

Risk Assessment

1.0 Risk Assessment Details

1.1 Risk Assessment Number	0000000061
1.2 Risk Assessment Date	28/01/2025
1.3 Risk Review Date	28/01/2026
1.4 Risk Assessment Author	Keith Ambrose
1.5 Project/Contract	Using Forklift
1.6 Start Date	
1.7 Expected Job Duration	
1.8 Client Contact	
1.9 Description	Pallet Loading
1.10 Site Address	Treadfirst Chapel pond hill Bury St Edmunds

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Keith Ambrose			28/01/2025

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
Other Contractors

Main Contractor

4.0 Hazards and Control Procedures :

Pre-Control			Hazard: Slips Trips and Falls	Residual Risk		
P	S	RR		P	S	RR
			Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear			
4	3	12	Control Procedures	2	3	6
			Ensure that any spillages are cleaned up, using spill kit where required, post warning signs and leave in place until area is safe.			
			Ensure walkways and Emergency Escape routes are kept clear of obstruction at all times.			

Pre-Control			Hazard: Manual Handling	Residual Risk		
P	S	RR		P	S	RR
			Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy			
4	3	12	Control Procedures	2	3	6
			All site staff have received instruction and training in house for manual handling.			
			Ensure that the route to be taken while lifting is clear of any obstructions.			
			Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift.			
			Team lifting to be used when loads are heavy or awkward.			
			Where possible, mechanical lifting aids will be used to deliver and position heavy items.			

Pre-Control			Hazard: Stacking	Residual Risk		
P	S	RR		P	S	RR
			Bruising, Cuts, Broken Limbs, R.S.I.			
4	4	16	Control Procedures	1	4	4
			Ensure when stacking materials on pallets the base or floor is level and not liable to collapse.			
			Pallets or other supports used for forming unit loads should be regularly inspected for damage and wear. Items which could cause damage to materials should be taken out of use until repaired, or be destroyed.			
			Pallets will be of sound construction, and be of adequate strength for the loads and conditions under which they are used.			
			The stability and structural strength of each pallet or unit load should be assured by bonding, taping, shrink wrapping or other means.			
			When stacking materials by hand ensure good manual handling techniques are used.			

Pre-Control			Hazard: Traffic routes	Residual Risk		
P	S	RR		P	S	RR
4	4	16	Control Procedures	1	4	4
			Traffic routes are well managed and all staff are aware of designated crossing areas.			

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