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| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *1 = Minor/ No Injury*  *2 = Lost Time Injury*  *3 = Major Injury/ Fatality*  *1 = Unlikely/ Infrequent*  *2 = Possible/Occasional*  *3 = Likely/ Frequent* |
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| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority*  *3 or 4 = Medium Risk/ Priority*  *6 or 9 = High Risk/ Priority* |

**Risk Assessment Template – Fork Lift Trucks (FLT)**

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| --- | --- |
| Organisation Name: |  |
| Location / Department: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Please note that this is a model risk assessment and the list of hazards and control measures in this template are not exhaustive and are for guidance only, and should be used as a base for your own risk assessment. Different types of FLTs (e.g. battery powered, petrol, diesel, LPG) can carry their own individual risks, which must also be considered. You will also need to consider any specific hazards associated with your work environment, and the tasks that are being undertaken involving FLTs.

**Assessment**

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| **Inadequately trained operator** | *All*  *FLT used incorrectly which could cause injury or death* | * *Authorised operators are provided with basic training by an accredited training provider (APT) (using an APT is voluntary but will give you assurance that the training provided will be at least to the standard described in the HSE’s Approved Code of Practice available at:* [*http://www.hse.gov.uk/pubns/priced/l117.pdf*](http://www.hse.gov.uk/pubns/priced/l117.pdf)*).* * *In addition to basic training, authorised operators are provided with specific job training and familiarisation training to the standard described in the HSE’s Approved Code of Practice;* * *Records of all training are held on file;* * *Authorised operators are provided with refresher training periodically [e.g. every three years].* * *List of authorised operators displayed in prominent positions containing operator names, date of authorisation (i.e. following completion of all training), types/categories of lift truck that each operator is authorised to operate, and any special conditions (e.g. any operating limitations etc.).* * *Line managers to continually monitor use and withdraw authorisation and/or arrange refresher training where necessary.* |  |  |  |
| **Authorised operator suitability** | *All*  *FLT used incorrectly with could cause injury or death* | * *We ensure that persons selected to become authorised operatorss are:* * *Reasonably fit, both physically and mentally, to safely control and operate lift trucks, with the learning ability and potential to become competent operators;* * *reliable, with a responsible attitude to their work; and* * *Over the minimum school-leaving age (i.e. 16), except in ports where they must be at least 18.* |  |  |  |
| **Authorised operator fitness** | *All* | * *We ensure that persons selected to become authorised operators are free from any disabilities/medical conditions that may pose a threat to their own health or safety or the safety of others who might be affected by their operation of the forklift truck. This could be achieved through completion of a driver questionnaire both upon employment and then annually thereafter. You may choose to screen potential operators upon employment and then follow the guidelines for Group 2 licences in At a glance: Guide to the current medical standards of fitness to drive (published by the DVLA) which require medical examination every five years from age 45, and every year from age 65 (in line with licence renewal periods).* * *A medical examination and personal risk assessment must be carried out for the proposed authorised operator where a potential problem is identified.* * *Authorised operators are instructed to inform their line manager if they believe they are unfit to drive the FLT for any reason including being on medication that could affect their ability to drive the truck safely.* * *Authorised operators should seek advice from their GP or the pharmacist about the potential effects any medication may have on their ability to drive safely, and should notify their line manager if there is a risk of adverse effects which may compromise safety.* |  |  |  |
| **Unauthorised use** | *All*  *Injury, death from inappropriate use* | * *Only those staff deemed authorised drivers are permitted to operate the FLT.* * *Access to keys to be restricted to authorised drivers only.* * *Authorised drivers to ensure that forklift truck is disabled when not in use (i.e. keys removed and safely stored to prevent unauthorised access).* * *List of authorised drivers displayed in prominent positions containing operator names, date of authorisation, types/categories of lift truck that each driver is authorised to operate, and any special conditions (e.g. any operating limitations etc.).* * *Line managers to continually monitor use.* * *Disciplinary action to be taken for any unauthorised use.* |  |  |  |
| **Use of FLT in unauthorised areas** | *All*  *Injury, death from inappropriate use* | * *Designated areas of operation to be clearly defined to all authorised operators (this could be supplemented by signage, barriers etc.).* |  |  |  |
