

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
<b>Falls from height</b>	Staff could suffer severe or even fatal injuries if they fell whilst climbing racking.	<ul style="list-style-type: none"> <li>All staff are given strict instructions never to climb racking – monitored by supervisors.</li> </ul>				
	Staff could suffer severe or even fatal injuries if they fell whilst changing light bulbs etc in the high ceiling.	<ul style="list-style-type: none"> <li>Proprietary forklift cage used by maintenance worker for changing bulbs. Cage supplier's information shows it is manufactured to standard.</li> </ul>	<ul style="list-style-type: none"> <li>Train maintenance worker to check cage is in good condition and properly secured before each use.</li> </ul>	RB	17-01-06	20-01-06
	Staff or contractor could suffer severe or fatal injuries falling through fragile roof lights when looking for/repairing leaks.	<ul style="list-style-type: none"> <li>No controls in place.</li> </ul>	<ul style="list-style-type: none"> <li>Put up "fragile roof" signs, one on each side of the building and at access points to roof.</li> <li>Agree with maintenance worker that a contractor will be used for any access to the roof.</li> <li>Require contractor to provide an assessment before access is allowed if any roof work is required.</li> </ul>	RB  SP  SP	13-01-06  28-02-06  15-03-06	14-01-06  28-02-06
	Worker falling from roof of internal warehouse office used for storage.	<ul style="list-style-type: none"> <li>The internal warehouse roof is load bearing, has full rails and boards around its edge, adequate lighting and access is by permanent steps with a handrail.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			
<b>Manual handling</b> Regular movement of cartons to pallets. Rolls of stretch wrap and flat pallets.	All warehouse staff could suffer from back pain if regularly lifting/carrying heavy or awkward objects.	<ul style="list-style-type: none"> <li>Conveyor system used to reduce manual handling materials in and out of delivery trucks.</li> <li>Lift trucks used for most manual handling.</li> <li>A range of manual handling tasks still required.</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling training to be given to all warehouse staff.</li> <li>Remaining manual handling tasks to be risk assessed using HSE's <a href="#">Manual Handling Assessment Chart</a>.</li> </ul>	SP	06-02-06	01-02-06
				JB	20-01-06	20-01-06
<b>Slips, trips and falls</b>	All staff may suffer sprains or fractures if they trip over debris or slip on spillages.	<ul style="list-style-type: none"> <li>Flooring kept dry and quality maintained.</li> <li>All staff trained to maintain good housekeeping standards and ensure stock does not project into gangways.</li> </ul>	<ul style="list-style-type: none"> <li>Suitable absorber to be made available for liquid spills.</li> <li>Staff to be trained to clean and dry any spillages immediately.</li> <li>Extra bins to be provided for waste material near loading bays.</li> </ul>	RB	18-01-06	16-01-06
				JB	11-01-06	11-01-06
				RB	12-01-06	12-01-06

		<ul style="list-style-type: none"> <li>Cleaner empties bins and removes loose debris daily.</li> <li>Pallets stored safely in designated area.</li> <li>Protective non-slip footwear supplied and worn.</li> </ul>				
<b>Falling objects</b> From racking and during movement	A member of staff or any other person in the warehouse may suffer serious injury if struck by a falling object.	<ul style="list-style-type: none"> <li>Racking is designed to be suitable for the loads carried and has not been modified.</li> <li>Staff report any damage to racking immediately.</li> <li>System in place to make sure defective pallets withdrawn from use immediately.</li> <li>Protective footwear used by all entering warehouse.</li> <li>Protective gloves provide to handle pallets.</li> </ul>	<ul style="list-style-type: none"> <li>Sign fixed to racking stating maximum loads/configuration.</li> </ul>	RB	14-07-06	
<b>Operation of lift trucks</b>	Injuries such as fractures or at worse fatalities can be caused as a result of: <ul style="list-style-type: none"> <li>the vehicle crashing into other vehicles and/or other objects;</li> <li>staff and visitors being hit by lift trucks;</li> <li>objects falling from lift trucks on to staff and visitors;</li> <li>lift trucks toppling over;</li> <li>people falling from the vehicle or parts of the vehicle, and</li> <li>being crushed by the mast.</li> </ul>	<ul style="list-style-type: none"> <li>All operators trained and competent for use of the lift truck.</li> <li>Trucks serviced regularly and examined by suppliers every six months.</li> <li>Drivers instructed to keep keys with them at all times.</li> <li>System in place for refresher training of drivers.</li> <li>Gangways and aisles of sufficient space to enable lift trucks to load and unload from the racking safely.</li> <li>System in place to keep vehicles and pedestrians separated.</li> <li>Access to warehouse restricted to staff.</li> <li>Floor condition maintained on a regular basis, housekeeping standards maintained by cleaner and workforce.</li> <li>Warning signs located around the traffic route.</li> <li>Trucks have seat belts and</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor to ensure truck drivers check trucks each day before starting.</li> <li>Separate pedestrian entrance(s) with protective barrier rail to be provided next to roller-shutter doors.</li> <li>Housekeeping standards and floor condition to be covered by a monthly inspection by manager and brief record kept.</li> <li>Strict requirement that only competent drivers may operate lift trucks to be explained to all staff. Disciplinary action to be taken against anyone involved in breaking this rule.</li> </ul>	JB  RB  SP  SP	10-01-06  20-06-06  27-01-06  23-01-06	10-01-06    27-01-06  23-01-06



		provided. <ul style="list-style-type: none"> <li>Regular maintenance.</li> </ul>				
<b>Portable electrical equipment</b> Mess room: Industrial cleaner, kettle and heater.	All staff could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment.	<ul style="list-style-type: none"> <li>Fixed electrical installations are maintained to a suitable standard and inspected every five years.</li> </ul>	<ul style="list-style-type: none"> <li>Manager to arrange and record the six monthly inspection and testing of portable equipment.</li> <li>Instruct staff to report faults immediately.</li> </ul>	SP  JB	01-05-06  13-01-06	13-01-06
<b>Fire</b> <ul style="list-style-type: none"> <li>Bulk storage of easily burnt materials.</li> <li>Ignited through electrical fault, smoking materials, battery recharging etc.</li> </ul>	If trapped in the warehouse all staff and visitors could suffer from smoke inhalation or burns which could potentially kill.	<ul style="list-style-type: none"> <li>Building designed with fire-resisting materials.</li> <li>Exits and fire exits marked and kept clear.</li> <li>Fire extinguishers located throughout warehouse.</li> <li>Access to all exits and fire extinguishers kept clear at all times.</li> <li>Fire detection and alarm system in place.</li> <li>Fire evacuation procedures displayed at each fire alarm point.</li> <li>Maintenance contracts for extinguishers and detection/alarm system.</li> <li>Fire drill and training in use of extinguishers held once a year.</li> <li>Smoking prohibited in the warehouse.</li> <li>Cleaner ensures no debris left around warehouse.</li> <li>All staff trained in good housekeeping during induction.</li> </ul>	<ul style="list-style-type: none"> <li>Discussions with insurer on the provision of automatic closing of roller-shutter doors linked to fire alarm to be decided upon.</li> </ul>	SP	25-08-06	
<b>Hazardous substances</b> Vehicle exhaust fumes	The fumes may cause staff eye irritation and respiratory irritation.	<ul style="list-style-type: none"> <li>Number of vehicles delivering materials is relatively low and exposure very limited this prevents build-up of fumes.</li> <li>Drivers not allowed to leave vehicles engines running in warehouse.</li> <li>Roller shutter doors and warehouse windows open</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			

Bleach and cleaning fluids	Direct skin contact could lead to the cleaner getting skin irritation. The vapour may cause the cleaner to have eye irritation or breathing difficulties.	<p>where practicable to assist ventilation.</p> <ul style="list-style-type: none"> <li>Cleaner made aware of safe procedures. Rubber gloves used.</li> <li>First aid facilities (inc. eye wash) are readily available.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate availability of safer alternatives for cleaner.</li> </ul>	RB	17-02-06	28-02-06
Recharging of fork lift truck batteries – potential explosion by release of hydrogen, spillage of acid	Burns or fractures from material ejected could affect any worker nearby at the time.	<ul style="list-style-type: none"> <li>Batteries charged in designated bay that is well ventilated. Safe system of work used which includes provision and use of goggles and gloves. Potential sources of ignition controlled</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor to monitor and ensure protective equipment is being worn.</li> </ul>	JB	13-01-06	13-01-06
<b>Lighting</b>	Poor lighting is likely to result in higher levels of work error and accidents.	<ul style="list-style-type: none"> <li>Good quality lighting provided throughout the warehouse.</li> <li>Stacking of materials in warehouse on top of racking is restricted in order to avoid blocking light and creating shadows.</li> <li>Cleaner checks that light units are operating and are replaced by electrician when necessary.</li> <li>Floodlighting in the external area.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			
<b>Hygiene/comfort</b>	All staff could suffer varied discomfort eg being too hot/cold.	<ul style="list-style-type: none"> <li>Heated mess room provided with hot and cold water and water for beverages.</li> <li>Area kept clean.</li> <li>Lockers available for staff' belongings.</li> <li>Toilets a short walk away, cleaned daily.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			

**Review Date:** 26-02-07