Warehouse Safety

Guidance on Reducing Incidents in your Premises

Produced in partnership with:
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1. Introduction

Preventing and reducing accidents at work should be one of the forefront issues for anyone who is responsible for employees and non-employees on their premise. This information pack is for people who are responsible for assessing and managing safety risks within the warehousing and storage industry. It may also be of interest to employees and their health and safety representatives.

Work related accidents within the storage and warehousing industry remain a major issue, with many thousands of reportable accident notifications received by the Health and Safety Executive Incident Contact Centre each year. Local and neighbouring authorities of Staffordshire are trying to tackle and raise awareness of this significant but largely preventable problem.

It is hoped this pack provides information to assist you to identify, assess and control the risks in your workplace. If you follow the advice set out in the pack you will be well on the way to complying with your responsibilities for providing a workplace that is safe, as required under the Health and Safety at Work Etc. Act 1974.
2. Health and Safety Policy

What The Law Requires

- A written policy if there are 5 or more employees
- A statement of general policy on health and safety
- A statement on the organisation itself
- The arrangements in place for putting the policy into practice.
- Should be reviewed on a regular basis

How To Comply

Your Health and Safety Policy Statement should include the following:

1. Health and Safety policy statement
2. Responsibilities
3. Health and safety risks
4. Consultation with employees
5. Safe plant & equipment & safe handling & use of substances
6. Information, instruction and supervision
7. Competency for tasks and training
8. Accidents and emergency procedures

Further information can be found on [www.hse.gov.uk](http://www.hse.gov.uk)

What Will The Inspector Expect To See?

A written, signed policy statement available to the staff
3. Risk Assessments

Risk Assessments must be Suitable and Sufficient.

What The Law Requires

The Management of Health & Safety at Work Regulation 1999 require that all businesses with 5 or more staff have in place documented risk assessments.

Risk assessments should:

- Cover not only staff but also visitors and contractors
- Be reviewed on a regular basis
- Be suitable and sufficient for the business

How To Comply

1. Identify the hazards.
2. Decide who may be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your risk assessments and update.

Example risk assessments can be found in the back of the booklet and on the following website:


What Will The Inspector Expect To See?

- Written documents on site which are up to date and that evaluate risks and identifies actions required to reduce them.
- Employees aware of these documents
4. Accident Reporting

Did you know accident reporting requirements have changed?

What The Law Requires
The Reporting of Incidents, Diseases and Dangerous Occurrence Regulations 1995 require employers and the self-employed to report work related accidents, injuries, specific work related diseases and dangerous occurrences.

The following work related accidents, diseases and dangerous occurrences must be reported:
- death or major injury of an employee or a self-employed person working on the premises (including a result of physical violence);
- a member of the public (including a resident) is killed or taken to hospital.
- If an employee or a self-employed person working on the premises suffers an over-seven day injury i.e. not a major injury but one which results in the person being away from work or unable to carry out the full range of their normal duties for more than seven days (not counting the day of the injury itself).

These must be reported without delay and followed up within 10 days with a completed accident report form (F2508). This can be done at the same time, when contacting the Incident Contact Centre (ICC) by telephone (see contact details below).

For further information please visit: [http://www.hse.gov.uk/riddor/what-must-i-report.htm](http://www.hse.gov.uk/riddor/what-must-i-report.htm)

How To Comply
You MUST report the various types of accident and injuries listed above within the set timescales by:

**Telephone (major injuries and fatalities only)** - the Incident Contact Centre can be contacted on 0845 300 99 23, with no need to fill in a report form. A copy of the final report will be sent to you for your own records.

**Online** - a report can also be made by completing an interactive form on the RIDDOR website ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)).

**Email** – download a form from the above website and send it to riddor@connaught.plc.uk

What Will The Inspector Expect To See?
An up to date accident book and an understanding of accident reporting
5. Workplace Transport

Did you know that almost a quarter of all workplace transport accidents involve forklift trucks?

What The Law Requires
The Management of Health and Safety at Work Regulations 1999 requires employers and the self-employed to assess the risks to workers and others (e.g. contractors, customers, visiting drivers) from workplace transport.