| **Lack of personal protective equipment (PPE)** | *Operator* | * *Authorised operators must wear the following items of PPE when operating the forklift truck:* * *Hard hat (where there is a risk of falling objects/bumps to the head)* * *Safety shoes/boots* * *Hi-vis vests/jackets* * *Corrective lenses (where required for driving).* * *Where there is a significant risk of falling materials endangering the operator, you should ensure that FLTs used are fitted with a falling object protective structure (FOPS).* |  |  |  |
| **Lack of maintenance** | *All* | * *Pre-use checks are completed and recorded by authorised operators to cover e.g. lights, horn, tyres, oil level, brakes, steering and seat belt. If you have a pre-use checklist then you can mention this here (one is available on the Hettle Andrews Client Hub).* * *Any faults should be reported immediately to [responsible person], and the FLT should be taken out of service until the fault has been rectified.* * *FLT to be maintained by a competent person in line with manufacturers’ recommendations.* * *A thorough examination (required by LOLER 1998) is carried out by a competent person every 12 months (the frequency should be increased to every 6 months if the FLT is used for lifting people).* * *Records of all pre-use checks, maintenance, and thorough examinations are held on file.* |  |  |  |
| **Insufficient space / unsuitable flooring for FLT to move around / impact with objects / collision of FLTs** | *Driver, those in the vicinity* | * *FLT should not be driven over ramps or slopes or on uneven ground.* * *You should ensure that there is sufficient overhead clearance in areas of operation.* * *The type of FLT should be suitable for the operating surface.* * *Pathways where FLT’s are expected to travel should be wide enough to reduce the likelihood of the FLT colliding with other objects and persons. Impact barriers to be installed where necessary (e.g. for racking etc.).* * *Consider implementing one-way systems to prevent collisions where necessary.* * *Authorised operator to carry out check beforehand to ensure that all routes are clear, free from debris and potholes etc.* * *Regular checks of flooring within the areas of operation to ensure that they are free from debris and potholes etc.* * *Any flooring defects to be reported to [responsible person] and rectified as soon as possible. Areas may need to be marked as out of use until repairs can be completed.* |  |  |  |
| **Insufficient lighting** | *Driver, those in the vicinity* | * *You should ensure that the lighting in the work environment is suitable for the tasks to be carried out safely.* * *Regular checks of internal and external lighting to ensure that it remains operational, and any defects to be reported to [responsible person].* * *You should ensure that FLTs are fitted with suitable lights at the front and rear of the lift truck if it has to be driven at night, or in areas with insufficient natural or artificial light, such as in drive-in racking. Consider fitting a flashing warning beacon on the lift truck.* |  |  |  |
| **Reversing the FLT** | *Pedestrians*  *Injury, death* | * *You need to consider controls such as reversing alarms or CCTV if it is not possible to plan jobs / maneuvers that do not need the operator to reverse the FLT.* * *Authorised operators must not carry out any prolonged reversing maneuvers unless a trained banksman (also known as a signaller) is present. Banksman must wear safety shoes/boots, hi-vis vest/jacket and hard hat (where there is a risk of falling objects/bumps to the head). Banksman to stay out of direct line route of reversing forklift.* |  |  |  |
| **Pedestrians obstructing route / lack of suitable segregation / impact with pedestrians** | *Pedestrians*  *Injury / fatality from impact with FLT* | *Where possible, you should prohibit pedestrians from areas where lift trucks are operating and only allow access to those who operate truck equipment, or supervisors. If this is not possible, assess the risks to pedestrians and, where necessary, provide ways to adequately control the risks. Measures could include:*   * *Physical barriers to prevent pedestrians from entering the area of operation;* * *Designated walkways and crossing points for pedestrians;* * *Warning signage for pedestrians;* * *Display notices instructing lift-truck operators to sound horns at appropriate locations;* * *Audible warning devices, for example automatic reversing bleepers;* * *Flashing warning beacons;* * *Visibility aids (e.g. convex mirrors and CCTV);* * *Hi-visibility clothing for pedestrians and authorised operators;* * *Speed limit imposed with signage;* * *Presence-sensing equipment which sounds a warning when an object or person is detected.*   *Specific guidance is provided in HSE ACOP and the HSE Publication HSG136 (3rd edition) A Guide to Workplace Transport Safety available at:* [*http://www.hse.gov.uk/pubns/priced/hsg136.pdf*](http://www.hse.gov.uk/pubns/priced/hsg136.pdf) |  |  |  |
| **FLT rolling** | *Driver, those in the vicinity*  *Injury or death* | * *You should ensure that where there is a risk of the FLT overturning, that the FLTs used are fitted with a roll-over protective structure (ROPS) and operator restraining system.* * *Authorised operators are instructed to wear their seat belt at all times whilst using the FLT.* * *Never allow lift trucks to be driven up or down gradients that exceed the maximum specified by the manufacturer or authorised supplier.* * *Do not allow travelling or turning across a gradient in a lift truck.* * *See also section on ‘Insufficient space / unsuitable flooring for FLT to move around’.* |  |  |  |
