

Risk Assessment



Reference	PI – GEN RA01 v4.0		RA Title	Manual Pallet Trucks			Location	Pickering			
Risk Assessment Description	Assessment of the use of manually operated pallet trucks										
Additional Information	Manual Handling RA02, LOLER inspections										
Groups of People Affected	Technicians, Linesmen, Material handlers, persons in the vicinity of pallet tracks										
Assessment Date	15/07/2024			Previous Date	25/02/2022			Review Due Date	Risk category 2 – 15/07/2026		
Likelihood of Hazard Occurring	5	Certain to Occur at Some Time	4	Likely to Occur in the Short Term	3	Likely to Occur at sometime	2	May Occur at Sometime	1	Unlikely to Occur	
Severity (Worst Case Scenario) if the Hazard Occurs	5	Fatality	4	Major Injury/ 7 Day Injury (RIDDOR)	3	Moderate Injury (Visit to Dr or A&E)	2	Minor Injury Requiring First Aid Treatment	1	Negligible Injury Not Requiring Treatment	
Risk (Likelihood x Severity)	15 – 25 High Risk Immediate response – stop activity.			6 – 14 Medium Risk Action to be rectified within 1 month.			1 – 5 Low Risk Monitor quarterly.				

List Names of All Persons Assisting in Risk Assessment	Signature	Date
Mick Ward - HSE Manager		25/02/2020 – Initial assessment
Mike Maczuga – HSE Advisor		25/02/2020 – Initial assessment
Clare Gibson – HSE Manager		25/02/2022 - Review
M. Ward -HSE Support		15/07/2024 Reviewed

List Names of All Managers/ Supervisors with Direct Responsibility for this Assessment	Signature	Date

Name of Manager with overall Responsibility for this Assessment	Signature	Date

Hazard Anything with the Potential to Cause Harm	Types of Ill health, injury or environmental damage from the hazard.	Original Risk Rating			Controls Currently in Place	Residual Risk Rating			Recommended Further Controls	Action Plan Reference Number
		L	S	R		L	S	R		
Manual Handling Pushing or pulling of weights that exceed personal limits or those of the pallet truck Abrasion to hands	Blisters, grazing to hands, sprains, strains, musculoskeletal injury	4	3	12	Staff are aware not to attempt to handle loads beyond their individual capability and to request assistance if required Manual handling training has been given to staff The correct pallet truck is to be used for the load Pallet trucks are not to be loaded more than their safe working load Dynamic risk assessment when handling loads to take into consideration the task, individual, load and environment Movement of loads is to be on even surfaces with excessive gradients eliminated as far as practicable Gloves available for operators on request	1	3	3		
Pallet truck hitting pedestrians Crushing or trapping between pallet truck and other objects including fixed parts of the building	Cuts, bruises, broken bones, crushed foot	4	4	16	Only trained and competent staff to use pallet trucks It is mandatory for all staff to wear safety boots in areas where pallet trucks are operated Inside the main factory building dedicated vehicle routes are marked in green and all persons on site are made aware through the induction process that vehicles are in operation	1	4	4		
Components of pallet truck failing whilst in use	Cuts, bruises, broken bones	3	4	12	Pallet trucks examined in compliance with LOLER Regs 1998 Operators are trained in the use of pallet trucks.	1	4	4		

Hazard Anything with the Potential to Cause Harm	Types of Ill health, injury or environmental damage from the hazard.	Original Risk Rating			Controls Currently in Place	Residual Risk Rating			Recommended Further Controls	Action Plan Reference Number
		L	S	R		L	S	R		

					<p>Operators aware not to turn sharply and to swing wide on corners to avoid hitting obstructions such as doorframes</p> <p>User check before use to identify defects – check hydraulics and operation of control lever to lower forks</p> <p>If a pallet truck is found to be unsafe it must be taken out of use and a supervisor informed</p> <p>Load is to be checked that it is stable before transportation</p>					
<p>Environmental issues:</p> <p>Leak of hydraulic fluid</p> <p>Disposal of old pallet trucks</p>	<p>Environmental damage from leaks and scrap material</p>	2	3	6	<p>User check before use to identify any defects including leakages</p> <p>Staff awareness of identifying and containing spills and safe disposal of waste</p> <p>Spill kits available throughout the site</p> <p>Disposal of old pallet trucks is through a registered waste disposal company</p>	1	3	3		
<p>Unauthorised use of pallet truck resulting in injury or damage to stock or facilities</p>	<p>Cuts, bruises, broken bones</p>	3	3	9	<p>Only trained and competent staff to use pallet trucks</p>	1	3	3		
<p>Trip, slip and fall hazards</p> <p>Due to:</p> <p>Obstructed passageways</p> <p>Poor illumination</p> <p>Broken or uneven floor</p> <p>Pallet truck left unattended in a hazardous position</p>	<p>Cuts, bruises, broken bones</p>	3	3	9	<p>Staff undergo training in the use of pallet trucks</p> <p>Pallet trucks stored safely when not in use</p> <p>Passageways are kept clear and unobstructed, and high housekeeping standards including safely storing overhead crane controls and chains</p>	1	3	3		

Hazard Anything with the Potential to Cause Harm	Types of Ill health, injury or environmental damage from the hazard.	Original Risk Rating			Controls Currently in Place	Residual Risk Rating			Recommended Further Controls	Action Plan Reference Number
		L	S	R		L	S	R		

					<p>Any repairs or maintenance required to the lighting or floor are identified so repairs can be arranged</p> <p>Accident and Incident Reporting Procedure, Hazard Observation Ticket (with Sustainability) procedure and Engineering Request Tickets are available to raise awareness of any incidents or potential hazards so they can be addressed</p>					
<p>Objects falling from a pallet truck due to:</p> <p>Incorrectly loaded Overloading</p>	Cuts, bruises, broken bones	4	4	16	<p>Only trained and competent staff to use pallet trucks</p> <p>The correct pallet truck is to be used for the load</p> <p>Pallet trucks are not to be loaded in excess of their safe working load</p> <p>The load is to be checked that it is stable before transportation</p> <p>If a loaded pallet truck is left unattended it must be lowered to the floor</p>	1	4	4		

Action Plan

Action Plan Reference	Further Controls Agreed to be Taken Forward	Priority (H/M/L)	Responsible Person	Target Date	Completion Date	Signature (Completed)