

Newland Express Transport Ltd

Risk Assessment

Title	Fork Lift Trucks	Date Of Assessment	Thu 11 Jan 2024
Site	Newland Express Transport Ltd	Location	Warehouse/Yard
Risk Assessor	James Asbrey	Assisted By	-
Non-Employees Involved	-	People At Risk	Employees, Contractors, Visitors
Task Description	Assessment of forklift operations to identify hazards and reduce the risk of collisions, overturns, and injury.		
Risk Rating	 Medium		
Review Date	Tue 12 Jan 2027	Reviewer	James Asbrey

Hazards

Hazard	Loading Unloading Activities
Risk Of Harm	Risk of injury to operators or persons in the vicinity of loading activities should the load become unstable or items fall from pallets.
Existing Control Measures	<p>Designated loading unloading areas in the service yard where restricted pedestrian access.</p> <p>All persons in the service yard are required to wear high visibility clothing.</p> <p>The yard surface is maintained in good condition and is subject to periodic checks to ensure that this is maintained.</p> <p>All loads are checked before they are moved to ensure that the contents are secure and will not fall whilst being moved.</p> <p>Fork lift truck is fitted with roll over protection to protect the driver should any items fall from the load being moved or overturning of the truck.</p> <p>Wherever possible goods are transported in mesh cages to prevent the goods from falling during movement.</p>

Hazard	RTA
Risk Of Harm	Risk of serious injuries or death as a result of collision
Existing Control Measures	<p>Only trained and authorised operators use the truck and refresher training arranged periodically</p> <p>All employees working in the yard area and warehouse must wear high visibility clothing.</p> <p>All employees have received awareness training on the hazards of fork lift truck activities pedestrian movements around the site.</p> <p>Suitable warning signs displayed to warn employees; drivers and visitors that fork lift trucks operate on the site.</p> <p>Trucks are fitted with flashing beacons, and have audible reverse warning.</p> <p>Good levels of lighting are installed in the service yard and warehouse and bulb failures are addressed as part of the site maintenance plan.</p> <p>Pedestrians are segregated from workplace transport through designated pedestrian walkways and in some areas physical barriers.</p> <p>Roadways and work surfaces are maintained in good condition in the loading unloading area.</p> <p>5 mph speed limit imposed in the service yard for all vehicles</p> <p>Trained banks men are employed to coordinate vehicle manoeuvring operations.</p> <p>Fork-lift trucks are subject to pre use checks and defect reporting process in place.</p> <p>Trucks are maintained as part of a planned preventative maintenance contract, and subject to annual Thorough Examination by insurers.</p> <p>Fork lift truck drivers over 50 years of age undergo medicals every twelve months</p> <p>Keys are removed from truck when it is not in use as part of a key control system.</p>
Hazard	Uneven Road Surfaces
Risk Of Harm	Risk of fork-lift truck overturning and causing serious injury or fatality to driver or other persons in the vicinity
Existing Control Measures	<p>Road surface in the yard is maintained in good condition with periodic checks carried out. Any defects are reported to the warehouse manager and repairs organised.</p> <p>Fork-lift truck is designed to work in areas where there may be some irregularities in the surface and has been selected accordingly.</p> <p>Only trained and authorised staff are permitted to operate the specific type of truck.</p> <p>Speed limit of 5 mph imposed in the service yard and warehouse</p> <p>Seat belt fitted and worn.</p> <p>Speed limiter fitted.</p> <p>Employees are instructed to never drive with the forks extended.</p>

Hazard	Battery Charging
Risk Of Harm	risk of explosion from flammable gases generated as part of the charging process.
Existing Control Measures	<p>Charging takes place in a well ventilated area away from any potential sources of ignition.</p> <p>Trained and authorised employees carry out this task.</p> <p>No smoking policy enforced inside the building and also in the service yard.</p> <p>Suitable PPE provided – eye and hand protection are provided and their use enforced.</p> <p>Eye wash station located adjacent to charger.</p>

Past Reviews

Review Date	Reviewer	Comments
Mon 12 Jan 2026	James Asbrey	Reviewed
Sat 11 Jan 2025	James Asbrey	Reviewed.