

Health and safety risk assessment training

Warehouse business case study



Hazard	Who is at risk? Any special considerations?	Controls in place Are they adequate?	Level of risk Low medium or high?	Action to take and order of priority
<p>Items stored at height and falling objects:</p> <ol style="list-style-type: none"> 1. Heavy items. 2. Loose racking. 3. Damaged storage pallets. 	<p>Warehouse staff, (esp. forklift drivers) security, maintenance personnel, anyone else entering warehouse.</p>	<ol style="list-style-type: none"> 1. Cage/frame on forklift trucks to protect from large falling objects 2. Some new storage racking in place. Not adequate because items are poorly stored and heavy items are stored at height. 	<p>Very high (Likely x very severe)</p>	<ol style="list-style-type: none"> 1. Eliminate hazard - only store heavy items on lowest racks. Also avoid over loading racks. Ensure all racks are securely fixed to walls. 2. Substitute poor racking and damaged pallets for better, newer ones- less chance of collapse. 3. Prevent access or contain hazard. Metal grid on existing forklift frame to protect driver from small heavy objects. 4. PPE to be supplied and rules enforced for proper use - Hard hats for forklift drivers. N.B. PPE must be in addition to other measures. <p>Action priority: immediate</p>

<p>Working at height/falls from height:</p> <ol style="list-style-type: none"> 1. Ladders. 2. Skylights and fragile roof. 	<p>Warehouse staff, roof maintenance workers, possibility of intruders.</p>	<p>Safety ladders have handles. Inadequate because;</p> <ol style="list-style-type: none"> 1. Ladders not quite high enough for where they are in use – encourages over-reaching. 2. Ladders not in use on all racking. Workers may be tempted to climb racking. 	<p>Very high (Likely x very severe)</p>	<ol style="list-style-type: none"> 1. Eliminate hazard by storing items collectable by hand at lower levels. Also remove deep racking as this encourages staff to climb it in order to reach items placed further back. 2. Substitute hazard by having available stable ladders of appropriate height, with rubber step covers. 3. Prevent access to roof by all unauthorised personnel - barriers/fencing. 4. For roof maintenance, introduce systems such as scaffolding/ cherry pickers to bear the weight. Safe systems of work - ropes/ net to catch bodies which fall. 5. Correct training for all staff working at heights and using ladders. <p>Action priority: immediate</p>
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<p>Manual handling</p>	<p>All staff and contractors.</p>	<p>Some existing training. Inadequate – because of the occurrence of manual handling related injuries.</p>	<p>High (Likely x harmful)</p>	<ol style="list-style-type: none"> 1. Manual Handling Regs. 1992 apply - separate RA. required for manual handling activities 2. Eliminate hazard – mechanise movement using pallet jacks, trolleys and forklifts where possible. 3. Reduce exposure – proper rest breaks/ variation in activities/ make loads smaller. Take account of individual staff capabilities when assigning tasks. 4. Correct manual handling procedures training for all staff. <p>Action priority: immediate</p>
<p>Fire:</p> <ol style="list-style-type: none"> 1. Electrical equipment. 2. Gas storage. 3. Blocked fire exits/escape routes. 	<p>All staff, anyone on premises, nearby members of public. Fire officers – from gas explosion etc.</p>	<p>Systems and procedures – emergency drill in place and no smoking on the premises. Inadequate because</p> <ol style="list-style-type: none"> 1. Fire exits and escape routes can still be potentially blocked by poor storage 2. Smoking rules are not enforced – smokers go to yard or delivery area rather than off 	<p>High/very high (Unlikely/likely x very severe)</p>	<ol style="list-style-type: none"> 1. Fire Precaution Regulations apply so must consult fire safety officer for action/advice. 2. Eliminate fire hazards: Enforce No Smoking, better systems to stop debris blocking exits and thoroughfares. Regular maintenance of electrical equipment, Advise staff not to overload plugs, leave flammables near heaters or other electrical items liable

