

RISK ASSESSMENT

Title:	Forklift Truck Driving				Date of Assessment:	16/02/2016	Risk Assessor:	Ian Warne and Clare Crouch	
Reference Number:	RA06		Version Number:	6	People involved in making this assessment:			Ian Warne and Clare Crouch	
Task/Process:	Driving a Forklift Truck on a Plastica site				People at Risk:	Forklift Driver, other employees, contractors and visitors			
Documents Associated with this Risk Assessment:				FLT 01 Forklift Truck Safety Procedure, FLT02 Pedestrian Safety Around Forklift Trucks					
Review Date:	07/06/24		Reviewer:	Ian Warne			Next Review Date:	07/06/25	

Hazard: Unsafe or incompetent operator may cause harm to self or pedestrians	Risk of crush injuries, broken bones and death. Risk to Forklift driver, other employees, contractors and visitors
Control Measures:	
1.	Only certified and authorised operators are allowed to operate forklift equipment
2.	Routine refresher sessions
3.	Follow instructions given in FLT01 Forklift Truck Safety Procedure (provided during Forklift Truck Training)
4.	Instruction, information, training and supervision

Hazard: Forklift may overturn causing injury to operator	Risk of crush injuries, broken bones and death. Risk to Forklift driver, other employees, contractors and visitors
Control Measures:	
1.	Ensure that load is within the forklifts capacity
2.	Extra care to be taken on inclines (i.e. driving slowly)
3.	Solid tyres, must be checked for damage/cracks/foreign bodies
4.	Routine forklift checks
5.	Driver restraining devices to be fitted and worn by drivers
6.	Employees to read and refer to FLT02 Pedestrian Safety Around Forklift Trucks
7.	Consider and allow for environmental factors (e.g. ice and rain)
8.	Follow instructions given in FLT01 Forklift Truck Safety Procedure (provided during Forklift Truck Training)
9.	Instruction, information, training and supervision

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Hazard: Fire may occur at disconnection or connection to charger	Risk of fire, burns and death. Risk to Forklift driver, other employees, contractors and visitors
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Control Measures:

1.	Ensure fire extinguisher is located close to charge point
2.	Ensure that power isolator is clearly marked
3.	Only charge during working hours
4.	Ensure electrical point is safe to use, ensure it is maintained properly and a visual check is undertaken before use
5.	Fixed wiring inspected every 3 years
6.	Instruction, information, training and supervision

Hazard: Pedestrians may be injured by forklift or load	Risk of crush injuries, broken bones and death. Risk to Forklift driver, other employees, contractors and visitors
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Control Measures:

1.	Forklift is to remain in marked forklift lanes
2.	If pedestrians are in the forklift lane, forklift is to be stopped until they have left and it is safe to move
3.	Use audible alarm when at appropriate intersections
4.	Pedestrians to wear hi-viz jackets in forklift operating areas
5.	Ensure working zone is clear, tidy and has plenty of light
6.	Signs to be displayed indicating truck usage in area
7.	Forklift trucks to be fitted with flashing beacons and audible reversing alarms
8.	Ensure that forklift lanes are kept clear of obstacles
9.	Consider and allow for environmental factors (e.g. ice and rain)
10.	Visitors must be accompanied at all times
11.	Follow instructions given in FLT01 Forklift Truck Safety Procedure (provided during Forklift Truck Training)
12.	Employees to read and refer to FLT02 Pedestrian Safety Around Forklift Trucks
13.	Instruction, information, training and supervision

Hazard: Accidents occurring when a truck is being driven too fast for conditions and may lead to overturning	Risk of crush injuries, broken bones and death. Risk to Forklift driver, other employees, contractors and visitors
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Control Measures:

1.	Drivers to be regularly reminded of the need to obey onsite speed limits
2.	Other staff encouraged to report speeding vehicles to their supervisor/manager
3.	Severe disciplinary action to be taken against speeding offenders

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4.	Driver restraining devices to be fitted and worn by drivers
5.	Forklift trucks fitted with speed limiters
6.	Follow instructions given in FLT01 Forklift Truck Safety Procedure (provided during Forklift Truck Training)
7.	Employees to read and refer to FLT02 Pedestrian Safety Around Forklift Trucks
8.	Instruction, information, training and supervision

Hazard: A truck driven with an insecure load may lead to the load falling and injuring the driver and other people		Risk of crush injuries, broken bones and death. Risk to Forklift driver, other employees, contractors and visitors
Control Measures:		
1.	All loads to be secure on the truck before moving	
2.	Load weight limit of the truck to be observed by the driver at all times	
3.	Road surfaces to be kept in good condition to allow trucks to move smoothly	
4.	Forklift trucks fitted with speed limiters	
5.	Solid tyres, must be checked for damage/cracks/foreign bodies	
6.	Drivers to be regularly reminded of the need to obey onsite speed limits	
7.	Consider and allow for environmental factors (e.g. ice and rain)	
8.	Follow instructions given in FLT01 Forklift Truck Safety Procedure (provided during Forklift Truck Training)	
9.	Employees to read and refer to FLT02 Pedestrian Safety Around Forklift Trucks	
10.	Instruction, information, training and supervision	

Hazard: A truck being driven up or down a gradient that is too steep may lead to the truck overturning		Risk of crush injuries, broken bones and death. Risk to Forklift driver, other employees, contractors and visitors
Control Measures:		
1.	All loads to be secure on the truck before moving	
2.	Forklift trucks should never be driven up or down gradients that exceed the maximum gradient specified by the manufacturer	
3.	Truck must be in reverse when descending a gradient whilst loaded	
4.	Driver restraining devices to be fitted and worn by drivers	
5.	All trucks to undergo periodic thorough examination by a competent person in accordance with LOLER	
6.	Trucks to be regularly serviced and maintained	
7.	All drivers to carry out pre-work checks and to report any concerns to the supervisor/manager	
8.	Drivers not to use a forklift that they consider to be unsafe and immediately inform their supervisor/manager	
9.	Consider and allow for environmental factors (e.g. ice and rain)	
10.	Follow instructions given in FLT01 Forklift Truck Safety Procedure (provided during Forklift Truck Training)	

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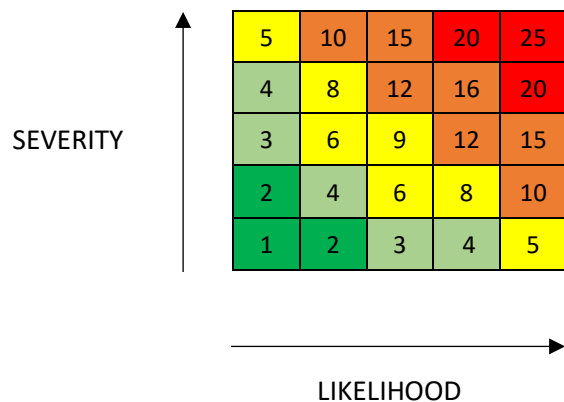
11.	Employees to read and refer to FLT02 Pedestrian Safety Around Forklift Trucks
12.	Instruction, information, training and supervision

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25 =	High risk