

Forkway Risk Assessment – RA 012

Task/ Activity	This assessment covers apprentice engineers (including young persons).			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)	Westley Hawkins (Regional SHEQ advisor)	Date of Assessment	12/04/2024 (V2)	2	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 both apprentice and mentor 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. This risk assessment is a supplement all existing core risk assessment and must be read and followed in conjunction with those.

The personal protective equipment required at all times throughout the task is Safety Boots, Overalls, Nitrile Gloves and Safety Glasses. 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. Injury to person from incorrect manual handling techniques;	3	3	9	Apprentice engineers will be given manual handling training as part of their induction before they are allowed to undertake any physical work. Apprentice engineers activities must be monitored by their mentors at all times. Mentors must remain vigilant for apprentices using incorrect manual handling principles and must stop and correct them if this occurs.	2	3	6
2. Injury sustained from lack of physical strength/ physical fatigue;	3	3	9	As above. Apprentice engineers must evaluate any load they are going to handle. Mentors must ensure that they consider apprentice engineers strength capabilities when assigning them with tasks and monitor them.	2	3	6
3. Insufficient ability to recognise unsafe conditions;	3	5	15	Apprentice engineers must be supervised at all times within the workplace. Mentors must explain jobs and tasks beforehand including any hazards that are likely to be present or arise. When working in a new environment mentors must also take time to identify any hazards and explain them to their apprentice engineer.	1	5	5
4. Willingness or confidence to highlight safety concerns;	3	3	9	The importance of highlighting safety concerns will be explained to apprentice engineers as part of their induction. Apprentice engineers will be given an overview of the company Safety Gain procedures and will be encouraged to highlight anything they feel is unsafe. Apprentice engineers will have regular contact with a supervisor who is separate from their mentor where they can talk openly and confidentially about any concerns.	1	3	3

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)

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 measures

Hazard	Initial			Control Measures	Residual		
	L	S	R		L	S	R
5. Unsafe situations arising from immature behaviour or horseplay;	3	4	12	The correct behaviours will have been explained to Apprentice Engineers as part of their induction. Apprentice engineers must be supervised at all times by their mentor.	1	4	4
6. Failure to understand instructions/ training due to learning difficulties;	3	3	9	Checks will be undertaken before the apprentice starts to identify any existing or potential learning difficulties. Where any learning difficulties have been identified, specific plans will be put in place to ensure the apprentice's needs are catered for. The mentor must take time to ensure that an apprentice engineer fully understands instructions before allowing a task to proceed.	1	3	3
7. Failure to understand instructions/ training due to language barriers;	3	3	9	Checks will be undertaken before the apprentice starts to identify any existing or potential language barriers. Apprentice engineers must be fluent in English. Where any potential language barriers have been identified, specific plans will be put in place to ensure the apprentice's needs are catered for. The mentor must take time to ensure that an apprentice engineer fully understands instructions before allowing a task to proceed.	1	3	3
8. Injury from incorrect use of hand tools;	3	4	12	Apprentice engineers will be taught the correct methods for using hand tools as part of their apprenticeship from their mentor in the workplace, training at collage and will be allocated safety hub training. Apprentice engineers activities must be monitored by their mentors at all times. Mentors must remain vigilant for apprentices using hand tools incorrectly and must stop and correct them if this occurs.	2	4	8
9. Injury from incorrect use of powered tools;	3	4	12	Apprentice engineers will be taught the correct methods for using power tools as part of their apprenticeship from their mentor in the workplace, training at collage and will be allocated safety hub training. Apprentice engineers activities must be monitored by their mentors at all times. Mentors must remain vigilant for apprentices using power tools incorrectly and must stop and correct them if this occurs.	2	4	8
10. Work at height;	3	5	15	Work at height must not be undertaken by apprentice engineers until correct training has been undertaken. Apprentice engineers activities must be monitored by their mentors at all times. Mentors must remain vigilant for apprentices working at height incorrectly and must stop and correct them if this occurs.	1	5	5
11. Exposure to mains voltage or high voltage electricity;	3	5	15	Young persons (under 18) will not be permitted to work on mains powered equipment or systems. Work on mains powered equipment or systems must not be undertaken by apprentice engineers until correct training has been undertaken. Apprentice engineers activities must be monitored by their mentors at all times. Apprentice engineers are not permitted to isolate or lock of mains equipment on their own. Mentors must remain vigilant for apprentices working incorrectly on mains powered equipment or systems and must stop and correct them if this occurs.	1	5	5
12. Hot work (welding, oxygen acetylene, etc.);	4	5	20	Hot work must not be undertaken by apprentice engineers until correct training has been undertaken. Apprentice engineers activities must be monitored by their mentors at all times. Mentors must talk through and demonstrate the	1	5	5

