

Date:	11/06/24
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Assessors Name:	Rob Amans	Ref Number:	004	Review Date:	21/07/2025
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Description of Assessment:	Use of FLT
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Location Details:	Unit 76 Catley Road, Darnall, Sheffield, S9 5JF
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SEVERITY	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost Impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1-4 LOW	5-10 MEDIUM	11-15 HIGH	16-25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the Risk Assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Final Risk level S x L = R			
		L	S	R	R		L	S	R	R
Machine Movements and Operation within the building, delivery areas other areas open to pedestrians FLT/Pedestrian interaction FLT/FLT interaction Impact injuries resulting in bruising, fractures or even fatalities Crush injuries resulting in bruising, fractures or even fatalities FLT rollover	Vehicle Operator Staff Visitors	4	5	20		Continuous observation by all members of management is made and poor operating practices results in immediate appropriate corrective action Operators ensure where practicable they take routes that are away from pedestrians. Where there is limited separation, audible visual warning systems are operated Anyone operating a forklift truck on the highway complies with the appropriate road traffic legislation, holds a full UK driving licence, ensures the vehicle is appropriately insured and any distance travelled is less than 1000 yards from main work area Lift trucks are not loaded beyond their actual (safe) capacity. This information is shown on the lift truck capacity data plate Trucks is limited to the following speed Electric – 12kph (7.5mph) Servicing is undertaken by an authorised contractor on an annual basis or when specified under current regulations Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and the Provision and Use of Work Equipment (PUWER) Regulations 1998 When vehicle is not in use it is parked in a designated location, not in a public area and secured against un-authorised operation with keys removed and either kept securely with the driver or locked in a secure cabinet Charging stations are supplied as per manufacturer specifications and are located within the warehouse, away from all combustible materials. Appropriate PPE is supplied for checking and topping up battery levels (pre-use checks applicable)	2	4	8	

Overhead Obstructions Striking overhead obstructions including electrical conduit, power lines, overhead gantries Items falling from height Risk of electric shock Vehicle rollover	Vehicle Operator Staff Visitors	3	4	12		Where practicable overhead obstructions are removed or placed above the height of the FLT mast. If not practicable all overhead obstructions will be highlighted with safety signage and all operators fully briefed and made aware of the obstruction. All Forklifts will always travel with the mast in a lowered position, mast to only be raised when forklift is stationary All drivers are made aware of all overhead hazards within the store/unit and of any changes made to these. All areas of operation to have a pre-use inspection to identify any potential hazards Any obstructions that remain a hazard are highlighted with safety/hazard signage to alert the operator All FLTs are fitted with a protective overhead cage to stop any items falling from height from entering the drivers cab	2	3	6	
Slopes and uneven ground Vehicle rollover Impact and crush injuries Limited driver visibility (if on an uphill slope with the load in front for stability & weight distribution). Driver may be thrown forward or out of cab	Vehicle Operator Staff Visitors	3	3	9		All FLTs are fitted with overhead guards and roll over protection cage Where seat belts are fitted to the FLT they must be worn at all times. FLT to never make a turn on a steep gradient (ramp) If FLT is required to carry a load up a gradient it must be driven forwards. Alternative arrangements should be sought to limit any visibility restrictions to the driver, Banksman must always be in the line of sight of the driver and in a safe place. If FLT is required to carry a load down a gradient it must be driven in reverse. Alternative arrangements should be sought to limit any visibility restrictions to the driver Where required site specific details to be added to comments section of this Risk Assessment in the form of a SSOW	2	2	4	
Unloading of Vehicles FLT/Pedestrian interaction Impact injuries resulting in bruising, fractures or even fatalities Crush injuries resulting in bruising, fractures or even fatalities	Vehicle Operator Staff Visitors Goods Vehicle Driver	4	5	20		Management and staff are aware of all measures which are necessary to ensure the safety of all employees and visitors within the workplace. Training records, documented. Goods vehicle driver must stay within vehicle cab or behind designated barrier when FLT is in operation. All pedestrians prohibited from entering goods unloading area/FLT operating area FLT driver assesses the load and unloads the vehicle as per guidance given during training.	2	4	8	

Additional comments:

1. The Risk Assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
2. This Risk Assessment must be approved by the nominated person for Health and Safety before being issued as a live document

Assessor Name:	Rob Amans	Signature:		Date:	21/07/2025
Further Information: Reference Documents The Health and Safety at Work 1974 Appendices 1. HK Interiors SSOW suite					