

Risk Assessment – Goods Lift

This risk assessment should be read in conjunction with the following BBC Studioworks documents:

- **Operation & Maintenance Manual (original instructions) Goods Lift**
- **Health & Safety Arrangements for Mezzanine Floor Level**

Notes:

1. The people that might be harmed: Studioworks employees and contractors
2. The goods lift is installed in the Storage Wedge at Television Centre and provides access to the Mezzanine Floor Level

HAZARD	CONTROL
Failure to maintain / manage the goods lift on a day-to-day basis; resulting in system failure and / or defect.	• All personnel responsible for the day-to-day use of the goods lift to receive instruction and training on the operation • Only authorised persons to operate the lift • Statutory testing in line with LOLER Regulations • Regular maintenance carried out in line with manufacturers instructions • User visual checks of lift before each use • Reporting to facilities team of any defects/damage immediately
Falling at same level or at different levels / Struck by the load or falling objects / Entrapment and/or crushing	• Keep passageways dry, clean and free of objects for the supply and removal of materials on both the ground floor and higher levels. • Keep the goods lift access gates and ramps closed when not loading or unloading material. • The goods lift is not designed to carry persons. Do not allow persons to remain on the lift while it is moving. • Before starting the goods lift, check that there are no persons or objects protruding from the building's structure in the vertical travel of the load. • Wear suitable PPE and working clothes with adjustable cuffs. Chains, loose clothes, etc., that can cause entrapment, are not to be worn

HAZARD	CONTROL
Collapse of goods lift platform and/or structure.	• Do not lift loads heavier than the maximum shown on the goods lift. • If a fault is found in the operation of the hoist, lower the load to the ground if possible, unload the material and stop the machine immediately. • Press the emergency stop button in the event of any imminent danger. • Spread the weight of the load evenly on the goods lift platform. • Do not allow the load to protrude from the sides of the cage. • Fix the load when it might move in the cage or exceed its height. • If small, heavy loads must be lifted, place them in the centre of the platform as close as possible to the vertical mast.
Risks of use of goods lift by unauthorised persons.	• At the end of the job, lower the goods lift to the ground. • Lock the 'on' switch to prevent use by unauthorised persons.