

RISK ASSESSMENT – STORAGE OPERATIONS

SITE	PROJECT No	ASSESSMENT CARRIED OUT BY:
Wrotham – Units 6, 9, and 14	Storage operations	Nathalie Martens

ACTIVITY	Storage of materials and equipment on racks and on floor								
Hazard	Consequence	Pre-Control Risk			Control Measures	Residual Risk			Remarks
		P	S	R		P	S	R	
Falling from height	Injury/Death	3	4	12	- High level racking to be accessed using the warehouse step tower provided. Steps to be placed on sound even surfaces no closer than 1 m to any opening or change in level. Wheels to be locked before use. - Small manageable items only to be carried on the warehouse step tower, larger items to be moved using the forklift truck. - Never climb racking	1	4	4	
Manual Handling	Injury – fractures, dislocations, spinal disc compression, trapped nerves, cuts, abrasions, sprains etc.	3	3	9	- Appropriate PPE must be worn. - Use of teams and/or mechanical lifting from the floor. - Reduce twisting and stooping. - Push the load, do not pull. - Consider the load, individual capability, task, and environment to determine whether there is a risk of injury. - A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury. - All employees who carry out manual handling operations are to receive the appropriate training to enable them to carry out the task in a safe and healthy manner. - Manual handling techniques to be adopted. - Sack trolleys to be used to reduce heavy load lifting	1	3	3	
Housekeeping	Injury	3	3	9	- Ensure the work area is sufficiently clear for access to works areas and that they are clean & safe. - Do not allow waste materials and spills to accumulate in working areas. - Maintain an ongoing program of waste disposal. - Clean up spills of grease, oil, or other liquids at once. If it is not possible, cover them with sand or some other	1	3	3	

					absorbent material until they can be cleaned up. Spill kits to be used. • Empty office bins daily • Do not leave dirty dishes, cutlery and mugs lying around. Please put them in the dishwasher • Clean all spills using the appropriate absorbent material				
First Aid	Injury/death	3	4	12	• Gloves and mask to be worn when administering first aid. • Adopt good hygiene methods before and after – wash your hands for 20 seconds with soap and water. • Suitably stocked First Aid box located in the cupboard near franking machine. • Contents of the first aid containers are examined frequently and restocked soon after use. • The items are disposed of safely once they reach their expiry date. • Sevenoaks Hospital located 7 miles away – Hospital Road, Sevenoaks TN13 3PG • All accidents/incidents are logged in the accident book and are to be reported to the SQE Director • AED (Automated External Defibrillator) is available in our workplace. • AED trained persons: Nathalie Martens, Victoria Hemming, Paul Baker • Information on how to use the AED is available on the AED device • During the coronavirus pandemic, should any person object to first aid being administered on them, this must be communicated to the first aiders immediately • Gloves and FFP3 masks to be worn when administering first aid both by the first aider and the injured person • Should basic life support be required, open airway and CPR only. No EAR (mouth to mouth). First Aiders are to always carry 2 spare masks on them.	1	4	4	
Fire	Internal or external burns, ventricular fibrillation, cardiac arrest, burns at contact points, smoke inhalation and/or death	3	3	9	• Rubbish not allowed to over accumulate and good housekeeping to be maintained through regular checks. • Storage of empty cardboard boxes should be kept to an absolute minimum. • Equipment should be switched off when not in use for long periods. • All portable electrical equipment must be tested for electrical safety at the appropriate intervals. • Fire exits and stairwells to be kept clear at all times.	1	3	3	

					- Follow the emergency procedures. - Flammable liquids to be stored in a suitable, sealed container away from ignition sources. - Provide all hazards with warning signs - Ensure suitable extinguishing media is available. - Safe storage of cylinders to be implemented. - Personnel to observe and acquaint themselves with the fire emergency plan and routes. - Smoking in designated area only. - Contractors/Visitors are to be familiarized with the building's emergency evacuation procedure. - Fire alarm system to be maintained and tested. - Fire risk assessments for the building to be carried out annually. - Do not allow waste materials and spills to accumulate in working areas. - Maintain an ongoing program of waste disposal. - Clean up spills of grease, oil, or other liquids at once. If it is not possible, cover them with sand or some other absorbent material until they can be cleaned up. Spill kits to be used. - Empty office bins daily				
Falling objects	Injury/Death	3	4	12	- Stackable items to be neatly stacked. - Unstable items to be secured with straps, ties etc. - Items on racking to be placed squarely with no overhang. - Safety helmets to be worn when in the racking areas. - Do not overload shelves - Never stand on chairs when reaching for height	1	4	4	
Operation of forklift truck	Injury/Death	3	4	12	- All operators of the forklift are to be trained and competent in using a forklift - Forklift to be serviced regularly and examined every six months by a competent person/manufacture - Drivers to not leave the keys in the forklift and store them as required - Pedestrian walkways to be separated to forklift routes - Floor to be maintained on a regular basis, housekeeping standards maintained and cleaned - Driver to check forklift before operating the machinery.	1	4	4	