How To Comply
- **Safe Vehicles** – Well maintained (brakes, reversing warnings, lights, horns etc.) and examined. Loads secure and not beyond capacity.
- **Safe Drivers** – trained, authorised, instructed and supervised. Trained banks men where reversing is carried out.
- **Safe Site** – suitable routes, roadways and parking (firm, even surfaces, routes marked with direction signs); speed limits; one way routes; lighting

What Will The Inspector Expect To See?
- Driver certification
- Pre-shift truck checks
- Vehicles regularly serviced and (where necessary) thoroughly examined
- Pedestrian safety e.g. walkways, warning signs and pedestrian crossing points
- High visibility clothing for anyone in the vicinity of moving vehicles
- Policy to inform suppliers/delivery drivers of site rules
- Safe access and egress to backs of delivery vehicles with footholds, ladders and/or grab rails
- Gangways and aisles of sufficient space to enable trucks to load/unload from racking safety
- Protective barriers on traffic routes
- Blind bends provided with fixed mirrors
How To Comply

PUWER requires that equipment such as fork lift trucks, stretch wrap machines, conveyor belts, ladders and racking are:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and inspected for installation and deterioration
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable measures such as guarding, protective devices, controls and markings
- Used in accordance with specific requirements

What Will The Inspector Expect To See?

Examples of compliance vary, but will generally include:

- Fixed guards on moving parts of conveyor belts and stretch wrap machines
- Racking installed by competent persons and in accordance with manufacturer’s instructions
- Racking suitable for the loads, not modified and displaying maximum loads/configuration signs
- Lift trucks fitted with seat belts, roll cages and audible/visible alarms
- Access equipment suitable for task, maintained in good condition e.g. Ladders, Mobile Elevating Working Platforms (MEWPS), mobile steps
- Emergency stop devices and visible markings on work equipment

What The Law Requires

PUWER places duties on people and companies who own, operate or have control over work equipment. It also places responsibilities on businesses and organisations whose employees use work equipment, whether owned or not.

Did you know that incorrect use of ladders causes about a third of falls resulting in major injuries?
How To Comply

LOLER requires that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads;
- positioned and installed to minimise any risks;
- used safely, i.e. the work is planned, organised and performed by competent people; and
- subject to on-going thorough examination and, where appropriate, inspection by competent people.

What Will The Inspector Expect To See?

Reports of thorough examination by competent a person for warehouse equipment such as:

- Fork lift trucks
- Overhead cranes and their supporting runways
- Vehicle tail lifts and cranes fitted to vehicles
- A building cleaning cradle and its suspension equipment
- Goods and passenger lifts

AND Lifting Accessories for example:

- Fibre or rope slings
- Chains
- Hooks and Eyebolts
- Magnetic and vacuum devices
8. Storage Systems

The manner in which items are stored can help address manual handling issues.

**What The Law Requires**

Storage areas should be specifically designated and clearly marked. The layout of storage and handling areas should avoid tight corners, pillars, changes of gradient and uneven surfaces.

**How To Comply**

**Racking Systems**

- Safe working loads, heights, widths and equipment tolerances should be set by designers and manufacturers of the system.
- Racking should only be installed by competent people.
- Racking should be erected on sound, level floors, capable of withstanding the point loading at each base.
- Notices should be clearly displayed stating the maximum load

**Pallets**

- Pallets should be loaded to an established pattern to achieve maximum stability and safety.
- The load should be uniformly distributed over the pallet.
- Pallets should be inspected each time before use to ensure that they are safe to use.
- Withdraw damaged pallets for repair or destruction.

**What Will The Inspector Expect To See?**

- Suitable and sufficient racking systems in good repair.
- Pallets in good repair.
- Items stored safely and securely.
- Appropriate equipment readily available to reach high level storage.
- Staff training in manual handling.
- Regular inspection records.
- Installation certificate
- Signage
- Hazardous substances clearly identified, stored in appropriate containers in a safe manner.
9. Manual Handling

More than one third of all workplace injuries reported to enforcing authorities are associated with manual handling.

What The Law Requires

The Manual Handling Operations Regulations 1992 require employers to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can’t be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

How To Comply

In simple terms, the main thing is a risk assessment, though there are other considerations:

Does the load need to be moved at all? If so, can it be moved mechanically?

