

Forkway Risk Assessment – RA 013

Task/ Activity	Removal and fitting masts on all types of material handling plant equipment.			Persons Exposed		
Location	Forkway locations and customer sites throughout the UK and Republic of Ireland.			Forkway Employees	Customer Employees	Members of Public
Name of Assessor(s)	Vic Hargreaves (Regional SHEQ Advisor)	Date of Assessment	12/04/2024 (V2)	2-3	May be in area	May be in area
		Date of Next Review	12/04/2025			

Stop and Think

Before undertaking any task/ activity it is essential that you have read and understood all of the control measures in this document and are satisfied that the control measures herein are suitable and sufficient. If you find the control measures are not suitable and sufficient, contact your line manager before proceeding.

The personal protective equipment required at all times throughout the task is Safety Boots, Overalls, Nitrile Gloves, Safety Glasses and high visibility clothing (vest as minimum). Where additional PPE is required it will be identified at the relevant points in this risk assessment, supporting risk assessments, supporting safe working methods and relevant COSHH assessments.

Hazard	Initial			Control Measures	Residual		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
1. Crushed by elevated machine components moving or falling whilst working below them;	3	5	15	Avoid working below machine components, if possible components such as forks and other quick release items are to be removed. Machine must be isolated before work begins. Keys must be removed and remain in the possession of the engineer throughout task. Follow manufacturer's guidance on suitable means of supporting.	1	5	5
2. Crushed due to failure of jacking or supporting equipment or methods used;	3	5	15	All jacking or supporting equipment must be within current Thorough Examination. Complete pre-use checks on all equipment before use. If defects are found, do not use. Ensure equipment is of the correct capacity before starting. Follow manufacturer's manual details on mast weights and suitable supporting/lifting points and methods.	1	5	5
3. Struck or crushed by machine under repair moving unexpectedly;	3	5	15	Ensure work area is on firm, level ground. Ensure all park brakes are engaged. Machine must be isolated before work begins. Keys must be removed and remain in the possession of the engineer throughout task. Chock wheels where risk of movement is present.	1	5	5
4. Crushed or struck by lifting equipment (forklift, crane, etc.) being used to remove large/ heavy components or by the components being removed;	3	5	15	Avoid lifting operations where possible. All lifting operations must be fully planned beforehand. Lifting operations risk assessment and safe system of must be followed along with manufacturer's manual for instructions on lifting method.	1	5	5

MULTIPLY THE LIKLIHOOD AND SEVERITY TO GET THE RISK RATING

Likelihood - (5=Very Likely, 4= Likely, 3= Possible, 2= Unlikely, 1= Highly Unlikely)

Severity - (5=Very Severe, 4= Severe, 3= Moderate, 2= Slight, 1=Negligible)
measures

0- 5 = Low Risk - No Action Required.

6-15 = Medium Risk - Ensure adequate controls are in use.

16-25 = High Risk - Stop operation and implement adequate control

Hazard	Initial			Control Measures	Residual		
	L	S	R		L	S	R
5. Struck by moving vehicles, plant equipment or customer machinery operating in the area;	3	5	15	No work or lifting operations to be carried out near areas where other vehicles, plant equipment or customer machinery operate. Area must be quarantined to prevent unauthorised access. If work near site traffic cannot be avoided use cones or barriers to protect your work area. Any automated machinery, such as production lines, conveyor systems, etc. must be isolated before work begins. High visibility clothing must be worn (vest as minimum).	1	4	4
6. Striking pedestrians, other vehicles or fixed objects when operating machine;	3	5	15	Engineer must not operate the machines unless trained to do so and familiarised with the manufacturer's operating instructions. Ensure all persons are clear from the area before operating. Follow site speed limits, traffic systems, etc. Contact line manager before proceeding if refresher or additional training is required.	2	5	10
7. Struck oil released under pressure or components which are pressurised or spring loaded;	3	5	15	Never touch or place hands near any part of a pressurised hydraulic oil system when it is under pressure. Ensure pressure is relieved from oil systems before working on them. Follow manufacturer's instructions when removing or re-fitting any pressurised or spring loaded components.	1	5	5
8. Electrical shock from powered tools used;	2	5	10	Pneumatic or battery powered tools should be used as preference. Mains powered tools must not exceed 110V. A suitable RCD must be in place. Ensure hands are clean and dry prior to handling equipment. Ensure tooling including extension cables remain dry throughout task. Ensure all electrical tooling/ equipment is with current PAT test. Complete pre-use checks. If the equipment fails, or if its power supply cable or plug gets damaged, do not use it. Never try to repair powered tools yourself. Keep cables out of harm's way, and clear of moving parts.	1	5	5
9. Electrical shock/ electrocution from high voltage electrical services;	2	5	10	Never work anywhere near high voltage electrical services. High voltage electricity can jump through the air if a conductor comes close enough.	1	5	5
10. Fall from height when accessing parts or components which cannot be reached from ground level;	3	5	15	Work at height must be avoided where possible. Engineers must never climb freely on machine under any circumstances. Appropriate access equipment must be used to reach components at height. All engineers carry ladders as a minimum however other more suitable access equipment must be used if available or required. Work at height risk assessment and safe system of work for specific access equipment must be followed.	2	5	10
11. Struck by or striking other persons with parts or components dropped from height;	3	5	15	Avoid work in areas where pedestrians may be present below. If work in these areas cannot be avoided, work area must be cordoned off with barriers. No person may be allowed to stand in cordoned area when work at height is in progress. Avoid carrying multiple items or large, awkward, or heavy items. Any person left at ground level must wear a hard hat. Work at height risk assessment and safe system of work for specific access equipment must be followed.	1	5	5
12. Mast detaching or falling during lifting operation;	3	5	15	Ensure all lifting equipment, attachments and accessories are only used as per their designed use. Ensure attachments and accessories are correctly secured to lifting device. Person completing lifting operation must have been trained in slinging methods. Manufacturer's manual must be followed for instructions on correct lifting method and slinging	1	5	5

