

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213



HSCS Ltd – Risk Assessment – Safe Systems & Methods - Lift Truck Training

Dynamic For On Site Working

Assessor: Lorraine Palmer  
 Date: 18.01.2018  
 Reference: FLT 1  
 Review: Annual or after an incident  
 Persons affected: All instructors qualified to deliver course  
 All trainees being trained  
 All persons within the vicinity of the training

## Risk rating scale:

Possibility of injury	Improbable Score 1	Probable Score 2	Likely Score 3	Very likely Score 4	Certain Score 5
Level of injury	Minor Score 1	Significant Score 2	Major Score 3	Severe Score 4	Very severe Score 5
	Needs reporting	Needs reporting	Needs reporting	Needs reporting	Needs reporting
	Minor First Aid may be required	First Aid required	First Aid required	First Aid required	First Aid required
	No further medical assistance required	Further medical assistance may be required	Further medical assistance required	Further medical assistance needed	Multi emergency service involvement
		RIDDOR procedures may be invoked	RIDDOR procedures likely to be invoked	RIDDOR procedures invoked	RIDDOR procedures invoked
			Over three days off work, no permanent effect	May result in death or permanent injury	Multiple deaths or permanent injuries

Score 1 – 5 Low risk No further action required  
 Score 6 – 10 Medium risk Safe systems of work required to reduce the risk  
 Score 11 – 15 High Risk Risk unacceptable, immediate implementation of safe systems of work required  
 Score 16 – 25 Very high risk Discontinuance of work until safe system of work implemented

Hazards identified	Problems identified
Electrical	Possibility of faulty equipment
Work equipment	Possibility of faulty equipment
Equipment maintenance	Possibility of faulty equipment
Electrical maintenance	Possibility of faulty equipment
Manual Handling	Moving pallets etc. to set up course structure, transportation of training materials
Pressure systems	Possibility of faulty equipment
Harmful substances	LPG, Volatile hydrocarbons, asbestos dust, battery acid, diesel fuel, oils and greases, solvents, compressed air Danger would come from materials being transported and lifted
Noise vibration	Possibility of faulty equipment
Mechanical handling	Trainer fully qualified to train, PPE required
Storage of articles or substances	Danger from materials already stored
Working environment	Variable weather conditions
Slips, trips and falls	Unfamiliar site, unknown hazards
Workplace layout and structure	Unfamiliar site, unknown hazards
Access and egress	Unfamiliar site need to be aware of access and egress points
Fire	Unfamiliar site need to be aware of fire procedure
Violence	Unknown delegates, stressful situations, awareness required

### **Current control measures**

Electrical, work equipment, electrical maintenance, pressure systems, noise vibration risks would all be due to faulty equipment. Trainers are qualified and required to carry out an equipment checks before carrying out training. Trainers are not required or expected to carry out training on faulty equipment. Trainers are required to report faulty equipment to Head Office, take photo's if necessary and report the circumstances to the manager or person with authority at the training site. All training which can be completed safely, such as theory training is required to be completed. Written cancellation notification or changes to training form have to be completed and signed by the manager or appointed person at the host site. Trainers may be required to complete reports as instructed by management. Disciplinary procedures are invoked if trainers fail to follow these guidelines.

Equipment maintenance – Trainers are required to terminate training if a fault becomes apparent during training. Trainers are not required to rectify faults themselves. Equipment maintenance should only be completed by a qualified service engineer. If equipment is repaired during the training day the trainer must ensure the repairer is a qualified engineer. Trainers to follow the above procedures for work equipment if training has to cancelled or changed.

Manual handling – all trainers core training is undergone to HSE recognised standards via their ITSSAR or RTITB qualification in instructional techniques. Manual Handling remains a component of that course which the trainer must pass to qualify. Manual Handling is included within the induction period for all new trainers who do not hold a specific manual handling training qualification.

Slips, trips, and falls – All trainers work at a variety of sites and are required to familiarise themselves with the environment before commencing the course. All trainers are issued with personal protective equipment at the onset of their employment and receive within their terms and conditions of employment, Contract of Employment and Employee Handbook details of the requirement to use PPE and how to order or obtain replacement or additional PPE according to their individual need. Health surveillance is undertaken on a yearly basis as company policy and trainers are required to report health changes to the Personnel Department as the need arises.

