Using a vehicle Tail Lift for Unloading & Unloading Risk Assessment

Document ID	OHSRATL004	**Document Name**	Using a vehicle Tail Lift for Unloading & Unloading
Site	Huddersfield	**Department**	Logistics
Activity	Using a vehicle Tail Lift for Unloading & Unloading	**Assessment Date**	19/10/2023
Assessor	Howard Buckley	**Assessor Signature**	*H M Buckley*
Dept Manager	Charlie Butler	**Dept Manager Signature**	*C Butler*
Assessment No	4	**Next Assessment due**	18/10/2024

Safe System of Work : Risk Assessment and Safe System of work must be read and complied with. Equipment must only be operated by trained and authorised personnel. Staff must have received the appropriate manual handling training. The vehicle and tail lift key (if required) must be kept secure and removed when not in use, or if the vehicle is left unattended. The lift to be operated in accordance with manufacturer's instructions and have statutory thorough examination every 6 months under LOLER regulations. The tail lift must have a weight test every 12 months and the safe working load of the tail lift should not be exceeded. The tail lift should be examined as part of the daily vehicle checks and must not be used if it is in an unsafe or dangerous condition. Always ensure that there is adequate lighting and good visibility before operating the tail lift. The area around the tail lift must be clear before raising or lowering, and check before each and every movement. Before operating the tail lift ensure that the vehicle is parked on firm and level ground. Ensure the tail lift is correctly stowed and secured after use. If guard rails and toe flaps are fitted these must be used. The tail lift platform should have a non-slip surface. Operatives must keep clear of the platform edge and ensure that the load does not overhang the tail lift platform. Ensure all pallets/containers are securely wrapped and correctly stacked before being raised or lowered.
If staff feel that a situation is unsafe, or feel that they are at risk, advice from their line manager should be sought.

Risks identified; *NB The topics listed below are listed as prompts; this is not a definitive listing. If you do identify a hazard transfer this to column 1 overleaf and identify suitable control measures*

Risk	Situational Hazards (S)	Risk	Physical/Chemical Hazards (P)
	S1 - Asbestos		P1 - Contact with cold liquid/vapour
	S2 - Assault by Person		P2 - -Contact with cold surface
	S3 - Attack by Animal		P3 - Contact with hot liquid/vapour
X	S4 - Cold or Hot Environment		P4 - Contact with hot surface
X	S5 - Crush by Load	X	P5 - Contact with Hazardous Substance
	S6 - Drowning	X	P6 - Electrical Shock
X	S7 - Contact with moving machinery		P7 - Explosive Atmosphere
X	S8 - Lifting Equipment		P8 - Fire
X	S9 - Manual Handling		P9 - Laser Light
X	S10 - Object falling, moving or flying		P10 - Lightning Strike
X	S11 - Obstruction/Exposed feature		P11 - Release of Stored Pressure
	S12 - Sharp Object		P12 - Solvents/Chemicals
X	S13 - Slippery Surface		P13 - Vibration
X	S14 - Trip Hazard		**Information Security Hazards (I)**
	S15 - Vehicle Impact or Collision		I1 – Asset/Data loss
	S16 - Working at Height		I2 – Leak of Confidential information
	S17 - Working with VDU's		I3 – Access to network by unauthorised persons
			I4 – Breach of secure area
	Health Hazards (H)		I5 – Breach of Legislation
	H1 – Infection		
	H2 – Lack of Food or Water		**Environmental Hazards (E)**
	H3 – Lack of Oxygen		E1 – Litter
	H4 – Physical Fatigue		E2 – Noise
	H5 – Repetitive Action	X	E3 – Sun Exposure

	H6 – Static Body Posture	X	E4 – Waste Substance released to Air
	H7 – Stress/Anxiety	X	E5 – Waste Substance Released to Water/Soil

A = SEVERITY	**1 = LOW, 5 = HIGH**	**B = PROBABILITY**	**1 = LOW, 5 = HIGH**
PROBABILITY X SEVERITY = RISK RATING	**Risk Rating 1-4** are very low risk requiring regular monitoring.		
R = Risk Rating	**Risk Rating 5-9** are medium risk and require daily monitoring		
	Risk Rating 10-25 are high risk and require maximum controls and monitoring.		