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				points. If this information is not available, contact line manager before proceeding. Pre use checks must be undertaken on all lifting equipment and lifting accessories before use. Do not use any equipment which is found to be defective. Remove from service immediately and notify your line manager. Ensure safe working load is displayed on all lifting equipment and accessories and that it is not exceeded. Do not use slings directly over sharp edges. A protective sheath or alternative lifting accessory (chain, etc.) must be used.			
13. Slip, trip or fall when accessing or egressing from machines or service vehicles;	3	4	12	Engineer must only use the correct access routes to machines or service vehicles and maintain three points of contact. Ensure steps, handles and floors of the machine or service vehicle are clean and in good condition. Keep boots clean & free from oil. Engineers must never climb freely on machine under any circumstances.	2	4	8
14. Slip, trip or fall in work area;	3	4	12	Check for slip or trip hazards (oil, customer goods, etc.) and rectify them before starting. If these hazards cannot be eliminated select a more suitable work area. Good housekeeping must be maintained throughout the whole task. Tools, parts and components must be stored neatly and away from pedestrian walkways. Drip trays must be used to collect drained fluids. Spills must be cleaned up immediately.	1	4	4
15. Manual handling of parts, tools, equipment or components;	4	4	16	Engineers have been trained on the correct manual handling techniques. Use lifting equipment made available for job being undertaken (forklift, crane, etc.). Consider your personal capabilities and if items exceed them or are awkward to handle, support weight with mechanical handling device Make use of rigger gloves for heavier components.	2	4	8
16. Sprains or strains when using tools or equipment;	3	4	12	Use suitable tooling for task as outlined by manufacturer's maintenance manual. Engineers must use tooling in accordance with its design specifications & not extend tooling through the use of tubes. Torque multipliers and large breaker bars are available on request.	2	4	8
17. Striking hands or body due to tools slipping or breaking;	3	4	12	Use suitable tooling for task as outlined by manufacturer's maintenance manual. Pre-use checks must be undertaken on tools before use. Engineers must use tooling in accordance with its design specifications & not extend tooling through the use of tubes.	2	4	8
18. Struck by ejected materials when hammering or using powered tools;	3	4	12	Avoid this type of work in areas where other people are present nearby. If work in these areas cannot be avoided, cordon off a work area. Ensure all guards are in place and free from defect. Standard personal protective equipment including safety glasses/ goggles must be worn. Inform others nearby of hazard and if they are to remain in the area request that they wear safety glasses.	1	4	4
19. Burns from contact with hot components, oils or coolants;	3	4	12	Allow equipment to cool to a suitable level before starting. Avoid work where contact with hot components, oils or coolants may be likely wherever possible. Overalls, safety boots, gloves and safety glasses must be worn as a minimum at all times.	2	4	8
20. On site emergency situations;	3	4	12	If you have not been shown already, enquire with site contact to determine the emergency evacuation routes and procedures in the event of a fire. Enquire whether there are any other site emergencies which may arise and the	2	4	8

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21. Poor lighting in area;	3	4	12	<p>actions that must be taken, e.g. release of a toxic chemical. Inform line manager of any potential site emergency situations other than fire that you are made aware of before proceeding.</p> <p>Work must not be undertaken in areas of poor lighting. Inform site contact and agree a more suitable area. If equipment cannot be moved a suitable amount of additional lighting must be used.</p>	1	4	4

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