Workplace layout and structure – All trainers are required to familiarise themselves with their working environment before the commencement of training. Trainers are required to set training courses which are safe for themselves and others in accordance with nationally accredited training. If for any reason a trainer cannot set up a safe course or carry out the required training they need to report to their Area Manager, National Manager or Head Office for further guidance.

Access and egress - Trainers are required to plan their access and egress from the site as a whole and any course they set up “escape routes”.

Fire – Trainers are required to familiarise themselves with fire procedures and exits on arrival at site. Trainers are required to comply with fire procedures at their host site.

Violence – Trainers are required to be vigilant at all times of the threat of violence. Trainers are required to use their mobile phone to summon help if necessary. Trainers are required to report threats or actual violence to higher authority within the client site and HSCS Ltd management. Trainers should not tolerate bullying or aggressive behaviour.

Harmful substances and mechanical handling trainers are fully conversant with safe operations regarding these risks as part of their professional training.

Storage of articles and substances – this applies to articles on the site if stored items and substances present a risk the trainer is required to terminate training in accordance with company procedures.

### **Hierarchy of control measures followed**

Terminate training if work equipment is faulty, report faults to client, Head Office and write report.

Familiarise self with work environment and wear PPE issued.

Discuss dangerous site with client, Head Office and complete a report, terminate training if necessary.

Be aware of delegates temperament, discuss with client management, Head Office, terminate training if necessary, keep mobile phone handy at all times.

Familiarise self with fire and health and safety procedures.

### **Specific legislative requirements applicable**

The Control of Substances Hazardous to Health Regulations 1999

The Management of Health and Safety at Work Regulations 1999

The Health and Safety at Work etc. Act 1974

Personal Protective Equipment at Work Regulations 1992

Noise at Work Regulations 1992  
 Provision and Use of Work Equipment Regulations 1998  
 Personal Protective Equipment Regulations 1992  
 Manual Handling Operations Regulations 1992

<b>Assessment of risk</b>				
<b>Hazard</b>	<b>Risk rating score</b>			
	Numbers	Severity	Likelihood	Risk rating
Electrical	1	2	1	2
Work equipment	1	2	1	2
Electrical maintenance	1	2	1	2
Equipment maintenance	1	2	1	2
Pressure systems	1	2	1	2
Harmful substances	1	2	2	4
Noise vibration	1	2	1	2
Mechanical handling	1	2	1	2
Manual handling	1	2	1	2
Storage of articles and substances	1	2	1	2
Slips, trips and falls	1	2	1	2
Workplace layout and structure	1	2	1	2
Access and egress	1	2	1	2
Fire	1	2	1	2
Violence	1	2	1	2

**Safe systems of work**

**All trainers are trained to deliver health and safety courses using their professional HSE recognised qualification and instructional techniques as a base. This course includes eight specific elements essential to complete a training course successfully and safely.**

**Electrical. work equipment, electrical maintenance, equipment maintenance problems, pressure systems and noise vibrations are generally identified before onset of training via the required pre operational check.**

**The risk from noise and harmful substances is low as excess noise would warrant termination of training and the use and handling of harmful substances is part of the professional training. Trainers are required to wear issued PPE at all times.**

**Trainers not required to train using faulty equipment therefore training would cease until fault is rectified.**

**Faults would be reported at least twice verbally and in writing to the client and verbally and in writing to Head Office. An additional written report is sometimes required.**

**Clearly, if a fault arises during training this is where the greatest risk lies, the trainer is required to terminate training as soon as this happens.**

**Mechanical handling is not carried by the trainer, PPE is used by the trainer in order that he/she can be seen, has head protection and is protected from the elements and reduce the risk of injury.**

**Manual handling is part of the trainers professional qualification.**

**Trainers are required to familiarise themselves with their work environment before the onset of training in order to identify hazards and potential difficulties.**

**Trainers are required to familiarise themselves with fire and first aid procedures on arrival on site.**

**Trainers are required to be aware of delegates temperament during training and exercise due diligence at all times, terminating training if necessary. A full report will be required.**

**Health surveillance required – Yearly for all trainers**

**Review date**  
**Annually or where auditing shows update required**

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## On Site Additional Control Measures To be completed by trainer on dynamic RA

Identified Risk	Additional Control Measures	Completed By	Date
Company	Site Address		Trainer
Date/s of training	Site Representative (Print)		Site Representative (Sign)