If manual lifting is the only option then there are a number of things that can be done to reduce the risk, including:

- making the load smaller or lighter and easier to lift,
- breaking up large consignments into more manageable loads,
- modifying the workstation to reduce carrying distances, twisting movements, or the lifting of things from floor level or from above shoulder height,
- improving the environment – e.g. better lighting, flooring or air temperature can sometimes make manual handling easier and safer,
- Ensuring the person doing the lifting has been trained to lift as safely as possible.

What Will The Inspector Expect To See?

- A risk assessment specifically relating to manual handling issues
- A record of any training given to staff relating to handling techniques and use of equipment.
- Observed correct lifting technique demonstrated by staff, or correct use of mechanical handling aids/equipment.
- An appropriate number of mechanical lifting aids/equipment, in good working order, accompanied by adequate maintenance/service records, thorough examination certificates (see the section on LOLER) as required.
10. Work at Height

Falls are the most common cause of fatalities in the workplace.

What The Law Requires

The Work at Height Regulations 2005

Work at height is work in any place, including above or below ground level, where someone could fall and injure themselves.

Work at height should be carried out safely and employers must do all that is reasonably practicable to prevent anyone falling.

For all tasks involving work at height, risk assessments must be completed and must consider risks from both falling staff AND objects.

How To Comply

- Work at height must be adequately planned, supervised and carried out in a safe manner.
- Ensure the people working at height are trained and competent to carry out their duties.
- Make sure the equipment selected is appropriate for the job!
- Inspect your equipment regularly. Mobile Elevating Working Platforms (MEWPS) must be thoroughly examined every 6 months (Lifting Operations and Lifting Equipment Regulations 1998).
- Ensure there is a system for reporting and managing defects.
- Plan for emergencies e.g. rescuing people!
- Risk assessment for work on or accessing roof (including contractors)

What Will The Inspector Expect To See?

- Documented risk assessments for any work at height. (Applicable if you have 5 or more employees.)
- Statutory inspection reports for MEWPS.
- Appropriate equipment for the task in good working order.
- Staff adequately trained to fulfil their tasks.
11. Pressure Systems

Pressure systems & equipment include boilers and steam heating systems, compressed air systems, air receivers, pipework, hoses, pressure gauges and level indicators.

What The Law Requires

The Pressure Systems Safety Regulations 2000 (PSSR) deal with the safe operation of pressure systems and equipment. They place duties on employers and self-employed persons to ensure that the system / equipment is safe to use and used correctly.

How To Comply

- Before using any pressure system / equipment a written scheme of examination (WSE) must be in place and an examination undertaken by a competent person.
- Examinations must be carried out in accordance with the WSE and records kept.
- Systems / equipment are properly maintained and are not operated beyond the date specified in the current examination report.
- Ensure that the system / equipment is used and operated within safe limits
- Provide adequate training and instruction on the use of the system / equipment. This should include the manufacturer’s operating manual

What Will The Inspector Expect To See?

- A written scheme of examination for the pressure systems / equipment on the premises
- Records of the above examinations.
  Training records for persons using the system / equipment.
- Instructions on what to do in an emergency.
- Further information can be obtained from: http://www.hse.gov.uk/toolbox/pressure.htm
Annexes

Template Health & Safety Policy

Example Risk Assessment

Self-Assessment Checklists
# Health and safety policy

This is the statement of general policy and arrangements for:

## Overall and final responsibility for health and safety is that of:

Name of organisation

## Name of employer

## Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

<table>
<thead>
<tr>
<th>Statement of general policy</th>
<th>Responsibility of (Name / Title)</th>
<th>Action / Arrangements (Customise to meet your own situation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To provide adequate training to ensure employees are competent to do their work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Health and safety law poster is displayed:

First-aid box and accident book are located:

Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)

Signed: (Employer)  
Date:  

Subject to review, monitoring and revision by:  
Every: months or sooner if work activity changes

Note 1: [http://www.communities.gov.uk/fire/firesafety/firesafetylaw/](http://www.communities.gov.uk/fire/firesafety/firesafetylaw/)

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
Example risk assessment for a warehouse

Setting the scene

The warehouse manager carried out a risk assessment of the warehouse. The warehouse employed 12 staff, some were part of a union.

