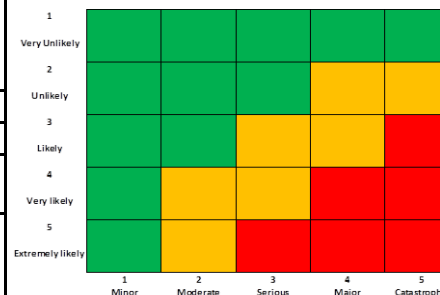


Assessment Title (Task, process, equipment or facility)		MHE Operator Training/familiarisation.	
Location	All TMHUK Depots	Date	01/04/2026
		Review date	31/03/2027
Prepared By (Team)		Operator Training Manager, Elaine Greaves (QHS Manager)	
Legal / Best Practice Requirements / links to other assessments (eg COSHH)		HASAWA, MHSWR, PUWER	



Low Risk - Acceptable existing control, but should reduce the risk further if reasonably practicable
Medium Risk - Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further if reasonably practicable
High Risk - Activity must be stopped & further advice obtained, the risk must be reduced unless the costs are grossly disproportionate & the risk has been signed off by the relevant Departmental Director

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Unfamiliar Site/Location	All possible injuries associated with attending and working in unfamiliar surroundings	TMHUK team members / site visitors / participants	3	3	M	1. Induction presentation to be conducted by lead host/meeting organiser. 2. All safety rules for the site including but not restricted to fire alarms, emergency evacuation, first aid, welfare facilities, refreshments, restricted areas, hazardous areas must be communicated to all attendees and visitors on their arrival. 3. Event organiser must inform all attendees prior to meeting of parking arrangements and PPE requirements.	2	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Work and/or demonstration area	All possible injuries associated with attending and working in unfamiliar surroundings, operation of MHE and other work activities	TMHUK team members / site visitors / participants	3	4	M	1. Advice on the selection of safe working areas is given in SWP-01, event organisers must refer to this SWP. 2. The event area or areas must be suitably planned to allow sufficient room for the materials handling equipment (MHE) manoeuvring having consideration for the activity taking place. 3. Suitable access and egress must be available for all areas within the event area, having consideration for emergency evacuation. 4. All walkways, whether temporary or permanent must be kept clear. 5. Suitable segregation must be in place between pedestrians/spectators and any operational MHE. 6. The event work area must be suitably protected from other work activities. 7. The event work areas must be checked for suitable lighting, excessive noise and excessive heat or cold.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Moving MHE	All possible injuries associated with operating MHE in an unfamiliar site.	TMHUK employees / site visitors	2	4	M	1. All persons must adhere to site safety rules. 2. No MHE is to be operational whilst Induction presentation is taking place. 3. Ensure the area where there will be movement of MHE is cordoned off and all persons are to remain in a designated safe area whilst MHE is operational. 4. People shall only enter the area when instructed to do so by the trainers. 5. All MHE must be immobilised by the trainers during all break periods. 6. If the lunch/break area is located near to operational MHE, suitable barriers must be in place or ALL MHE movements prohibited.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Manual handling	Various injuries to the human physique	TMHUK employees / site visitors	2	4	M	1. All team members are to follow the procedure detailed in SWP-13 - Manual Handling. 2. If the load is considered to be heavy or awkward then Safe Working Practice SWP-06 Use of Lifting Equipment must be followed in order to assist the lift. 3. Associated Risk Assessment WPRA-13 Manual Handling is in place & all team members are to follow the control measures documented - the risk assessment is supported by SWP-13.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Un-trained and or poor Operators	All possible injuries associated with driving forklifts in an unfamiliar site.	TMHUK employees / site visitors / participants	3	5	H	1. Event organisers and instructors must confirm any operator is suitably trained and competent before allowing them to operate any materials handling equipment. 2. The event organisers or instructors have the authority to stop any person operating MHE if, in their opinion, to do so would cause a risk.	1	5	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Persons affected by substance abuse	Unfit persons operating or instructing on the use of MHE. Physical injury, property damage	TMHUK employees / site visitors / participants	2	5	M	1. Any person suspected of being affected by substance abuse will not be permitted to operate any MHE and must be removed from the operational area. 2. If the suspected person is a TMHUK team member they will be referred to HR for disciplinary action. If they are not a TMHUK team member their employer should be informed at the earliest opportunity. Efforts should be made to prevent them driving away from the premises.	1	5	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Faulty/poorly maintained MHE	Physical injury, property damage, environmental contamination	TMHUK employees / site visitors / participants	2	4	M	1. All equipment used on event days will be part of the TMHUK rental fleet and maintained in accordance with manufacturers recommendations and legislative requirements. 2. Prior to the event, organisers must ensure all equipment has been maintained as per requirements. 3. Any equipment found not to have been maintained as per the requirements must be removed from service immediately. 4. Instructors have the authority to request access to maintenance records at any time. 5. Pre-use checks on each piece of MHE must be carried out at least daily. 6. Any MHE that becomes faulty during the event must be removed from service immediately and prevented from being used until it has been repaired by a competent person.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Work at height	Muscular/skeletal injury to the human physique / possibility of death	TMHUK employees / site visitors / participants	2	4	M	1. Specific training on Working at Height is supplied via the TMHUK training programmes, such training would also include the selection of safe work area. 2. The training will be supported by a Safe Working Practice (SWP 04-Working at Height). 3. All persons are to follow the procedure detailed in SWP-04 - Working at Height. Any persons who are not employees of TMHUK must use the standards of SWP-04 as a minimum requirement and advised by the TMHUK organisers.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Trainer instructor competence	Physical injury, property damage, environmental contamination	TMHUK employees / site visitors / participants	2	4	M	1. Event organisers must ensure that suitably trained and competent instructors are present at all times during the event. 2. Suitable quantities of instructors must be provided in relation to the numbers of participants.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Non use of PPE	All possible injuries associated with driving forklifts in an unfamiliar site.	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	1. It is mandatory for all personnel in the designated Demo / Vehicle movement area to wear industrial safety shoes/boots & Hi Viz jacket. Guest invite to include request to provide own safety footwear. 2. All to adhere to the site procedure and instructions regarding PPE requirements.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Young persons, by virtue of physical limitations, inexperience & the inability to recognise, or youthful disregard, for danger	Slips, trips, falls, injury to personnel, damage to property	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	1. Children & young persons are not authorised to work unsupervised at any time. 2. No young persons are likely to be in the vicinity.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	