

Risk Assessment

RA007 – Use of Forklift Trucks



ABI Equipment Ltd	Creation Date:
Use of Forklift Trucks	

Main Hazards are:	
Fall of materials from forks	Overturning of FLT
Knocking into doorways, walls and objects	Striking and crushing personnel
Persons / Property affected	
All Employees	General Public
ABI Employees (young persons)	Supply Chain Contractor Employees

Assessment of Risk:	Severity	5	X	Likelihood	4	= Risk	20
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Control Measures already in Place	PPE Required
1. Only competent FLT operators may operate the forklift and must be trained and certificated to standard for the type of machine being used.	Safety helmets <input checked="" type="checkbox"/>
2. Familiarization training for FLT type by supplier of machine.	Hi-Vis Jackets <input checked="" type="checkbox"/>
3. 12 monthly thorough examination certificate is provided by supplier.	Safety footwear <input checked="" type="checkbox"/>
4. Manufacturers operating instructions are provided at point of supply.	Eye protection <input type="checkbox"/>
5. Ensure that the operator carries out daily pre use checks and weekly PUWER inspections of the FLT and records their findings and includes RLI (where fitted), reversing alarm and flashing beacon functionality.	Dust masks <input type="checkbox"/>
6. All pedestrian areas are marked out by yellow paint. These areas need to be kept clear at all times and the horn is sounded when in pedestrian area.	Ear plugs <input type="checkbox"/>
7. Ensure that all materials to be loaded by the FLT are supplied to site on suitable pallets and packs are shrink wrapped or banded.	Earmuffs <input type="checkbox"/>
8. Packs which have damaged pallets or banding are to be replaced or materials transferred onto another suitable pallet. Where materials are not provided with pallets and are banded, ensure that the operator checks the bandings are secure prior to each lift.	Gloves <input checked="" type="checkbox"/>
9. Ensure that shelving and other surfaces are marked with a SWL to take the weight of the largest pack or material to be used on site.	Protective overalls <input type="checkbox"/>
10. Ensure all difficult lifts are carried out with the FLT operator and a second banksman acting as supervisor and banksman.	Gauntlets <input type="checkbox"/>
11. Keys to be stored away from the FLT to prevent unauthorized use.	Harnesses <input type="checkbox"/>
	Breathing apparatus <input type="checkbox"/>
	Face masks <input type="checkbox"/>

Assessment of Risk:	Severity	3	X	Likelihood	3	= Risk	9
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Additional Controls required	PPE/Equipment
The forklift trucks are used for a maximum of 2-3 hours a week. In view of the low usage the checks have been split into two parts. Ones that must be undertaken before the forklift truck can be used and those that must be done at least once a week.	All personnel MUST wear the appropriate level of PPE for the activity they are involved with or area they are in
Visitors accompanies around the site.	
The employee must be adequately trained and competent to operate the forklift.	
Newly trained staff should be supervised until a suitable level of competency has been achieved.	

Assessment of Risk:	Severity	3	X	Likelihood	2	= Risk	6
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Approval and Review		
Prepared by:	Cathy Sheehan	15/01/2014
Updated by	Ash Soliman	25/07/2024
Review by:	Ash Soliman	25/07/2024

RISK RATING = L x S			Hazard Severity (S)				
			1	2	3	4	5
			Negligible	Slight	Moderate	High	Very High
Likelihood (L)	1	Very Unlikely	LOW	LOW	LOW	LOW	LOW
	2	Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
	3	Possible	LOW	LOW	MEDIUM	HIGH	HIGH
	4	Likely	LOW	MEDIUM	HIGH	HIGH	HIGH
	5	Very Likely	LOW	MEDIUM	HIGH	HIGH	HIGH

Likelihood	
1. Very Unlikely	A freak combination of factors would be required for an accident/incident to occur
2. Unlikely	A rare combination of factors would be required for an accident/incident to occur
3. Possible	Could happen when accidental factors are present but otherwise unlikely
4. Likely	Not certain to happen but an additional factor may result in an accident/incident
5. Very Likely	Almost inevitable that an accident/incident would occur
Hazard Severity	
1. Negligible	Negligible injury, no absence from work
2. Slight	Minor injury requiring first aid
3. Moderate	Injury leading to a lost time accident
4. High	Involving a single person with a serious injury / death
5. Very High	Multiple persons with serious injury / death
Outcomes	
LOW	Score (1-6) May be acceptable. Annual Review to see if risks can be reduced further
MEDIUM	Score (8-10) Identify controls must be identified or specific method statement required
HIGH	Score (12-25) Task must not proceed. Senior Management to consider if the risks can be reduced by purchase of additional training, additional equipment, additional staff, additional signage, safe system of work, permit to work or radical changes in method.

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