How was the risk assessment done?

The manager followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

1 To identify the hazards, the manager:

- read the Essentials of health and safety at work publication to learn where hazards can occur (www.hsebooks.com – ISBN 978 0 7176 6179 4);
- walked around the warehouse, noting activities that might pose a risk and taking into consideration what she learnt from HSE’s guidance;
- talked through the issues with the union safety representative and asked about concerns that staff had on health and safety;
- talked to supervisors to learn from their detailed knowledge of particular jobs and areas; and
- looked at the accident book to gather information on past problems.

2 The manager then wrote down who could be harmed by the hazards and how.

3 For each hazard identified, the manager recorded what controls, if any, were in place to manage these. She then compared these controls to the good practice guidance laid out in Warehousing and storage: A guide to health and safety (www.hsebooks.com – ISBN 978 0 7176 6225 8) and Essentials of health and safety at work publications. Where existing controls did not meet good practice, the manager wrote down what further actions were needed to manage the risk.

4 Putting the findings of the risk assessment into practice, the warehouse manager decided who was responsible for implementing the further actions and when it should be done. She wrote this down and when each action was completed it was ticked off and the date recorded.

5 The warehouse manager discussed the findings with the safety representative. They decided to review and update the assessment at least annually, or at any time when major changes to the workplace occurred. The warehouse manager gave out copies of the risk assessment to all members of staff.

Important reminder

This example risk assessment shows the kind of approach a small business can take. Use it as a guide to think through some of the hazards in your business and the steps you need to take to control the risks. Please note that it is not a generic risk assessment that you can just put your company name on and adopt wholesale without any thought. This would not satisfy the law – and would not be effective in protecting people.

Every business is different – you need to think through the hazards and controls required in your business for yourself.
<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
<th>What further action is necessary?</th>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falls from height</td>
<td>Staff could suffer severe or even fatal injuries if they fell whilst climbing racking.</td>
<td>■ All staff are given strict instructions never to climb racking – monitored by supervisors.</td>
<td>■ Train maintenance worker to check cage is in good condition and properly secured before each use.</td>
<td>RB</td>
<td>17/1/13</td>
<td>20/1/13</td>
</tr>
<tr>
<td>Falls from height</td>
<td>Staff could suffer severe or even fatal injuries if they fell whilst changing light bulbs etc in the high ceiling.</td>
<td>■ Proprietary forklift cage used by maintenance worker for changing bulbs. Cage supplier’s information shows it is manufactured to standard.</td>
<td>■ Put up ‘fragile roof’ signs, one on each side of the building and at access points to roof. ■ Agree with maintenance worker that a contractor will be used for any access to the roof. ■ Require contractor to provide an assessment before access is allowed if any roof work is required.</td>
<td>RB</td>
<td>13/1/13</td>
<td>14/1/13</td>
</tr>
<tr>
<td>Falls from height</td>
<td>Staff or contractor could suffer severe or fatal injuries falling through fragile roof lights when looking for/repairing leaks.</td>
<td>■ No controls in place.</td>
<td></td>
<td>RB</td>
<td>13/1/13</td>
<td>14/1/13</td>
</tr>
<tr>
<td>falls from height</td>
<td>Worker falling from roof of internal warehouse office used for storage.</td>
<td>■ The internal warehouse roof is load bearing, has full rails and boards around its edge. It has adequate lighting and access is by permanent steps with a handrail.</td>
<td>■ No further action required.</td>
<td>SP</td>
<td>15/3/13</td>
<td></td>
</tr>
<tr>
<td>Manual handling</td>
<td>All warehouse staff could suffer from back pain if regularly lifting/carrying heavy or awkward objects.</td>
<td>■ Conveyor system used to reduce manual handling materials in and out of delivery trucks. ■ Lift trucks used for most manual handling. ■ A range of manual handling tasks still required.</td>
<td>■ Manual handling training to be given to all warehouse staff. ■ Remaining manual handling tasks to be risk assessed using HSE’s Manual handling assessment charts INDG383.</td>
<td>SP / JB</td>
<td>6/2/13 / 20/1/13</td>
<td>1/2/13 / 20/1/13</td>
</tr>
</tbody>
</table>
### Slips, trips and falls

