Risk Assessment

**Use of MEWP and other Fork Lifts in and around the work area**

Activity XXX

Conducted by XXX

Date XXX

| WORK ACTIVITY | HAZARD | PERSON AT RISK | CONTROL MEASURES IN PLACE | FURTHER ACTION REQUIRED |
| --- | --- | --- | --- | --- |
| Use of MEWP and fork lifts in and around the work area | Vehicle overturning because of use on unsuitable ground or operator misuse. Injury to operator or others through loss of loads. Failure of equipment through exceeding load bearing capacity or mechanical failure or vehicle. Other injuries through incorrect use of controls.  Loss of load through collision with other objects including building and vehicles and overhead objects.  Serious or fatal crush or other impact injuries from vehicles moving in and around the hospitality build area  Loss of load from MEWP or Fork Lift | Staff and others  Staff, visitors and members of the public  Staff visitors and members of the public  Staff, visitors, members of the public | An on-site risk assessment is conducted as to the suitability of the ground prior to commencement of the build and authority to use vehicles is only given by Site Supervisor when appropriate.  All MEWP and fork lifts are rough terrain type, or suitable vehicles.  All fork lifts are acquired as fit for purpose, they are serviced and inspected in accordance with manufacturer’s instructions and are in excellent mechanical condition.  They were acquired after extensive liaison with the supplier, with regard to selection of the appropriate vehicle for the type of work that is carried out.  Use of vehicles is strictly controlled, only trained personnel operate them and manufacturer’s instructions are followed.  Vehicles are subject to a daily pre use check.  Driver/operators are fully trained and certified as competent in the use of the vehicles on site.  Vehicles are immobilised when not in use.  Constant supervision is maintained of drivers to ensure that vehicles are operated at an appropriate speed for the site conditions and that they follow training principles.  These vehicles are carrying out repetitive tasks lifting palletised type loads. They operate well within their maximum capacity.  Good housekeeping ensures that vehicle routes are kept free of obstruction. Vehicles and trailers not immediately required on site are moved away from the area to a suitable parking area.  The movement of vehicles is strictly controlled and marshalled.  Banksmen are allocated to assist operator when site conditions dictate that assistance is required.  Area fenced and cordoned off with appropriate notices attached to cordon, warning of dangers to those who enter the area.  Vehicle access routes are identified to kept free of obstructions.  Cordon area continually monitored by staff and entry by unauthorised persons prevented.  Movement of authorised vehicles inside the cordon strictly controlled and marshalled. Vehicle routes are identified to provide segregation between vehicles and pedestrians.  All vehicles fitted with reversing alarms and a SSOW established so that prior to the movement of any vehicle in the area during the build the driver sounds his horn to indicate he is about to move his vehicle.  Drivers fully briefed on site rules.  A banksman is identified for each vehicle movement to assist the driver.  All vehicle movements are carried out at walking pace or less.  Area kept free of objects that may hinder the movement of the vehicles or obstruct the drivers all round view of his vehicle wherever possible.  All staff wear appropriate hi viz clothing and other appropriate PPE.  All equipment stillage’s are purpose built for transport by fork lifts.  All loads carried are well within the SWL of the vehicle.  Area is surveyed prior to use of fork lifts and any defects in the surface are identified and marked to prevent overturning movements.  Individual loads, in particular those of an unknown or unbalanced centre of gravity, are secured to the fork lift as necessary. |  |