

## Risk Assessment

### 1.0 Risk Assessment Details

1.1 Risk Assessment Number	0000000052
1.2 Risk Assessment Date	05/11/2024
1.3 Risk Review Date	05/11/2025
1.4 Risk Assessment Author	Keith Ambrose
1.5 Project/Contract	Fork Lift Driving
1.6 Start Date	
1.7 Expected Job Duration	
1.8 Client Contact	
1.9 Description	Fork Lift Truck
1.10 Site Address	

### 2.0 Signatures

	Name	Title	Signature	Date
Document Author	Keith Ambrose			05/11/2024

#### Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct..

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

### 3.0 Individuals or Groups Affected By This Assessment

Groups Affected
Employees
Members of Public
Other Contractors

  

Main Contractor

### 4.0 Hazards and Control Procedures :

Pre-Control			Hazard: Manual Handling	Residual Risk		
P	S	RR	Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy	P	S	RR
4	3	12	<b>Control Procedures</b>	2	3	6
			All site staff have received instruction and training in house for manual handling.			
			Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift.			

Pre-Control			Hazard: Pedestrian/Vehicle Interface	Residual Risk		
P	S	RR	Cuts, Bruises, Broken Limbs, Death, Material Damage.	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Pedestrians only to use specified zones for walking through.			
			The driver is to ensure that they have a good clear view around the vehicle before setting off, and be aware of pedestrians at all times.			

Pre-Control			Hazard: Forklift Trucks	Residual Risk		
P	S	RR	Cuts, Bruises, Broken Limbs, Death, Material Damage.	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Ensure the load is equally balanced on the forks, and does not exceed the weight limit of the forklift truck.			
			Forklift truck drivers must ensure the rated capacity of the truck is suitable for the work to be done.			
			Forklift truck operators must not exceed the speed limit at any time and maintain a careful watch on surroundings.			
			Forklift trucks must be segregated from pedestrians by clearly marked walkways and physical barriers.			
			Forklifts should have overhead guards to provide falling object protection which should not obstruct the operators vision. Guards should protect employees from hot parts, moving parts and exposed wheels.			
			Keys should be removed from Forklift Truck when not in use			
			Operator must be trained and hold current certification for relevant class of FLT.			
			The controls must be clearly labelled and the operators familiar with the symbols.			
			The operator should be secured within the forklift truck with a seat belt or lap belt, the operator must be restrained to prevent them falling or jumping from an overturning truck.			
			To prevent rollovers forklift truck drivers will not drive across an incline, gradients will be driven slowly with the load facing uphill, pot holes and uneven floors will be avoided.			

Pre-Control			Hazard: Inclement Weather	Residual Risk		
P	S	RR	Illness, increased risk of slips, trips or falls, especially when working at height.	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Drivers will monitor weather conditions as ongoing and will modify driving to ensure safety at all times.			

<b>Probability (P)</b>	<b>Severity (S)</b>	<b>Risk Ranking (RR = P * S)</b>
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

**5.0 Required PPE**



Hi Visibility Vest



Safety footwear

**Sign Off Sheet**

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

**Print Name**

**Signed**

**Date**

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## Dynamic Risk Assessment

**Please note a copy of this Dynamic risk assessment must be returned to Head office complete with signatures.**  
 Tick items covered by the risk assessment, then list on the table below hazards and controls for the additional items involved on this job.

HAZARD	HAZARD	HAZARD	HAZARD	HAZARD	HAZARD	HAZARD
Access / Egress	Adverse Weather	Asbestos	Biological	Excavations	Exposure to Gas / Gases	Movement of Vehicles
Chemicals	Confined Space	Dusts / Particles	Electrical	Other Contractors	Limited Headroom	Moving Machinery
Lone Working	Fire	Fumes	Lighting	Flooding	Noise	Scaffold
Work at Height	Slips, Trips or Falls	Extreme Temperatures	Demolition Works	Work Near Water	Vibration	Wastes
Uneven Surfaces	Use of Ladders / Stepladders	Ventilation	Vermin / Weils Disease	Overhead Cables	Hidden Services	Manual Handling

### ADDITIONAL TASK(S) OR HAZARDS NOT COVERED BY THE ORIGINAL RISK ASSESSMENT

Dynamic Risk Assessment (to be completed if a new significant hazard is identified when commencing work on site)								
Additional Hazards identified	Injury risk identified eg cuts, burns etc	Control measure adopted	Likelihood (L)	Severity (S)	Risk ranking (LxS)	Proceed (Y/N)	Supervisor signature	Client signature

15 - 25 = High Risk - STOP - advise your supervisor that the risk is high and seek further advice.  
8 - 12 = Medium Risk - CAUTION proceed but take extra precautions  
1 - 6 = Low Risk - PROCEED with task maintaining controls