

# Risk Assessment – Goods Lift

**Notes:**

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

HAZARD	CONTROL
<p><b>Failure to maintain / manage the goods lift on a day-to-day basis; resulting in system failure and / or defect.</b></p>	<ul style="list-style-type: none"> <li>• This risk assessment should be read in conjunction with the following BBC Studioworks documents:</li> <li>• <b>Operation &amp; Maintenance Manual (original instructions) Goods Lift</b></li> <li>• <b>Health &amp; Safety Arrangements for Mezzanine Floor Level</b></li> <li>• All personnel responsible for the day-to-day use of the goods lift to receive instruction and training on the operation, with reference to the above documents.</li> </ul>
<p><b>Falling at same level or at different levels / Struck by the load or falling objects / Entrapment and/or crushing</b></p>	<ul style="list-style-type: none"> <li>• Keep passageways <b>dry, clean and free of objects</b> for the supply and removal of materials on both the ground floor and higher levels.</li> <li>• Keep the goods lift access gates and ramps closed when not loading or unloading material.</li> <li>• The goods lift is not designed to carry persons. <b>Do not allow persons to remain on the lift while it is moving.</b></li> <li>• 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.</li> <li>• Wear suitable PPE and working clothes with adjustable cuffs. Chains, loose clothes, etc., that can cause entrapment, are not recommended.</li> </ul>
<p><b>Collapse of goods lift platform and/or structure.</b></p>	<ul style="list-style-type: none"> <li>• <b>Do not lift loads heavier than the maximum shown on the goods lift.</b></li> <li>• 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.</li> </ul>

HAZARD	CONTROL
	<ul style="list-style-type: none"> <li>• Press the emergency stop button in the event of any imminent danger.</li> <li>• Spread the weight of the load evenly on the goods lift platform.</li> <li>• Do not allow the load to protrude from the sides of the cage.</li> <li>• Fix the load when it might move in the cage or exceed its height.</li> <li>• If small, heavy loads must be lifted, place them in the centre of the platform as close as possible to the vertical mast.</li> </ul>
<p><b>Risks of use of goods lift by unauthorised persons.</b></p>	<ul style="list-style-type: none"> <li>• At the end of the job, lower the goods lift to the ground.</li> <li>• Lock the 'on' switch to prevent use by unauthorised persons.</li> </ul>