

RISK ASSESSMENT

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| Title: | Warehouse, Goods In and Despatch | | | | Date of Assessment: | 19/08/2019 | Risk Assessor: | Clare Crouch and Ian Warne | |
| Reference Number: | RA21 | | Version Number: | 5 | People involved in making this assessment: | | Clare Crouch and Ian Warne | | |
| Task/Process: | Working in the Warehouse, Goods In and Despatch | | | | People at Risk: | Employees, Visitors and Contractors | | | |
| Documents Associated with this Risk Assessment: | | | | Safe System of Works SSW WHS 2, 3, 5, 15, HSF 112 The Fall Protection Plan, FLT02 Pedestrian Safety Around Forklift Trucks, HSF16 Display Screen Assessment Form, RA55 Stress, Mental Health and Wellbeing, H&S09 Mental Health and Wellbeing Policy, | | | | | |
| Review Date: | 05/06/2025 | | Reviewer: | Dan Sawyer and Rosie McCallough | | | Next Review Date: | 04/06/2026 | |

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| Hazard: Manual Handling | Risk of musculoskeletal injuries from poor manual handling. Risk to employees. | | | | | | | | | |
| Control Measures: | | | | | | | | | | |
| 1. | Lifting equipment provided where necessary (LOLER checked) | | | | | | | | | |
| 2. | All employees trained in manual handling (training reviewed) | | | | | | | | | |
| 3. | Two person lift when required | | | | | | | | | |
| 4. | Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light | | | | | | | | | |
| 5. | Racking inspections undertaken regularly by a competent person | | | | | | | | | |
| 6. | Any heavy picking at height to be done mechanically | | | | | | | | | |
| 7. | Ensure the weight of goods is labelled correctly | | | | | | | | | |
| 6. | Instruction, information, training and supervision | | | | | | | | | |

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| Hazard: Slips and Trips | | Risk of musculoskeletal injuries. Risk to employees, visitors and contractors. | |
| Control Measures: | | | |
| 1. | Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light | | |
| 2. | Plan the route and brief all involved of the route | | |
| 3. | Protective shoes to be worn providing slip protection | | |
| 4. | Leads to be kept safe and not cause a trip hazard | | |
| 5. | Spills (including granules) in department to be cleaned immediately. Absorbent mats, spill kits and bunding available. | | |
| 6. | Department to be kept free from trip hazards and regularly checked | | |
| 7. | Department to be cleaned at the end of each day | | |
| 8. | If working outside, take account of environmental conditions | | |
| 9. | Instruction, information, training and supervision | | |

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| Hazard: Hand Tools | Risk of injuries from incorrect use of tools. Risk to employees. |
| Control Measures: | |
| 1. | Correct tool to be used for the job. |
| 2. | Visual inspection before use. |
| 3. | PPE provided where necessary. |
| 4. | All packaging to be removed using a safety knife. |
| 5. | Operating and Safety Instructions (SSW WHS 15) (reviewed) |
| 6. | Only trained, competent and approved employees to use equipment. |
| 7. | Instruction, information, training and supervision |

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| Hazard: Storage Rack Collapse | Risk of musculoskeletal injuries or death. Risk to employees, visitors and contractors |
| Control Measures: | |
| 1. | Storage racks must not be loaded above their maximum weight limit |
| 2. | Any damage caused to the racking must be reported to management immediately |
| 3. | Racking inspections undertaken regularly by a competent person |
| 4. | Annual external contractor racking inspection by a competent contractor |
| 5. | Any defects found during inspection to be rectified within the necessary timeframe |
| 6. | Any defects noted or caused by any member of staff shall be reported and investigated immediately |
| 7. | Instruction, information, training and supervision |

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| Hazard: Electricity | Risk of electric shocks, burns and death. Electrical faults could lead to fires. Risk to employees, visitors and contractors. |
| Control Measures: | |
| 1. | All sockets have RCD's built in |
| 2. | Electrical items regularly PAT tested as required |
| 3. | Fixed wiring inspected every 3 years |
| 4. | Good housekeeping to ensure leads cannot be damaged |
| 5. | All faults to be reported to a supervisor/manager immediately |
| 6. | Personal appliances to be approved before use |
| 7. | Instruction, information, training and supervision |

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| Hazard: Forklift Trucks and vehicles | Risk of crush injuries, broken bones, impalement and death. Risk to employees, visitors and contractors. |
| Control Measures: | |
| 1. | Forklifts to stay within marked areas when possible |

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| 2. | Pedestrians to stay within marked areas when possible |
| 3. | All forklifts are fitted with speed limiters (except Combi and Reach) |
| 4. | Only trained, competent and approved employees to use forklifts |
| 5. | Forklifts are regularly inspected and maintained (LOLER) |
| 6. | Horns and flashing beacons are fitted as standard |
| 7. | Pedestrians to take evasive action when horns sounding |
| 8. | Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light |
| 9. | Ensure terrain and weather conditions are suitable |
| 10. | Driver to ensure load is secure, not overweight and correctly loaded |
| 11. | Ensure keys are removed when not in use |
| 12. | Refer to FLT02 Pedestrian Safety Around Forklift Trucks |
| 13. | Instruction, information, training and supervision. |