<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
<th>What further action is necessary?</th>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff may suffer sprains or fractures if they trip over debris or slip on spillages.</td>
<td></td>
<td>- Flooring kept dry and quality maintained.</td>
<td>Suitable absorber to be made available for liquid spills.</td>
<td>RB</td>
<td>18/1/13</td>
<td>16/1/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- All staff trained to maintain good housekeeping standards and ensure stock does not project into gangways.</td>
<td>Staff to be trained to clean and dry any spillages immediately.</td>
<td>JB</td>
<td>11/1/13</td>
<td>11/1/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Pallets stored safely in designated area.</td>
<td>Extra bins to be provided for waste material near loading bays.</td>
<td>RB</td>
<td>12/1/13</td>
<td>12/1/13</td>
</tr>
</tbody>
</table>

### Falling objects

#### 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.
- Racking is designed to be suitable for the loads carried and has not been modified.
- Staff report any damage to racking immediately.
- System in place to make sure defective pallets withdrawn
- Protective footwear used by all entering warehouse.
- Protective gloves provided to handle pallets.
- Sign fixed to racking stating maximum loads/configuration.

#### Operation of lift trucks

- Injuries such as fractures or, at worst, fatalities can be caused as a result of:
  - the vehicle crashing into other objects;
  - staff and visitors being hit by objects falling from lift trucks onto staff and visitors;
  - lift trucks toppling over;
  - people falling from the vehicle or parts of the vehicle; and
  - being crushed by the mast.
- All operators trained and competent for use of the lift truck.
- Trucks serviced regularly and examined by suppliers every six months.
- Drivers instructed to keep keys with them at all times.
- Gangways and aisles of sufficient space to enable lift trucks to load and unload from the racking safely.
- System in place to keep vehicles and pedestrians separated.
- Access to warehouse restricted to staff.
- Floor condition maintained on a regular basis, housekeeping standards maintained by cleaner and workforce.
- Warning signs located around the traffic route.
- Trucks have seat belts and roll cages.
- Supervisor to ensure truck drivers check trucks each day before starting.
- Separate pedestrian entrance(s) with protective barrier rail to be provided next to roller-shutter doors.
- Housekeeping standards and floor condition to be covered by a monthly inspection by manager and brief record kept.
- 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.

#### Action by who? | Action by when? | Done
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RB</td>
<td>14/7/13</td>
<td></td>
</tr>
<tr>
<td>JB</td>
<td>10/1/13</td>
<td>10/1/13</td>
</tr>
<tr>
<td>RB</td>
<td>20/6/13</td>
<td></td>
</tr>
<tr>
<td>SP</td>
<td>27/1/13</td>
<td>27/1/13</td>
</tr>
<tr>
<td>SP</td>
<td>23/1/13</td>
<td>23/1/13</td>
</tr>
</tbody>
</table>
### Traffic movements (deliveries etc)

**What are the hazards?**  
Injuries such as fractures or, at worst, fatalities can be caused by:  
- staff and visitors being hit by vehicle;  
- people falling from a vehicle or parts of a vehicle; and  
- objects falling from vehicle onto staff and visitors.

**Who might be harmed and how?**  
- Floor and traffic routes suitable for the vehicles using them.  
- Vehicle routes kept free of obstructions (with spillages being cleaned up promptly).  
- Parking of cars and vans only allowed in marked spaces well away from external delivery/dispatch area.  
- Outside area gritted when frosty, snow cleared.  
- Sensible speed limits imposed and adhered to.  
- Adequate signage to warn of hazards.  
- Reversing of delivery vehicles should be avoided unless absolutely necessary.  
- Any reversing that is necessary should be overseen by a trained reversing assistant (banksman).

**What are you already doing?**  
- Anyone working in the vicinity of moving vehicles should be given training and high-visibility clothing.

<table>
<thead>
<tr>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP</td>
<td>20/1/13</td>
<td>20/1/13</td>
</tr>
</tbody>
</table>

### Machinery

- **Stretch-wrap machine**

  - All staff using the machine.  
  - Moving parts can trap parts of the body (eg fingers/hand/arm) causing crush injuries.  
  - The whole body may also get trapped between moving pallet load and fixed structure.  
  - Staff can also cut themselves on sharp edges or scald themselves on hot parts.

  - Only standard palletised loads wrapped.  
  - Machine is relatively new and instructions show it meets the relevant guarding standard.  
  - Fixed guards on moving parts.  
  - Mechanical parts maintained regularly.  
  - Staff trained to use correctly.

  **What further action is necessary?**  
  - Area around machine to be kept unobstructed at all times.  
  - Area around machine to be indicated by use of markings in fluorescent orange-red.  
  - Weekly check on guarding and condition of machine.

<table>
<thead>
<tr>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>JB</td>
<td>18/1/13</td>
<td>18/1/13</td>
</tr>
</tbody>
</table>

### Conveyor belt for unloading from lorries

- As above, particularly where the belt meets rollers.

  - Guards provided for moving parts.  
  - Conveyor instructions show it meets guarding standards.  
  - Emergency stop button provided.  
  - Regular maintenance.

  **What further action is necessary?**  
  - Weekly check on guarding and condition of conveyor.

<table>
<thead>
<tr>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>JB</td>
<td>18/1/13</td>
<td>18/1/13</td>
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</tbody>
</table>

### Portable electrical equipment

- **Cleaner, kettle and heater**

  - All staff could receive potentially fatal electrical shocks or burns if they use faulty electrical equipment.

  - Fixed electrical installations are maintained to a suitable standard and inspected every five years.

  **What further action is necessary?**  
  - Manager to arrange and record the six-monthly inspection and testing of portable equipment.  
  - Instruct staff to report faults immediately.

<table>
<thead>
<tr>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP</td>
<td>1/5/13</td>
<td>13/1/13</td>
</tr>
</tbody>
</table>

<p>| JB            | 13/1/13          | 13/1/13 |</p>
<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
<th>What further action is necessary?</th>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
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<tbody>
<tr>
<td><strong>Fire</strong></td>
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<td>SP</td>
</tr>
</tbody>
</table>
| ■ Bulk storage of easily burnt materials  
■ Ignited through electrical fault, smoking materials, battery recharging etc | If trapped in the warehouse, all staff and visitors could suffer from smoke inhalation or burns which could potentially kill. | ■ Building designed with fire-resisting materials.  
■ Exits and fire exits marked and kept clear.  
■ Fire extinguishers located throughout warehouse.  
■ Access to all exits and fire extinguishers kept clear at all times.  
■ Fire detection and alarm system in place.  
■ Fire evacuation procedures displayed at each fire alarm point.  
■ Maintenance contracts for extinguishers and detection/alarm system.  
■ Fire drill and training in use of extinguishers held once a year.  
■ Smoking prohibited in the warehouse.  
■ Cleaner ensures no debris left around warehouse.  
■ All staff trained in good housekeeping during induction. | ■ Discussions with insurer on the provision of automatic closing of roller-shutter doors linked to fire alarm to be decided upon. |               | 25/8/13         |      |
| **Hazardous substances** |                             |                             |                                 |               |                |      |
| **Vehicle exhaust fumes** |                             |                             |                                 |               |                |      |
| The fumes may cause staff eye irritation and respiratory irritation. | ■ Number of vehicles delivering materials is relatively low and exposure very limited; this prevents build-up of fumes.  
■ Drivers not allowed to leave vehicles’ engines running in warehouse.  
■ Roller shutter doors and warehouse windows open, where practicable, to assist ventilation. | | ■ No further action required. | | | |
| **Bleach and cleaning fluids** |                             |                             |                                 | RB           | 17/2/13        | 28/2/13 |
| Direct skin contact could lead to the cleaner getting skin irritation. The vapour may cause the cleaner to have eye irritation or breathing difficulties. | ■ Cleaner made aware of safe procedures. Rubber gloves used.  
■ First-aid facilities (including eye wash) are readily available. | | ■ Investigate availability of safer alternatives for cleaner. | | | |
<p>| <strong>Recharging of forklift truck batteries – potential explosion by release of hydrogen, spillage of acid</strong> | Burns or fractures from material ejected could affect any worker nearby at the time. | ■ 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. | ■ Supervisor to monitor and ensure protective equipment is being worn. | JB | 13/1/13        | 13/1/13 |</p>
<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
<th>What further action is necessary?</th>
<th>Action by who?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
</table>
| Lighting              | Poor lighting is likely to result in higher levels of work error and accidents. | ■ Good quality lighting provided throughout the warehouse.  
  ■ Stacking of materials in warehouse on top of racking is restricted in order to avoid blocking light and creating shadows.  
  ■ Cleaner checks that light units are operating and are replaced by electrician when necessary.  
  ■ Floodlighting in the external area. | ■ No further action required. | | | |
| Hygiene/comfort       | All staff could suffer varied discomfort, e.g. being too hot/cold. | ■ Heated mess room provided with hot and cold water and water for beverages.  
  ■ Area kept clean. Lockers available for staff members’ belongings.  
  ■ Toilets a short walk away, cleaned daily. | ■ No further action required. | | | |

**Assessment review date:** 26/2/14
WAREHOUSE HEALTH & SAFETY CHECKLIST

This checklist is for guidance only and is not intended to include every hazard and control within your business.

<table>
<thead>
<tr>
<th>BUSINESS:</th>
<th>DATE:</th>
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</table>

### POLICY & RISK ASSESSMENTS*

*Required to be documented for businesses with five or more staff

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Comments</th>
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</table>

- **Written, signed statement of general health & safety policy**
- **Arrangements in place for putting into practice**
- **Reviewed on a regular basis and brought to the attention of all staff**
- **All relevant hazards identified**
- **Identification of those who may be harmed and how (employees, contractors, visitors etc)**
- **Risks evaluated and the necessary precautions put in place**
- **Significant findings recorded and brought to the attention of all staff**
- **Reviewed and updated regularly**

### WORKPLACE TRANSPORT

<table>
<thead>
<tr>
<th>Drivers</th>
<th>Yes/No</th>
<th>Comments</th>
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<tbody>
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</table>

- **Drivers trained, competent and authorised**
- **Active supervision of driver behaviour (e.g. near misses, damaged racking)**
- **Truck keys not left unattended in ignition**
- **Reversing of delivery vehicles avoided unless absolutely necessary**
- **Any necessary reversing overseen by trained banks men**