		premises. Focus on PREVENTING fire before the systems to deal with it.		to overheat. 3. Regular monitoring to check the above risks are minimised. Action priority: immediate
Poor lighting: Poor visibility could lead to 1. Slips trips and falls/ collisions. 2. Longer term eye problems.	Warehouse staff, security, maintenance personnel.	No existing controls	Medium (Unlikely x harmful)	1. Remove hazard - install better lighting - cheaper option may be simply cleaning skylights to allow more natural light through. N.B. roof maintenance is hazardous! – Safe systems of work would need to be followed. Action priority: medium
Gas storage: 1. Explosion in fire . 2. Cylinders unsteady due to stacking. 3. Possibility of transport collision with cylinders. 4. Also manual handling of heavy cylinders.	Warehouse staff. Anyone else in vicinity.	All gas is stored in a designated area outside the warehouse. Inadequate because stored near building – consequences if there was an explosion. Also stacked poorly.	Medium (Highly unlikely x very severe)	1. Remove hazard by not stacking cylinders. 2. Substitute hazard for the less risky option - storing it well away from the building to minimise harmful consequences in the event of an explosion. 3. Contain the hazard in a separate area away from other stored items, transport and pedestrian thoroughfare – use barriers/chain or cage. Also clearly mark areas. 4. Correct training for staff handling and storing the

				<p>cylinders.</p> <p>Action priority: medium</p>
<p>Slips trips and falls:</p> <ol style="list-style-type: none"> 1. Disorderly storage and debris, sand spillage in yard. 2. Trailing cables, 3. Wet floor in convenience area. 	<p>Warehouse staff, office staff, management, visitors, cleaners, security.</p>	<p>No apparent control measures</p>	<p>High (Likely x harmful)</p>	<ol style="list-style-type: none"> 1. Avoid/eliminate hazard - remove all trip and slip hazards -proper storage techniques/ safe systems of work to ensure debris is not left around. Keep thoroughfares clear, use cable clamps, clean up spillages, dry up wet spillages. 2. Requires constant monitoring/vigilance to keep the risks low i.e. good 'housekeeping'. <p>Action priority: immediate</p>
<p>Colliding with stationary objects:</p> <ol style="list-style-type: none"> 1. Poor storage & debris. 2. Gas cylinders (see above). 	<p>All staff.</p>	<p>A storage system for most items – inadequate and not properly used. No other apparent controls.</p>	<p>Medium (Harmful x unlikely)</p>	<ol style="list-style-type: none"> 1. Contain/Separate hazards – i.e. have specially designated storage areas, separate from thoroughfares. If necessary chain off or cage areas. Also clearly mark storage and ensure items are only being placed in these areas. <p>Action priority: medium</p>

<p>Dust</p>	<p>Mainly warehouse staff.</p>	<p>No apparent controls</p>	<p>Medium (Unlikely/likely x harmful)</p>	<ol style="list-style-type: none"> 1. Contain the hazard – Proper packaging of dusty materials, dampening it etc. have controlled access to dusty areas to reduce number of people exposed. 2. PPE – dust masks should be worn when dealing with dust. <p>Action priority: medium</p>
<p>Workplace transport: Forklifts.</p>	<p>Pedestrians – staff, visitors (and public near main entrance).</p>	<p>Forklift operators fully trained, no access to unauthorised personnel, yellow bibs provided for easier visibility. Inadequate</p> <ol style="list-style-type: none"> 1. People stand around in delivery area. 2. No clear transport routes/ separate pedestrian only routes within the warehouse. 3. No physical separation of office/ warehouse/ street to stop unauthorised access. 4. Poor visibility in front view. 5. Staff don't always wear yellow bibs. 	<p>Very high (Likely x very severe)</p>	<ol style="list-style-type: none"> 1. Introduce systems to physically separate pedestrian and transport routes, e.g. chaining off certain areas etc and clearly marking them e.g. bright coloured lines. Should also be physical separation of office and warehouse areas so only warehouse staff can enter the warehouse/yard. 2. Proper maintenance of vehicles-check brakes etc. 3. Information instruction and training - signs to warn pedestrians, training on safe systems of work. Enforce rules on wearing correct PPE. Also have mirrors for better visibility and use horn to signal arrival in difficult to see areas e.g. corners etc.