Collision with forklift truck	Injury/Death	3	4	12	- Signage to be in place in areas where forklift operates. - Clearly marked safe routes to be used by all pedestrians.	1	4	4	
Traffic movements (deliveries etc.)	Injury Fractures Death	4	4	16	- Vehicle routes to be kept free of obstructions - Parking of cars and vans allowed in the marked bays - Speed limits to be applied to - Reversing of vehicles to be avoided - Pedestrian walkways to be away from traffic routes i.e., alongside buildings - Drivers not to leave engines running - Do not block access - Do not run between units - Always remain vigilant and alert when walking between units	1	2	2	
Ignition of flammable materials	Injury/Death	3	4	12	- Store flammable liquids in fireproof metal cabinets. - Comply with the controls identified in the fire risk assessment for the Unit.	1	4	4	
Escape of materials hazardous to health	Health effects associated with the particular materials.	3	4	12	- Store in accordance with the recommendations in the relevant safety data sheet for the materials. - Store copies of all relevant safety data sheets of the Company server.	1	4	4	
Lighting	Injury	3	2	6	- Good quality lighting to be provided throughout the units - Stacking of materials in warehouse on top of racking is restricted to avoid blocking light and creating shadows. - Regular checks to ensure light units are operating and replaced by an electrician when necessary	1	1	2	
Slips and Trips	Injury	4	3	12	- Warehouse floor to be kept clear, clean and tidy at all times. - Wet floor signs to be used when necessary. - Spill kits to be in place and used promptly in the event of a liquid spill. - Empty bins and remove rubbish daily - Protective non-slip footwear to be worn - Pallets to be stored in designated area	1	3	3	

Manual Handling	Injury	4	3	12	Do not attempt any lifting or handling unless you are sure that you are able to complete it safely. As appropriate, use mechanical systems and or enlist the help of others.	2	3	6	
Accidents occurring when working alone.	Sustaining injuries and being unable to summon assistance.	4	4	16	- Avoid working alone wherever practicable. - If unavoidable, arrange to contact a colleague on a regular basis (at least every 15 minutes). If no contact is made when expected, the colleague shall check weather all is well, and if not, render assistance, and summon help as appropriate. - Periods of lone working generally confined to normal working hours and when others in the vicinity. - Tasks being carried out are low risk - Means of summoning emergency assistance easily available - Lone working assessment required when potential risks are increased e.g. expectant mothers and/or persons with medical/mobility issues and those with diabetes (this is not an exhaustive list) - Office park opens at 07h00 and closes at 19h00. - When lone working is unavoidable, the two-person rule must be adopted and/or the use of radio's - Logistics and Joinery to wear their my SOS device at all times - If you are left alone, you must immediately text ALONE and indicative time of departure Texts to be sent to the Office Manager and Managing Director. - When you have safely locked up and physically got into your car to the top gate, text LOCKED before pulling away. Texts to be sent to the Office Manager and Managing Director.	2	4	8	
Hygiene	Discomfort Injury	2	2	4	- Areas to be kept clean at all times - Toilets to be cleaned daily	1	1	2	

Accident Probability P		X	Accident Severity S		=	Risk R	Factor	Action
Very Likely	4		Very Serious	4		9 - 16	High	Unacceptable Risk. Re-assess to eliminate/ reduce risk to Low/Med Factor
Reasonably Likely	3		Reasonably Serious	3		5 - 8	Med	Consider further precautions to reduce risk to Low Factor. Proceed with extra care if unable to reduce to Low Factor
Reasonably Unlikely	2		Reasonably Moderate	2				
Very Unlikely	1		Very Minor	1		1 - 4	Low	No further action required