**Traffic Routes**

- **Gangways/aisles of sufficient space to enable lift trucks to load/unload from racking safely**
- **Systems in place to keep vehicles & pedestrians separated**
- **Access to warehouse & other dangerous areas restricted to staff**
- **Warning Signs located around traffic routes (e.g. FLT operating in area)**
- **Protective barriers on entrances leading onto traffic routes**
- **Floor/Traffic routes suitable for the vehicles using them (e.g. no excessive slopes/potholes)**
- **Vehicle routes kept free of obstructions & in good condition**
- **Suitable & marked pedestrian crossing points and walkways where possible**
- **Fixed mirrors on blind bends**
- **Sensible speed limits imposed & adhered to**
- **Staff & others working in vicinity of moving vehicles given training and high visibility clothing**
<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parking of cars &amp; vans only in marked, designated spaces away from external delivery/dispatch areas</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Suppliers/contractors informed of site rules &amp; restrictions</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Vehicles</strong></td>
<td></td>
</tr>
<tr>
<td>Vehicles immobilised when not in use by designated driver (e.g. ignition keys removed)</td>
<td></td>
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<tr>
<td>Drivers check trucks each day prior to start up</td>
<td></td>
</tr>
<tr>
<td>Trucks regularly serviced and maintained</td>
<td></td>
</tr>
<tr>
<td>LOLER Thorough Examination &amp; certification for trucks and lifting accessories by competent person (6or12 monthly as LOLER requires)</td>
<td></td>
</tr>
<tr>
<td>Truck features present and working (seat belts, roll cages, audible/visual alarms)</td>
<td></td>
</tr>
<tr>
<td>Safe means of access/egress to rear of delivery vehicles (footholds, ladders, clean floors)</td>
<td></td>
</tr>
<tr>
<td><strong>WORK EQUIPMENT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Baler, Compactor, Conveyor Belt etc</strong></td>
<td>Yes/No</td>
</tr>
<tr>
<td>Only standard palletised loads wrapped</td>
<td></td>
</tr>
<tr>
<td>Machine adequately guarded – fixed guards on moving/dangerous parts, safe access via interlocked guards</td>
<td></td>
</tr>
<tr>
<td>Emergency stop button operative and easily accessible</td>
<td></td>
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<tr>
<td>Mechanical parts &amp; guarding regularly maintained</td>
<td></td>
</tr>
<tr>
<td>Staff informed, instructed &amp; trained in correct use, especially clearing blockages</td>
<td></td>
</tr>
<tr>
<td>Area around machine unobstructed at all times managed with suitable barriers, floor markings</td>
<td></td>
</tr>
<tr>
<td>Written Examination scheme and records for equipment subject to Pressure Systems testing</td>
<td></td>
</tr>
<tr>
<td><strong>STORAGE SYSTEMS</strong></td>
<td>Yes/No</td>
</tr>
<tr>
<td>Racking designed to be suitable for the loads carried and not modified</td>
<td></td>
</tr>
<tr>
<td>Signage on racking with information such as safe working load (SWL) should be clearly displayed</td>
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</tr>
<tr>
<td>Inspect racking regularly to make sure it is repaired and maintained properly and is safe, including ‘expert’ inspections carried out at intervals by a competent person</td>
<td></td>
</tr>
<tr>
<td>Staff report any damage to racking immediately</td>
<td></td>
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<tr>
<td>System in place to make sure defective pallets are withdrawn from immediate use</td>
<td></td>
</tr>
<tr>
<td>Protective footwear used by all entering the warehouse</td>
<td></td>
</tr>
<tr>
<td>Protective gloves provided for staff handling pallets</td>
<td></td>
</tr>
<tr>
<td>WORK AT HEIGHT</td>
<td>Yes/No</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>All staff instructed never to climb racking</td>
<td></td>
</tr>
<tr>
<td>Platform ladders for racking access kept in good condition</td>
<td></td>
</tr>
<tr>
<td>Safe use of free standing ladders for short duration work (condition, secured, footing; 4:1 slope)</td>
<td></td>
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<tr>
<td>Proprietary forklift cage/MEWPs used for high access, properly secured &amp; maintained; 6 monthly LOLER Thorough Examination</td>
<td></td>
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<tr>
<td>Competent contractors used for roof work (method statement, risk assessment, rescue plan)</td>
<td></td>
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<tr>
<td>Roof assumed to be fragile unless otherwise confirmed and fragile roof signs in place</td>
<td></td>
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<tr>
<td>Internal mezzanines – load bearing, edge protection, toe boards etc.</td>
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<table>
<thead>
<tr>
<th>MANUAL HANDLING</th>
<th></th>
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<tbody>
<tr>
<td>Use of mechanical aids such as conveyors, sack trucks</td>
<td></td>
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<tr>
<td>Staff manual handling training</td>
<td></td>
<td></td>
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<tr>
<td>Manual handling tasks risk assessed according to HSE Manual Handling Assessment Charts (MAC Chart – INDG 383)</td>
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<table>
<thead>
<tr>
<th>HAZARDOUS SUBSTANCES</th>
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</thead>
<tbody>
<tr>
<td><strong>Vehicle Fumes</strong></td>
<td></td>
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<tr>
<td>Drivers not allowed to leave vehicles’ engines running in warehouse &amp; other enclosed spaces.</td>
<td></td>
<td></td>
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<tr>
<td>Roller shutter doors &amp; warehouse windows open, where practicable, to assist ventilation</td>
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<tr>
<td><strong>Recharging of Truck Batteries</strong></td>
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<tr>
<td>Batteries charged in designated, ventilated area</td>
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<td></td>
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<tr>
<td>Safe system of work followed including use of goggles, gloves &amp; aprons</td>
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<td></td>
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<tr>
<td>Potential sources of ignition controlled</td>
<td></td>
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