and the importance of not exceeding the trucks documented load centre is regularly reiterated. All operators must have passed either an ITSSAR or RTITB accredited test in the safe operation of the forklift before being allowed to drive a truck at Palletline a strict seatbelt rule is in place throughout the operation.			
Overturning / tipping (Sideways) due to poor operation, turning at speed / turning with raised loads etc - lateral instability.	10	All operators must have passed either an ITSSAR or RTITB accredited test in the safe operation of the forklift before being allowed to drive a truck at Palletline a strict seatbelt rule is in place throughout the operation.	1	10	Low
Freight and other items falling from the forks into the cab area.	10	All lift trucks are fitted with backrest extensions that protect the cab area from falling items. This backrest extension mandatory and its presence forms part of the pre-use checks and without it, the truck is declared VOR.	1	10	Low
Freight and other items falling from the forks away from the lift trucks cabs, into immediate surrounding area.	10	All operators must have passed either an ITSSAR, RTITB or AITT accredited test in the safe operation of the forklift before being allowed to drive a truck at Palletline this has included familiarization training when truck changed. The loading and unloading areas are also depedestrianised, which means that any freight falling should at no time come into contact with pedestrians.	2	20	Medium
Overturning due to being pulled over by vehicle.	10	LGV key control procedure in operation (See Site Rules / Process sheets) In addition, vehicle stops are now utilised on the tipping lane.	2	20	Medium
The floor becoming slippery when wet – leading to lift truck collisions with other lift trucks, stationary vehicles and or the building.	10	All operators must have passed either an ITSSAR, RTITB or AITT accredited test in the safe operation of the forklift before being allowed to drive a truck at Palletline, this includes the need to drive to the conditions. In addition, the company has also purchased floor scrubber / driers, pneumatic tyre, which off superior grip and quality heating / drying technology throughout the warehouse.	2	20	Medium
Striking head and other body parts on the	5	The floor in the warehouse is in very good condition, with no flaws, cracks, splits or potholes.	1	10	Low

cab / overhead guard, due to driving over uneven ground / potholes – impact injuries.					
Tip over due to travelling incorrectly on gradients / inclines – Crush injuries.	10	There are no significant ramps or inclines within the lift trucks operating area.	1	10	Low
Continual noise from the lift trucks engine – impaired hearing / hearing loss.	8	Regular noise monitoring is undertaken on site. The current Linde trucks are very quiet and the noise they produce falls significantly lower than the prescribed 'lower action limit'.	1	10	Low
Build-up of exhaust gases due to operation in an enclosed space – asphyxiation.	10	Regular air monitoring is undertaken on site. The warehouse has 23 doors that are open 24hrs a day, which ensures a very good throughput of airflow and reduces the chances of exhaust gas build-up.	1	10	Low
Equipment failure – forks, chains, mast, tyres, hydraulic hoses, brakes, steering etc.	8	Pre use checks are undertaken before trucks are operated and a Fault reporting procedure is in place.	2	16	Low
Slips, trips and falls when entering or exiting the cab.	5	The correct mounting and dismounting technique is taught during basic training. This is also reiterated during refresher training.	1	10	Low
Striking head on overhead guard when entering / exiting the lift trucks cab – impact injuries.	5	The correct mounting and dismounting technique is taught during basic training. This is also reiterated during refresher training.	1	10	Low
Tip over due to damaged / deflated tyres – crush injuries.	10	All lift trucks are subject to pre-use inspections. Any faults with tyres of any kind must be reported immediately and the lift truck must be parked up and listed as VOR until an engineer arrives on site.	1	10	Low
General nips, traps and entanglement – various areas of the lift truck.	5	All operators must have passed either an ITSSAR, RTITB or AITT accredited test in the safe operation of the forklift before being allowed to drive a truck at Palletline, part of that training is specifically aimed at keeping hands / fingers and loose clothing away from moving parts and the need to leave repairs to 'qualified' engineers.	2	10	Low
Hydraulic hose failure – leading to, burns,	8	All lift trucks are subject to pre-use inspections. Any faults with	2	16	Low

eye injury.		the hydraulics of any kind must be reported immediately and the lift truck must be parked up and listed as VOR until an engineer arrives on site.			
Hydraulic hose failure – leading to slips and falls.	8	All lift trucks are subject to pre-use inspections. Any faults with the hydraulics of any kind must be reported immediately and the lift truck must be parked up and listed as VOR until an engineer arrives on site.	2	16	Low
Continual vibration from the lift trucks - Vibration white finger, sensory nerve damage, carpal tunnel syndrome, muscle and joint injuries, including arthritis and tendonitis.	8	The floor in the warehouse is in very good condition, with no flaws, cracks, splits or potholes and the lift trucks are all less than 4 years old. All lift trucks are subject to pre-use inspections. Any faults with the truck that could lead to increased vibration (such as tyre or wheel damage) must be reported immediately and the lift truck must be parked up and listed as VOR until an engineer arrives on site.	2	16	Low
LPG hose leaks – Cold burns / fire / explosion.	10	All lift trucks are subject to pre-use inspections. Any faults with the LPG hoses of any kind must be reported immediately and the lift truck must be parked up outside (away from drains / underground structures – LPG is a heavy gas and can collect in low lying areas) and listed as VOR until an engineer arrives on site.	2	20	Medium
Overloading due to attachments being used exceeding either the trucks rated capacity or the trucks stated load centre distance.	10	The company only has two attachments on site, they are both extended forks, they are both subject to 6 monthly LOLER inspections and only trained employees are permitted to use them.	1	10	Low
Refuelling related:					
Cold Burns	8	Training in the correct process or LPG re-fuelling has been given and appropriate PPE provided.	2	16	Low
Fire	10	Training in the correct process or LPG re-fuelling has been given and appropriate PPE provided.	1	10	Low

Explosion	10	Training in the correct process or LPG re-fuelling has been given and appropriate PPE provided.	1	10	Low
Fatigue – leading to	10	Regular breaks are permitted throughout the shift. A rest room / canteen is available and utilised by all employees.	1	10	Low

Battery changing / charging related hazards are covered in risk assessment 92. Lift truck battery changing and charging.

Worst Case Outcome						Likelihood given precautions in place				
10	8	5	3	1		10	8	5	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury		Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table		
High 50-100	Medium 20-49	Low 1-19

RISK ASSESSMENT FORM

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
1. The continuation of the current familiarisation / refresher / assessment training program for all operators who use equipment.	Ongoing	Ken Bell
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature: Ken Bell

Date: 09.01.24

Assessment Review Date (as required):

New risk assessment required: Yes / No

Completed by (Name):

Signature:

Assessment Review Date (as required):

New risk assessment required: Yes / No

Completed by (Name):

Signature: