



## **Risk Assessment: Fork Lift Trucks and Teddy Trucks**

### **Fork lift trucks**

BBC Studioworks operates fork lift trucks. Drivers are provided training which meets the Approved Code of Practice L117 – Rider – Operated Lift Trucks Operator Training and instructed on the hazards, risks and procedures for FLT operation at BBC Studioworks prior to being authorised to operate the trucks on programme related operations.

An ongoing competency review and training update programme dealing with the hazards, risks and procedures specific to FLT operation at BBC Studioworks is regularly updated and recorded.

### **Maintenance of forklift trucks**

Maintenance, both PPM and reported fault repair, is sub-contracted and the contractor undertakes maintenance operations on-site at BBC Studioworks. Drivers undertake a visual inspection to a specified checklist prior to the operation of an FLT.

### **Teddy Trucks**

BBC Studioworks owns and operates a number of Teddy Trucks which are primarily used to tow prop cages and barrow cars for programme-related operations. Barrow cars and prop cages consist mainly of lighting equipment inc. Luminaries), scenery, rostra, and props.

BBC Studiowork's Teddy Trucks are driven and operated by competent drivers. Drivers are certificated to drive Teddy Trucks by completion of a supervised training programme, and subsequent regular competency reviews, and are instructed on hazards, risks and procedures specific to the safe system of work in programme-related operations at BBC Studioworks prior to being authorised to operate the Teddy Trucks on programme-related operations.

### **Maintenance of Teddy Trucks**

Maintenance, both PPM and reported fault repair, is sub-contracted to contractors who undertake maintenance operations on-site at BBC Studioworks. Drivers undertake a visual inspection to a specified checklist prior to the handover from maintenance to operation of a Teddy Truck.



The people that might be harmed: BBC Studioworks employees, contractors, public, artists

HAZARD	CONTROLS
<p><b>Collision with Structure or Personnel</b></p>	<ul style="list-style-type: none"> <li>• Pedestrian routes given throughout the site</li> <li>• Designated walk ways on the inside of buildings</li> <li>• Crash barriers erected and coloured yellow and white throughout the site</li> <li>• Vehicles have flashing beacon to indicate movement</li> <li>• Vehicles sound horns when turning corners or when pedestrian presents a risk</li> <li>• Vehicles speed is limited to low levels</li> <li>• Marshalls and Banksmen will supervise high risk manoeuvres</li> </ul>
<p><b>Hazardous Substances from the recharge of the Battery - Potential Explosion by the release of hydrogen.</b></p>	<ul style="list-style-type: none"> <li>• Batteries charged in designated bay that is well ventilated.</li> <li>• Safe systems of work used which includes provision of goggles and gloves</li> <li>• No Smoking Policy in place</li> <li>• Fire extinguishers available in the event of a fire.</li> </ul>
<p><b>Vehicle Malfunction – leading to fire</b></p>	<ul style="list-style-type: none"> <li>• All Vehicles are serviced annually</li> <li>• All vehicles and tail trucks are inspected weekly</li> <li>• Fire extinguishers and fire hoses available throughout the site</li> </ul>

<p><b>Accident due to operator error</b></p>	<ul style="list-style-type: none"> <li>• All operators are trained to required level</li> <li>• All operators receive annual medical</li> <li>• No drinking and driving policy fully enforced</li> </ul>
<p><b>Vehicle toppling or moves suddenly</b></p>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Gangways and aisles of sufficient space to enable lift trucks to load and unload in safe manner.</li> <li>• Floor condition maintained on a regular basis.</li> <li>• Housekeeping maintained by the workforce.</li> <li>• Warning signs located around the traffic route.</li> </ul> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• Parking of cars and vans only allowed in marked spaces</li> <li>• Speed is limited to 5 mph while driving on site.</li> <li>• Outside area is gritted when frosty and when snow is cleared</li> <li>• Marshalls and Banksmen will supervise high risk manoeuvres</li> </ul>