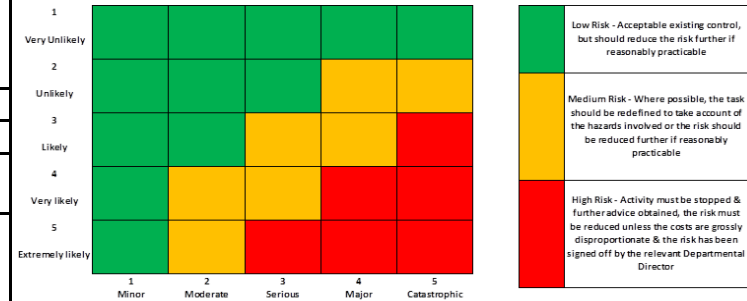


Assessment Title (Task, process, equipment or facility)		ONSITE MHE Operator Training / familiarisation.	
Location	Customer Sites	Date	01/04/2025
		Review date	31/03/2026
Prepared By (Team)		Operator Training Manager	
Legal / Best Practice Requirements / links to other assessments (e.g. COSHH)		Health & safety at Work Act 1974, Management of Health & Safety at Work Regs / Workplace (Health, Safety & Welfare) Regs, ACOP L117 Rider Operated Lift Trucks	



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 / Classroom	All possible injuries associated with attending and working in unfamiliar surroundings	Instructor	3	3	M	1.On arrival Instructor is to make his presence known to reception and book in and request the site contact. 2.The Instructor to be informed of the site safety rules including but not restricted to fire alarms, emergency evacuation, first aid, welfare facilities, refreshments, restricted areas, hazardous areas 3.Site contact to meet and inform the Instructor of any additional site PPE requirements 4. If unfamiliar with the site the Instructor to be given site orientation and made aware of any significant hazards 5. Site contact to direct the Instructor to the designated classroom given for the theoretical element of training and introduction to the candidate(s).	1	3	L	Customer to ensure all appropriate controls are in place that are reasonably practicable	Customer
Practical Training area	Danger of collision with moving vehicle	Instructor Candidate(s) serious physical injury due to impact	3	4	M	1.Site contact should direct the Instructor to the designated safe working area given for the practical training. 2. The practical training area must be suitable to allow sufficient room for the materials handling equipment (MHE) manoeuvring having consideration for the activity taking place. 3. The practical training area must have suitable access and egress within the event area, having consideration for emergency evacuation. 4. All walkways, whether temporary or permanent must be kept clear during practical training. 5. Site contact / Instructor to agree suitable segregation put in place between pedestrians and any operational MHE during the practical training. 6. The practical training 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	Customer to ensure all appropriate controls are in place that are reasonably practicable.	Customer

Building structure, racking, internal building services water (Sprinkler heads), gas and electrical supplies	Impact with building structure, racking, internal building services water (Sprinkler heads), gas and electrical supplies	Instructor, Candidate(s) other persons in the vicinity	2	4	M	1. All persons to adhere to site safety rules. 2. Instructor to ensure all candidate(s) are informed prior to practical training of the site conditions relating to roof height and all building services located in the practical training area. 3. No practical training is to be conducted when Instructor is not present. 4. Ensure the area where there will be movement of MHE is cordoned off and clearly marked with adequate warning signs 5. All candidates are to be supervised throughout the practical training period and all un-safe practices are drawn to the candidates attention and dealt with effectively. 6. People may only enter the area when instructed to do so by the Instructor. 7. All training MHE must be immobilised by the Instructor during all break periods.	1	4	L	Customer to ensure all appropriate controls are in place that are reasonably practicable.	Customer
Novice Convesion Experienced Refresher	Unsuitable candidates attending course	Instructor Candidate(s)	2	4	M	1. Instructors will confirm that any candidate(s) attending are suitable to attend the course before allowing them to operate any materials handling equipment. 2. Instructors have the authority to stop any person operating MHE if, in their opinion, to do so would cause a risk.	1	4	L	Candidate(s) previous training certificates to be available for Inspection by the Instructor if requested / applicable Courses are conducted in English	Customer
Persons affected by substance abuse	Unfit persons operating or instructing on the use of MHE. Physical injury, property damage	Instructor Candidate(s)	2	5	M	1. If the Instructor suspects a candidate(s) of being affected by substance abuse they will stop the course immediately and not permitt anyone to operate the MHE. The candidates will be sent on a break away from the training area. 2.The Instructor should immediately inform the customer of their decision to remove the candidate from the course. 3.The customer to speak direct with the candidate(s) and inform them of the Instructors decision to remove them from the course.	1	5	L	Customer to ensure all appropriate controls are in place that are reasonably practicable.	Customer
Faulty/poorly maintained MHE	Physical injury, property damage, environmental contamination	Instructor Candidate(s)	2	4	M	1. All MHE to be used for the training must be maintained in accordance with manufacturers recommendations and legislative requirements. 2. Customer must ensure all equipment has been maintained as per requirements. 3. Prior to commencement of practical training the Instructor will check the MHE for suitability for use in practical training. 4. Any equipment found not to have been maintained as per the requirements will not be used for training. 5. Instructors have the authority to request access to maintenance records at any time. 6. Pre-use checks on each piece of MHE must be carried out at daily. 7. Any MHE that becomes faulty during training and can not be repaired in a reasonable time frame can only be replaced by a similar serviceable piece of MHE 8. Repairs can only be carried out by authorised competent person.	1	4	L	MHE Training truck must have an in date *Thorough Examination report available for inspection by the Instructor prior to the start of the course. The course may not take place if a *Through Examination report is out of date or not available. Any MHE to be use during Training must be available throughout the duration of the training course * Applicable to all MHE over 12 months old (6 months for man-up) and with the ability to lift more than 300mm in height	Customer

