

RISK ASSESSMENT

Title:	Warehouse Fire			Date of Assessment:	01/10/2019	Risk Assessor:	Ian Warne, Clare Crouch
Reference Number:	RA59	Version Number:	5	People involved in making this assessment:		Ian Warne, Clare Crouch	
Task/Process:	Fire within the Warehouse Department at Perimeter House			People at Risk:	Employees, contractors, visitors, temporary employees		
Documents Associated with this Risk Assessment:							
Review Date:	03/04/24	Reviewer:	Ian Warne		Next Review Date:	03/04/25	

Hazard: Lighting	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	3 year fixed wiring test and routine maintenance
2.	Information, instruction, training and supervision

Hazard: Heating	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Electrical heating – 3 year fixed wiring test
2.	Portable heaters PAT tested as and when required
3.	Information, instruction, training and supervision

Hazard: Electrical Supply	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	3 year fixed wiring test and routine maintenance
2.	Incident reporting procedure if any faults
3.	Installations are completed to the correct standards by suitably qualified contractors
4.	Information, instruction, training and supervision

Hazard: Forklift – Gas Powered and Battery	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Planned preventative maintenance
2.	Regularly serviced

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3.	Only used by trained, authorised employees
4.	Information, instruction, training and supervision

Hazard: Forklift – Charging Point	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
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Control Measures:	
1.	3 year fixed wiring test and routine maintenance
2.	Planned preventative maintenance
3.	Regularly serviced
4.	Only used by trained, authorised employees
5.	Fire retardant material behind the charging point
6.	Only charged during normal working hours
7.	Isolated area
8.	Suitable fire fighting equipment located close by
9.	Information, instruction, training and supervision

Hazard: Electrical Equipment	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
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Control Measures:	
1.	Planned preventative maintenance
2.	PAT tested if and when required
3.	Ensure the equipment is suitable for the task
4.	Information, instruction, training and supervision

Hazard: Heat shrink wrapping gun	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
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Control Measures:	
1.	Only used by trained, authorised employees
2.	Used in a dedicated, isolated, fire stopped bay
3.	Good housekeeping
4.	Use stops 1 hour before close of business
5.	Suitable fire fighting equipment located close by
6.	Specific risk assessment and safe system of work for the task
7.	PAT tested when required

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8.	Information, instruction, training and supervision
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Hazard: Chemical mixing due to collapsed racking or puncturing of storage containers	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Planned product segregation as per the displayed aisle plan
3.	Spill kits and spill procedure
4.	Safe System of Work
5.	Signage
6.	Chemicals stored in suitable containers and correctly labelled
8.	Regular racking inspections are conducted
9.	Routine maintenance of racking where applicable
10.	Only trained, authorised employees to drive forklift trucks
11.	Accident procedure in place to report any damage to racking
12.	Bunding for all liquids
13.	Information, instruction, training and supervision

Hazard: Arson	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Security fencing
2.	CCTV
3.	Challenge strangers
4.	Any flammable material is stored at a minimum of 2m away from the building and perimeter fence
5.	Vehicles parked inside the building overnight
6.	Information, instruction, training and supervision

Hazard: Vehicles parked in the Warehouse overnight for security reasons	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Diesel so less flammable
2.	Planned preventative maintenance
3.	Not continuously parked, only overnight
4.	2-hour fire wall to prevent fire spread
5.	Information, instruction, training and supervision

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Hazard: Flammable materials	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Shredded materials limited to daily requirements and stored away from ignition sources
1.	Where possible minimum quantities required are stored
2.	Information, instruction, training and supervision
Hazard: Smoking materials	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, work experience trainees, temporary employees, lone workers
Control Measures:	
1.	Smoking is banned in and around the Warehouse Department and a separate smoking area is provided away from the building
2.	Visitor Policy and Employee Induction Procedure explains no smoking rules
3.	Information, instruction, training and supervision
Hazard: Glues, paints and other solvents	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Keep as low a stock level as possible
2.	Product segregation
3.	Spill kits and spill procedure
4.	Signage
5.	Products stored in suitable containers and correctly labelled
6.	Any solvent consumables used on a daily basis are stored in a rated fireproof cabinet overnight
7.	Information, instruction, training and supervision
Hazard: Oxidising materials	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Keep as low a stock level as possible
2.	Product segregation
3.	Spill kits and spill procedure
4.	Signage
5.	Chemicals stored in suitable containers and correctly labelled

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6.	Regular racking inspections undertaken monthly (training reviewed)
7.	All waste material is disposed of in the correct containers, correctly labelled by a licensed waste carrier
8.	Information, instruction, training and supervision

Hazard: Furniture	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Ensure it complies with Fire Safety Standards
2.	Good housekeeping
3.	Keep away from ignition sources where practicable
4.	Information, instruction, training and supervision

Hazard: Gas Bottles	Risk of suffering serious or fatal injuries from smoke inhalation/burns. Risk to employees, contractors, visitors, temporary employees
Control Measures:	
1.	Only trained and authorised staff to install gas bottles
2.	Empty gas bottles removed and stored outside
3.	Empty gas bottles separated from full
4.	Full gas bottles kept outside in a locked, secured cage
5.	Empty gas bottles collected by an authorised contractor
6.	Forklift trucks are kept away from immediate ignition sources
7.	No smoking policy
8.	Forklift trucks are stored inside overnight to prevent arson attack
9.	Information, instruction, 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

SEVERITY ↑

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

→ LIKELIHOOD

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
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

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