

Risk Assessment Summary Sheet

Ref 039

Activity/Workplace; Forklift Truck Operations

Generic Risk Assessment						Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Responsible Person	Likelihood	Severity	Risk Rating after controls	
Use of Forklift Truck	Vehicle hazards (traffic movement etc.)	Employees Visitor	3	5	15			Only trained operators to operate forklift trucks Selection of suitable Fork Lift Truck and equipment / accessories, audible warning devices and flashing beacons fitted. Safe systems of work required. Suitable workplace transport arrangements and procedures – no obstructions, reasonably flat. Roads gangways and aisles of sufficient width and overhead clearance, sharp bends avoided, one way traffic systems, pedestrian walkways, warning notices and directional signage, edges of loading bays and barriers marked, secure parking area Suitable system of planned preventative maintenance in place. Report all accidents and incidents to line manager. Do not make temporary repairs. Provision of suitable PPE as necessary, maintenance, storage as appropriate. Any guards should not be removed. FLT operators must not be under the influence of alcohol or drugs Safe working loads must be adhered to, weight of attachments taken into consideration No working at height on fork arms or anything balanced on arms, safety cages used No passengers to be carried in the cab, on the forks or on the side of the truck Carry out and record daily and weekly checks as per LCC procedures Before leaving the truck - use parking brake and any automatic cut off devices. Ensure forks are fully lowered, controls are at neutral, brakes applied and key removed Care with raised loads; positioning loads, take account of weight, load centre distance and height. Ensure safe braking distance from vehicle in front, look around before moving off, look in the direction of travel and watch for pedestrians. Slow down whilst turning; care near or on kerbs, slopes, potholes and loose or wet surfaces. Carry out all reversing operations	Line Management Employees	1	5
	Nips, traps, crushing injuries		2	5	10	1	5			5	
	Falling objects		3	5	15	1	5			5	
	Fire/explosion		2	5	10	1	5			5	
	Slips, trips and falls		2	4	8	1	4			4	
	Electricity		2	5	10	1	5			5	

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						carefully, drive smoothly, keep arms inside cab, carry loads as near to the ground as possible, use both forks for lifting, do not lift defective pallets, care with wide / long loads, do not tow, drag or push loads, ensure ground will support the weight of the truck and its load. Always face load uphill, if no load face forks downhill, do not turn on a gradient or leave truck unattended on a gradient, keep to left, use horn when appropriate, avoid violent braking. Face the truck when dismounting Available seatbelt and / or other restraining equipment must be worn Keys must be kept in a safe place to prevent unauthorised use All Operatives to receive Relevant toolbox talks on an on going basis.				