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	L	S	R		L	S	R
				correct use of this equipment before use. Mentors must remain vigilant for apprentices working incorrectly and must stop and correct them if this occurs.			
13. Grinding/ abrasive wheels;	4	5	20	Use of grinders/ abrasive wheels must not be undertaken by apprentice engineers until correct training has been undertaken. Apprentice engineers activities must be monitored by their mentors at all times. Mentors must talk through and demonstrate the correct use of this equipment before use. Mentors must remain vigilant for apprentices working incorrectly and must stop and correct them if this occurs.	1	5	5
14. Operating lift trucks or plant equipment;	3	5	15	Equipment must not be operated in anyway unless the correct training has been received. Young persons (under 18) can complete lift truck and plant equipment driver training once out of their probation period – for any person working in Ports the minimum required age to operate lift truck or plant equipment is 18 years old. Apprentice engineers will be given forklift truck operator training as part of their apprenticeship.	2	5	10
15. Operating company vehicles;	3	4	12	Young persons (under 18) will not be permitted to operate company vehicles. Driving licence checks will be undertaken to ensure the apprentice engineer has the correct licence requirements. They must also have undertaken a driving risk assessment and road safety awareness course. Apprentice engineers will also be given familiarisation training before beings allowed to operate company vans.	2	4	8
16. Injury/ harm from site specific hazards (e.g. moving vehicles, dust, noise, chemicals, etc.) due to lack of awareness/ understanding of hazards;	3	4	12	Apprentice engineers must be supervised at all times within the workplace. Mentors must explain jobs and tasks beforehand including any hazards that are likely to be present or arise. When working in a new environment mentors must also take time to identify any hazards and explain them to their apprentice engineer. Mentors must ensure that apprentices have all the correct PPE on at all times.	2	4	8
17. Contact with oils, greases, fuels, coolants, gases, lubricants or solvents associated with the machine or its maintenance;	3	3	9	Mentors must explain to apprentice engineers the correct use of these items and the precautions that must be taken before they are allowed to use them.	1	3	2
18. Exposure to ionising radiation;	3	3	9	Young persons (under 18) must not be exposed to ionising radiation under any circumstance. Existing controls in core risk assessments must be followed.	1	3	3
19. Exposure to lead;	3	4	12	Young persons (under 18) must not work on sites where there is a risk of lead exposure. Existing controls in core risk assessments must be followed.	1	4	4
20. Failure to take appropriate steps during emergency situation (Fire, etc.) due to lack	2	5	10	Emergency procedures will be explained to apprentice engineers as part of site inductions. Mentors must ensure apprentice engineers have absorbed and understood these instructions. For sites that do not have site inductions, mentors must ensure they enquire about emergency procedures and explain them to apprentice engineers.	1	5	5

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of experience, awareness or confidence;							
21. Lone working;	3	5	15	Lone working must not be undertaken in any way by apprentices.	1	5	5
22. Shift working, call out or overtime;	3	3	9	Shift working or call out must not be undertaken in anyway by apprentices. Overtime may be undertaken providing the apprentice's mentor will be working alongside them throughout.	1	3	3

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