

Risk Assessment

Work Activity: Distribution of Materials vis Non-Electrical Pallet Truck.

Hazard.	Person(s) at Risk.	Existing Measures to Control Risk.	Additional Measures needed to control risk.	Person(s) Responsible.	When to be Actioned.	Actioned.
Muscular skeletal injury from moving materials.	Operatives carrying out work. Site Personnel.	Vehicle delivering materials to park as close to storage/working area as possible. No items heavier than 25kg, with an even load, to be lifted unless multiple operatives.	Up to date manual handling training is essential and all operatives will have completed this training. Pallet truck is to be used in line with manufacturer's instructions.	Supervisor	When required.	
Slips, trips & falls.	Operatives carrying out work. Site Personnel.	Use safe access and egress routes provided by main contractor and ensure good levels of lighting are provided before beginning to start work.	No running whilst moving loads and keep eye protection in good, clean condition to ensure optimal visibility.	Operatives	Regularly throughout the day.	
Collisions with pedestrian traffic,	Operatives carrying out work. Site Personnel & Pedestrian traffic.	Abide by and make use of the main contractors traffic management plan and safe access and egress routes which will include minimal pedestrian contact.	Minimum of 2, fully trained operatives to move materials at all times, to avoid collisions with surrounding pedestrians, buildings or objects.	Operatives	When required.	
Faulty Equipment	Operatives carrying out work. Site Personnel.	Inspect pallet truck before every use, ensure all components including wheels, strut, handles are all in a good working order.	Defects to be reported immediately to supervisor and the pallet truck must not be used until investigation has been completed and the pallet truck has been repaired/fixed.	All Operatives	Before using equipment.	

Company name: New Age Glass Ltd

Date of next review: Monday 5th August 2024

Assessment carried out by: Tom Shrives

Date of assessment: Monday 5th February 2024