				Action priority: immediate
<p>Workplace transport: Delivery lorries.</p>	<p>Pedestrians – staff, visitors and public near main entrance.</p>	<p>No access to unauthorised personnel. Inadequate</p> <ol style="list-style-type: none"> 1. No sign of ‘No unauthorised access’ rule being enforced/made apparent. 2. Staff smoke near delivery area. 3. No clear transport routes/ separate pedestrian only routes within the warehouse/ delivery area. 	<p>Very high (Likely x very severe)</p>	<ol style="list-style-type: none"> 1. Introduce systems to physically separate pedestrian and transport routes, e.g. chaining off certain areas etc 2. Information instruction and training - signs to warn pedestrians, training on safe systems of work. Also mirrors for better visibility. Training must be on site and regular refresher training arranged. 3. Proper maintenance of vehicles-check brakes etc. <p>Action priority: immediate.</p>
<p>Machinery:</p> <ol style="list-style-type: none"> 1. Maintenance. 2. Correct use. 	<p>Warehouse staff. Inexperienced trainees/ young persons esp.</p>	<p>Systems and procedures in place - introductory training to new employees and only fully trained operators to use forklift trucks. Inadequate –</p> <ol style="list-style-type: none"> 1. No formal training procedures for machinery use (other than forklifts) and 2. Training should be more than just introductory. 	<p>Medium (Unlikely x harmful)</p>	<ol style="list-style-type: none"> 1. Substituting machinery for newer, safer models if needed. 2. Introduce guards to prevent access to the more hazardous machinery parts. Access to machinery itself should be prevented to all except those properly trained in use. Requires monitoring to check controls are in place. 3. Preventative maintenance – regular inspection/ servicing. 4. Arrange improved systems of formal training.

				Action priority : medium
Electrical equipment: Burns and electric shock.	Admin staff, management, cleaners, temp staff, visitors, security.	Electrical equipment in the office is checked for safety annually.	Medium (Highly unlikely x very severe)	Regular monitoring required - 1. Avoid hazards e.g. not over loading plugs (a fire hazard) and monitor cable/socket condition. P.E.P tests e.g. annually and ensure faulty items are not used until maintenance/replacement occurs. Action priority: medium
Colliding with stationary objects: Disorderly storage.	All staff, security, cleaners, maintenance personnel, visitors.	Storage system in use for most items – inadequate and not properly used. No other apparent controls.	Medium (Harmful x unlikely)	1. Contain/Separate hazards – have specially designated storage areas, separate from thoroughfares. 2. Requires monitoring to ensure the systems and procedures are followed. Action priority: medium
Using VDUs	Admin staff (esp. pregnant member of admin staff) and management staff.	Raised screens, adjustable chairs. Inadequate - because screen heights are non-adjustable. Some members of staff have complained of back pain and minor WRULDs.	Medium (Unlikely x harmful)	1. Display screen regs. Apply. Separate RA required 2. Reduce exposure – ensure users take proper breaks - lessen risk of eye strain & WRULDs. 3. Staff to be trained in proper use of correct furniture. Action priority: medium

Poor ventilation	Warehouse staff, security, maintenance personnel.	No obvious controls	Low (Unlikely x slightly harmful)	1. Remove hazard - introduce proper ventilation system – may be a matter of maintenance on existing air vents, to allow easy opening/closing Action priority: low
Violence: From intruders.	Security. (Would be particularly vulnerable if working alone.)	2 security guards.	Low (Highly unlikely x harmful)	1. Install back up systems to help. Options include to install an alarm/CCTV or keying in system - Also good lighting. Action priority : low
Stress	All employees.	Comfort breaks for tiredness/stress. Difficult to tell from a scenario like this. Deciding whether workers have a stress problem requires constant monitoring.	Medium to high (Likely/ unlikely x harmful)	1. Reducing exposure to hazard - variation of work activities, as with manual handling controls. Can experiment may find in fact workers are more productive if given perhaps one or two short breaks in addition to their allocated 30 mins. 2. Monitor person-job suitability and be aware of complaints. Action priority: medium
Other factors				
1. Improper use of personal protective equipment	All warehouse staff (esp. young, trainee and temporary staff).	Controls in place – but inadequate if they are not enforced. Systems and procedures	High (Likely x harmful)	1. PPE Regs apply. A proper assessment of the PPE is required. E.g. suitability, maintenance, storage etc.

2. Lack of supervision		in place. But inadequate because they are not enforced.		<p>2. Supervision/Systems must be enforced to ensure correct use of PPE where needed. Improve existing measures for supervision. May involve enforcement by disciplinary procedures, better training or recruitment of more supervisory staff. MHSWR state specifically that you need to make a special assessment where young persons are involved.</p> <p>3. Also need to think about proper storage to keep PPE in good condition.</p> <p>Action priority: immediate</p>
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Monitoring, review and revision

- Review regularly – minimum period – annual.
- Monitoring required constantly for some hazards (e.g. slip and trip hazards, fire hazards, use of PPE, proper supervision and ensuring correct procedures are followed for workplace transport, working at height, manual handling and storage systems)
- Monitoring at regular intervals e.g. monthly, for other hazards (e.g. machinery/equipment maintenance, state of racking/pallettes repair, ventilation, lighting, noise, using VDUs, stress)