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| Hazard: Injury as a result of miss handling hazardous substances | Risk of chemical burns, breathing difficulties, chronic health issues and death. Risk to employees, visitors and contractors |
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| Control Measures: | |
| 1. | Hazardous Goods Training for all relevant employees |
| 2. | Product segregation |
| 3. | Racking inspections |
| 4. | Bunding to contain spills |
| 5. | Spill kits which contain necessary PPE in the event of a spill |
| 6. | Trained on-call Spill Teams |
| 7. | Instruction, information, training and supervision |

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| Hazard: Shredder | Risk of entrapment, entanglement, drawing in and death. Risk to employees and contractors. |
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| Control Measures: | |
| 1. | Ensure working zone is clear, tidy and has plenty of space and light |
| 2. | Ensure there is nothing that can cause entrapment (e.g. long hair, loose clothing) |
| 3. | Regularly inspect shredder, if any defects noted immediately cease use and inform Manager |
| 4. | Isolation procedure to be followed |
| 5. | Operating and Safety Instructions (SSW WHS 5) (reviewed) |
| 6. | Only trained, competent and approved employees to use this equipment |
| 7. | Instruction, information, training and supervision |

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| Hazard: Wrapping Machine | Risk of electrocution and musculoskeletal injuries. Risk to employees and contractors |
| Control Measures: | |
| 1. | Ensure working zone is clear, tidy and has plenty of space and light |
| 2. | Operating and Safety Instructions (SSW WHS 2) (reviewed) |
| 3. | Only trained, competent and approved employees to use equipment |
| 4. | Isolation procedure to be followed |
| 5. | Instruction, information, training and supervision |

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| Hazard: Working at Height | Risk of musculoskeletal injuries, broken bones, death. Risk to employees, contractors and visitors. |
| Control Measures: | |
| 1. | Limit the need to work at height |
| 2. | In exceptional cases, where the man up cage has to be used ensure you wear a harness correctly. Only trained personnel to use the man up cage. |
| 3. | Suitable platform steps provided and inspected before use |
| 4. | Only trained, competent and approved employees to work at height |
| 5. | Operating and Safety Instructions and Fall Protection Plan (SSW WHS 3) (HSF 112) (reviewed) |
| 6. | Instruction, information, training and supervision |

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| Hazard: Fire | Risk of serious or fatal injuries from smoke inhalation, burns or death. Risk to employees, visitors and contractors. |
| Control Measures: | |
| 1. | Fire Safety Risk Assessment completed that is linked to the MAPP and COMAH |
| 2. | Smoke and heat detectors linked to the Fire Alarm |
| 3. | Marked Fire Escape Routes |
| 4. | Emergency lighting |
| 5. | Trained Fire Wardens |
| 6. | Regular Fire Drills |
| 7. | All hot works to be completed at least 30 minutes before the end of the department shift and hot works area to be inspected after 30 minutes to ensure safe. |
| 7. | Instruction, information, training and supervision |

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| Hazard: Display Screen Equipment | Risk of musculoskeletal injuries, eye problems and headaches. Risk to employees |
| Control Measures: | |
| 1. | DSE Assessment and appropriate action |
| 2. | All employees to inform manager/supervisor of any issues |
| 3. | Instruction, information, training and supervision |

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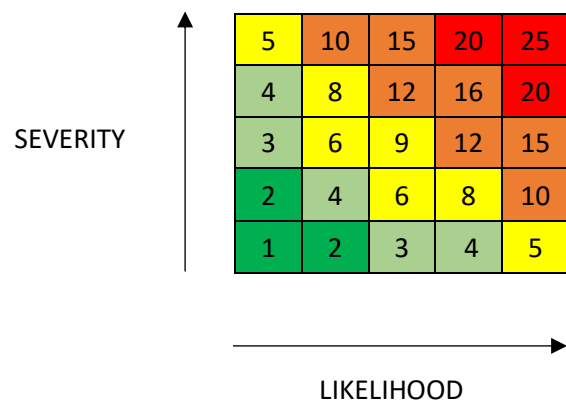
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| Hazard: Stress | | Risk to mental health. Risk to employees. |
| Control Measures: | | |
| 1. | Vary the tasks if possible | |
| 2. | Monitor workload | |
| 3. | Control exposure to stressful situations | |
| 4. | One to One discussions | |
| 5. | Open door management and HR policy | |
| 6. | Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment | |
| 7. | Refer to H&S 09 Mental Health and Wellbeing Policy | |
| 8. | Instruction, information, training and supervision. | |

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING



| Likelihood | Severity |
|------------------------|------------------------|
| 1 = extremely unlikely | 1 = very minor injury |
| 2 = unlikely | 2 = first aid injury |
| 3 = possible | 3 = lost time injury |
| 4 = likely | 4 = hospital treatment |
| 5 = very probable | 5 = disabling injury |

| Risk rating | Action and timescale |
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| 15 and above | Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9. |
| 9-14 | Tolerable Additional controls must be introduced as soon as possible. |
| 5-8 | Tolerable Additional controls may be needed |
| 4 or below | Acceptable |

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| 1-4 = | Low risk |
| 6-9 = | Medium risk |
| 10-25= | High risk |