Hazard Identified	Before Controls			People Exposed to Hazard	Details of Controls	After Controls		
	A	B	R			A	B	R
S4 Cold or Hot Environment	2	2	4	Driver/Drivers Mate	Drivers to have adequate clothing for weather conditions	2	1	2
S5 Crush by Load	5	5	25	Driver/Drivers Mate	Pallets and containers not to be stacked higher than deemed stable and safe, to be assessed by load and dependent on box size and weight. Loads must be stable and secure before, during and after loading.	5	2	10
S7 Contact with Moving Machinery	5	5	25	Driver/Drivers Mate/Site Personnel	Use of MHE to be carried out by trained personnel only. If site equipment to be used, this must only be operated by site personnel. – Parking brake to be applied to vehicle and engine switched off during loading and unloading. Personnel to be aware of other equipment used on the customer premises	5	2	10
S8 Lifting Equipment	5	5	25	Driver/Drivers Mate	Use of MHE to be carried out by trained personnel only. If site equipment to be used, this must only be operated by site personnel. Personnel to be aware of other equipment used on the customer premises.	5	2	10
S9 Manual Handling	4	3	12	Driver/Drivers Mate	All operatives receive training in manual handling and SSW must be followed. Single operative lifts to be limited to 25kgs or less dependent on size and nature of container. Over 25kg lifts to be completed by 2 operatives or more, or use of lifting equipment.	4	1	4
S10 Object Falling, Moving, or Flying	3	3	9	Driver/Drivers Mate/Site Personnel	Drivers to be aware of potential of falling boxes. Only items which are light and easily handled should be lifted above head height. Staff should not jump up to place items above normal reach. Care to be taken when opening doors/curtain to manage any items that may have become loose in transit.	3	1	3
S11 Obstruction/Exposed Feature	4	2	8	Driver/Drivers Mate	When carrying out a wait and load, drivers and drivers' mate to assist only if safe. Kevlar gloves to be worn during loading together with safety goggles.	4	1	4
S13 Slippery Surface	4	3	12	Driver/Drivers Mate	Correct Safety boots to be worn – no rigger or slip on boots. Additional care to be taken when alighting from the vehicle. Maintain 3 points of contact at all times.	4	1	4
S14 Trip Hazard	4	3	12	Driver/Drivers Mate	Ensure adequate lighting available around the vehicle. Ensure no trailing cables from any containers.	4	1	4

P5 Contact with Hazardous Substances	**3**	**3**	**9**	Driver/Drivers Mate/Site Personnel	When collecting lamps, care to be taken for broken lamps which may release mercury to the atmosphere. Gloves must be worn, and good hygiene observed at all times.	**3**	**1**	**3**
P6 Electric Shock	**4**	**3**	**12**	Driver/Drivers Mate	When using the tail lift checks should be made on electric connections and awareness of exposed wires.	**4**	**1**	**4**
P11 Release of Stored Pressure	**3**	**3**	**9**	Driver/Drivers Mate/Site Personnel	The hydraulic hoses operating the tail lift are working under oil pressure. Hoses should be checked daily for signs of wear to prevent splits from releasing oil under pressure. All vehicles must carry a complete spill kit at all times suitable for oil spills.	**3**	**1**	**3**
E3 Sun Exposure	**2**	**2**	**4**	Driver/Drivers Mate	All drivers must be supplied with and regularly applied during hot weather.	**2**	**1**	**2**
E4 Waste Substance Released to Air	**2**	**2**	**4**	Driver/Drivers Mate	Spills must be contained if they occur, especially from broken lamps and damaged fridges. Full spill containment must be carried on every vehicle and replenished if used.	**2**	**1**	**2**
E5 Waste Substance Release to Soil/Water	**2**	**2**	**4**	Driver/Drivers Mate	Spills must be contained if they occur, especially from broken lamps and damaged fridges. Full spill containment must be carried on every vehicle and replenished if used.	**2**	**1**	**2**

Version Control

Version	**Date**	**Author**	**Status**	**Description of Change**
1.5	19/10/2023	Howard Buckley	Approved	Review and Update
Responsible Manager – Charlie Butler				
Approved date: 19/10/2023			**Approved by**: Jane Richardson	
This document is controlled, if changes to the document are required, please contact the document author. Reviews of the document to be recorded in the document review register. If printed this document is uncontrolled.				