

Scope	Warehouse & Office
Authorised by	Chairman

Risk Assessment (Generic)		Assessment of Risk		
	Significant Hazards	Low	Med	High
1.	Manual handling		X	
2.	Driving on the highway (car, van)			X
3.	Forklift			X
4.	Ladders & stepladders (work at height)			X
5.	VDU		X	
6.	Electrical equipment	X		
7.	Fire	X		
8.	Control of substances hazardous to health (COSHH)	X		
9.	Stress	X		
10.	Slips, trips & falls		X	
11.	Visitors & Contractors		X	
12.	Hazardous waste (office, kitchen equipment)		ENV	

Risk	<i>Likely (severity of) injury if job repeated daily for 10 years (without controls)</i>
<i>Low = acceptable</i>	<i>Medical treatment</i>
<i>Medium</i>	<i>Time off work</i>
<i>High</i>	<i>Hospitalisation</i>
<i>ENV</i>	<i>Environmental damage</i>

Method Statement (Generic)

Controls risk from significant hazards to acceptable 'Low' level

Legislation/ Guidelines
HSG90 - VDUs An Easy Guide INDG402 - Safe Use of Ladders & Stepladders INDG143 - Getting to Grips with Manual Handling INDG236 - Maintaining Portable Electrical Equipment in Offices INDG424 - Working Together to Reduce Stress at Work

Qualifications
Forklift licence Contractors appropriately qualified

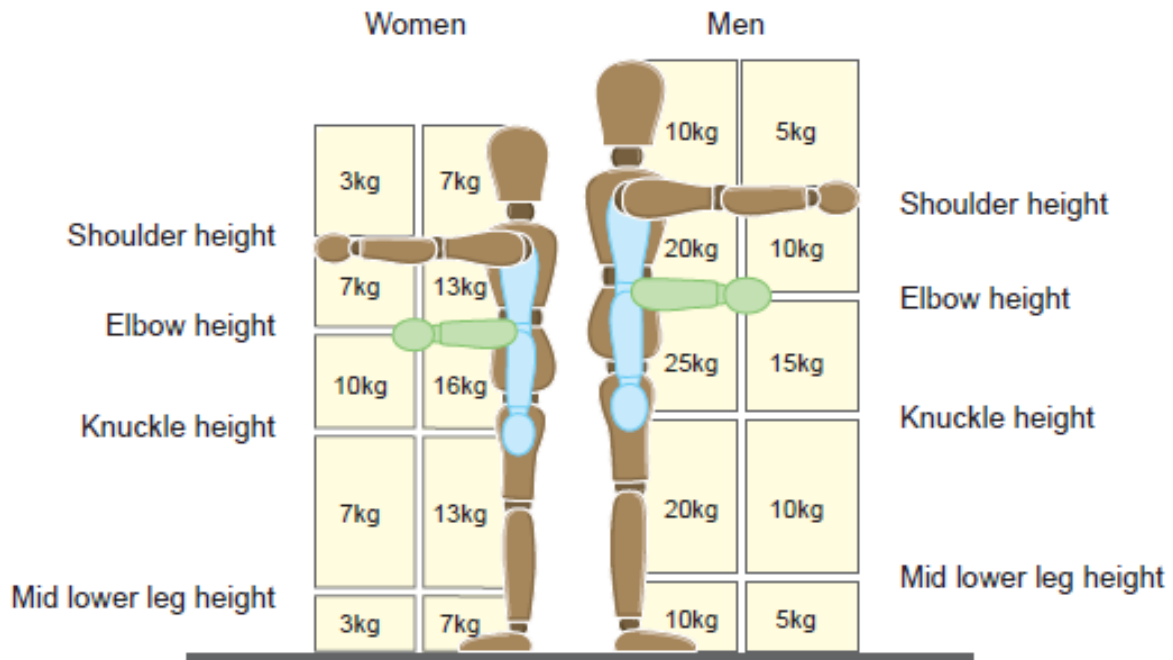
Personal Protective Equipment	
High visibility jacket	Warehouse staff
Safety footwear	Warehouse staff

Equipment/ Materials
PC/Laptop Fork Lift Storage racks

Work Procedure

Manual Handling

No one should attempt to lift a load that is beyond his/her capacity. People with back problems should not attempt any lifting. Maximum lift 25kg



See INDG143 - Getting to Grips with Manual Handling

Driving On The Highway (Car, Van)

Never contravene the Highway Code when driving in the course of business

Warehouse

Hi-vis vest required if departing from designated walkway

Smoking is not permitted in the building.

Preferred smoking area is outside the door on right of the Main Warehouse

Forklift

Fork Lift Daily Truck Checklist (QC10) is completed daily

Forklift drivers hold a current Fork Lift Drivers Licence

Forklift receives annual Periodic Inspection

Forklift is not used to lift people or carry passengers

Forklift is driven slowly in the vicinity of people

Forklift keys are secured when Forklift is not in operation

Observe maximum rack load of 1,000kg per bay (2 x 500kg pallets)

Pallets over 500kg on ground

Pallets are not stacked Pallets are not stacked

Stepladders

Ensure stepladder is positioned on level ground
Do not use the top platform unless equipped with adequate handrails

Display Screen Equipment (Personal Computer & Laptop)

VDU users complete the Self-assessment Questionnaire (VDUs An Easy Guide HSG90)
VDU users are entitled to a free annual eye test
Take regular breaks, at least ten minutes in every hour
Notify Director if any discomfort is experienced from using a workstation

Electrical Equipment (usage)

Only use electrical equipment provided by the Company
Check electrical equipment PAT test label is in date
Do not overload socket outlets with adapters and multiple plugs
Untrained staff do not attempt repairs
Cables should not trail across floors. If this is unavoidable, fit low profile cable covers
Electrical equipment is switched off, if practicable, at the end of the working day.
The last person to leave the office switches off remaining equipment eg lights

Housekeeping

Ensure escape routes (stairway, passageway and space between desks) are kept free of obstruction
Fire doors are not wedged open
Report hazards such as loose or frayed carpet tiles
Wear suitable footwear.
Do not run, read or text whilst walking in the office or using the stairs

Control of Substances Hazardous to Health (COSHH)

See COSHH Risk Assessment

Visitors & Contractors

Visitors complete Signing-In book in Reception
Contractors are required to produce:

- Method Statements for work of a hazardous nature
- Evidence of their qualifications on arrival

























Emergency Plan

Fire

Fire Warden is the Managing Director
Fire Action Notice displayed on wall explains emergency evacuation procedure
Fire Warden is responsible for:

- Shutting doors & windows
- Checking all floors & toilets
- Contacting Emergency Services '999' or '112' from a mobile
- Roll call at Fire Assembly Point
- Notifying emergency services of any missing persons
- Notifying neighbouring offices where appropriate

Fire Extinguisher Chart

Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	Special Notes
	Water	 Yes	 No	 No	 No	 No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	 Yes	 Yes	 No	 No	 Yes	Not practical for home use.
	Dry Powder	 Yes	 Yes	 Yes	 Yes	 No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	 No	 Yes	 No	 Yes	 Yes	Safe on high and low voltages.

First Aid

Appointed Persons for First Aid is the Managing Director

First Aid equipment box is located in office by franking machine

Accidents are recorded in Accident Book (BI 510) by Receptionist

Environmental

Office & Kitchen Equipment (disposal)

Waste electrical equipment is disposed of via a licensed hazardous waste carrier

Batteries & bulbs are deposited in hazardous waste box