Danger from pallets or loads falling	Physical Injury possibility of death	Instructor Candidate(s)	2	4	M	1. Prior to commencement of practical training Instructor to ensure that all pallets and racking to be used in practical training are in a safe and secure condition and all pallets are suitable for practical training. 2. Secure pallets forming a chicane to reduce the risk of them falling over due to high winds or other factors. 3. Non driving candidates must be at least 2 metres away from pallets	1	4	L	Customer to ensure all appropriate controls are in place that are reasonably practicable.	Customer
Instructor competence	Physical injury, property damage, environmental contamination	Instructor Candidate(s)	2	4	M	1. Instructor must be present at all times during the training . 2. Instructor must be able provided proof of competence on request when conducting training on a customers site. 3. Instructor have in date AiTT Instructor ID card or similar which will be available on request.	1	4	L	All appropriate controls are in place that are reasonably practicable.	Customer
Non use of PPE	All possible injuries associated with driving forklifts in an unfamiliar site.	Instructors Candidate(s)	2	4	M	1. Instructor to ensure candidates wear industrial safety shoes/boots during practical training. 2. All to adhere to all site procedure and instructions regarding PPE requirements. 3. Hi-Viz jacket are also recommended during practical training. 4. Additional site specific PPE may be required, this will have been informed by the site contact.	1	4	L	Customer must ensure candidates have safety Boots/ shoes and all appropriate controls are in place that are reasonably practicable.	Customer
Battery Charging	Risk of explosion of electric shock. Serious injury or Death	Instructors Candidate(s)	3	3	M	1. Instructor to follow the manufactures recommendations on the correct battery charging procedures 2. Always use the recommended PPE when working with batteries 3. Only carry out charging in the designated area 4. Check the charger and leads for damage before use 5. Ensure no smoking or naked lights in the near vicinity of batteries	1	3	L	Customer to ensure all appropriate controls are in place that are reasonably practicable.	
Battery Maintenance	Risk of contact with battery acid Serious injury	Instructors Candidate(s)	3	3	M	1. Instructor to follow the manufacturers recommendations for battery type to be maintained 2. Instructor / candidates to always wear the recommended PPE dependant on the battery type this may include Full length PVC apron, PVC long gauntlet gloves, Full eye contact / face mask recommended 3. Ensure eye wash stations to be available and in date. 4. First aid station available 5. Fire Extinguisher (Powder) to be in place	2	3	L	Customer to ensure all appropriate controls are in place that are reasonably practicable.	Customer

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	Instructor Candidate(s) Customer	2	4	M	1. Candidates must be past School leaving age to attend a MHE Training course 2. Candidates must be 18 yrs. old to operate MHE in ports 3. Children & young persons are not authorised to work unsupervised at any time.	1	4	L	Customer to ensure all appropriate controls are in place that are reasonably practicable. Customer to inform the instructor if any children or young persons are likely to be in the vicinity of the training.	Customer
--	--	--	---	---	---	--	---	---	---	---	----------