| **Battery charging** | *All*  *Fire, injury, death* | * *Authorised operators are instructed and trained to carry out general battery care and maintenance according to the manufacturer’s instructions.* * *Battery charging is carried out in designated areas that are well ventilated and free from sources of ignition (N.B. extraction systems may be required in some cases).* |  |  |  |
| **Use in potentially flammable atmospheres** | *All*  *Fire, explosion* | * *Practical training and written procedures are provided for staff working with flammable materials.* * *Certain FLT’s are unsuitable to work in potentially flammable atmospheres including petrol and LPG trucks.* * *Trucks will be suitably protected.* * *Any truck that is intended to be used in a potentially explosive atmosphere will comply with the ATEX Directive 94/9/EC.21.* |  |  |  |
| **Carrying excessive loads** | *Driver*  *Injury, death from unstable truck* | * *Loads to be lifted will be planned beforehand to ensure that they do not exceed the safe working load of the FLT.* * *FLTs are clearly marked with their safe working load.* |  |  |  |
| **Poor condition / stability of the load** | *Driver*  *Injury, death* | * *Condition of the load will be inspected before the lift is carried out.* * *Authorised operator to avoid making sudden stops which could destabilise the load.* * *Authorised operator to work within the speed limit for the FLT.* * *FLT’s, unless designed to, should not be used to carry persons.* * *A load back-rest extension should be fitted if the lift truck is used to move objects liable to fall on the operator. It should be high enough to prevent the load, or part of the load, rolling over the top of it.* |  |  |  |
| **Obstructed vision when driving the FLT** | *Operator, pedestrians*  *Pedestrian being knocked over, trapped if in a collision with the FLT* | * *Authorised operators are instructed to drive with the load down and maneuvers should never be made with the load raised.* * *When moving the FLT around without a load, the forks should still be lowered but clear of the ground.* * *Bulky loads should not be driven if they obstruct the view of the authorised operator. Loads should be broken down where possible to smaller loads.* |  |  |  |
| **Use of attachments** | *Operator*  *Lifting capacity / stability of the FLT can change* | * *Advice to be sought from the supplier / manufacturer of any attachment that is being considered before use.* * *Additional training given to authorised operators using attachments as part of the job-specific and familiarisation training.* |  |  |  |
| **Lifting people using fork lift trucks** | *Operator, person using the working platform, pedestrians*  *Fall from height, collision* | * *It is not permitted for people to be lifted on the forks or on a pallet, or similar, balanced on the forks of a lift truck.* * *Line managers to continually monitor use and withdraw authorisation and/or arrange refresher training where necessary.* |  |  |  |
| **Use of non-integrated working platforms** | *Operator, person using the working platform, pedestrians*  *Fall from height, collision* | * *Should only be used in exceptional circumstances for work at height including:* * *non-routine maintenance tasks for which it is impractical to hire in purpose-built access equipment; and* * *tasks that would otherwise be carried out using less safe means of access such as ladders, because it is impractical to hire in purpose-designed people lifting equipment due to the short duration and occasional nature of the task.* * *Those working on the non-integrated platform are trained in working at height, and this is refreshed every three years.* * *Before use, the working platform and FLT manufacturer / supplier will be consulted on the suitability of the equipment.* * *Authorised operator and the person expected to work on the platform will be given full training and a safe method of work will be implemented beforehand.* * *The platform will be maintained in line with the manufacturer’s recommendations.* * *Working platform, along with the FLT, will be subject to a six-monthly thorough examination by a competent person as per the requirements of LOLER 1998.* |  |  |  |
| **Use of mobile phones or other hand-held devices whilst operating FLT** | *Operator, pedestrians*  *Collision, injury, death* | * *Authorised operators are not permitted to use hand-held devices whilst operating an FLT.* * *Authorised operators are advised of this during their initial training and reminded frequently.* * *Line managers to continually monitor use and withdraw authorisation and/or arrange refresher training where necessary.* |  |  |  |
| **Weather** | *Operator, pedestrians* | * *Where lift trucks are used outside, you should provide adequate protection for the operator from the effects of bad weather. Do not allow operators to apply ad hoc or temporary weather proofing to lift trucks. Do not use boards, shrink-wrap or plastic sheeting to cover the seating position because vision will be reduced, particularly overhead, and the covering may come loose and cause a hazard.* * *Where possible, use lift trucks fitted with cabs and wiper systems.* |  |  |  |
| ***Other hazards identified…*** |  |  |  |  |  |
| ***Other hazards identified…*** |  |  |  |  |  |

**Action Plan**

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| --- | --- | --- | --- | --- |
| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Completion Date** |
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| **Date for Next Review:** |  |