


# Newland Express Transport Ltd

## Risk Assessment

Title	Pallet Truck	Date Of Assessment	Wed 17 Jan 2024
Site	Newland Express Transport Ltd	Location	All Areas
Risk Assessor	James Asbrey	Assisted By	-
Non-Employees Involved	-	People At Risk	Employees
Task Description	Identifies hazards associated with the use of manual or powered pallet trucks. It ensures suitable controls are in place to prevent injury, collisions, and load instability.		
Risk Rating	 Low		
Review Date	Wed 20 Jan 2027	Reviewer	James Asbrey

### Hazards

Hazard	Improper use of truck
Risk Of Harm	Injury, serious injury or death
Existing Control Measures	All staff that operate standard pallet trucks are trained in their use. Staff control the truck movement when it is loaded by using the drive and parking brake mechanisms. Staff ensure that the forks are suitably placed under the pallet to be moved.

Hazard	Horseplay
Risk Of Harm	Injury or serious injury
Existing Control Measures	All users of pallet trucks receive training in their use. Supervisors regularly check for the misuse of pallet trucks. Disciplinary action will be taken against staff who misuse pallet trucks.

<b>Hazard</b>	Overloading a pallet truck
<b>Risk Of Harm</b>	Injury or serious injury
<b>Existing Control Measures</b>	All pallet trucks marked with their safe working load. All staff trained to understand the loading limitations of each truck. Truck maintained and serviced.

<b>Hazard</b>	Mechanical failure
<b>Risk Of Harm</b>	Injury or serious injury
<b>Existing Control Measures</b>	All pallet trucks regularly and inspected for wear. All pallet trucks regularly maintained including topping up of hydraulic fluids.

**Past Reviews**

<b>Review Date</b>	<b>Reviewer</b>	<b>Comments</b>
Mon 19 Jan 2026	James Asbrey	Reviewed
Fri 17 Jan 2025	James Asbrey	Reviewed