

Task / Activity / Area: Putaway & Replenishment of Product at Canderside, Coddington, Titan			Date: 15/2/18	Assessment No: BDD302-118			
IDENTIFY HAZARD Identify from the list on the back of this form what best describes the hazards associated with the Task / Activity / Area being risk assessed.	ASSOCIATED RISKS Identify from the list on the back of this form individuals who are likely to be at risk of injury or ill health from the hazards identified and briefly describe how that harm could be realised and to what extent.	CURRENT CONTROL MEASURES Provide details of all current measures in place designed to remove, reduce or control the risk so far as is reasonably practicable including reference to management systems such as Standard Operating Procedures, Work Instruction Documents or any other Safe System of Work Documentation currently in operation.	RISK SCORE Calculate the risk level for each individual hazard identified using the matrix on back of this form.	FURTHER CONTROLS REQUIRED IF ANY Where risks are not adequately controlled provide details of any further action you consider necessary to reduce the risks to an acceptable level.	ACTION PLAN Any outstanding actions should also be monitored and reviewed on the SBU H&S action plan. Put initials of individuals responsible for any action required.		
Hazard Category	Who Could be Harmed and How?	What is Currently Being Done?	Risk Level (RAG)	What Else Needs to be Done?	By Whom	By When	Done
Working at Height	<p>Employee is putting away or bringing down product:</p> <ul style="list-style-type: none"> Product falls from height, hitting the driver, employee, visitor or contractor Racking mesh (fitted to locations E to H) is hooked by the FLT forks, pallet or shrink-wrap and it falls to the ground FLT lifting mechanism fails forks drop, pallet and product fall to the ground Pallet collapses, product and pallet fall to the ground Adjacent pallet is pushed off and falls to the ground FLT driver has placed a Euro size pallet too far into the racking on top of the racking mesh. When bringing it down the pallet slides off the FLT forks Forks or pallet catches on object (pallet, product etc) knocking it to the ground Product catches on racking knocking it to the ground 	<p>FLT cab has protective roof</p> <p>FLT drivers given internal training course</p> <p>FLT inspected before use and put off road if defective. FLT maintained at regular periods</p> <p>Other FLT drivers and pedestrians to stay at least 2 locations away from FLT</p> <p>Pallets inspected at Goods In and before putting away</p> <p>Pallet stops fitted between adjacent locations at E to H levels (only at NDS Canderside not required at Eurocentral sites)</p> <p>FLT drivers can stop operation, warehouse induction</p> <p>Area painted below mezz replenishment gates marking no pedestrians(only at NDS Canderside. Both Eurocentral sites do not have a mezzanine floor).</p> <p>Drivers to report racking damage immediately to supervisor or racking inspector</p> <p>Safe System of Work for safe use of FLT</p> <p>Supervisors maintain discipline</p>	10	Consider securing the racking mesh to the racking with ty-wraps or screws/bolts			

<p>Working at Height (cont)</p>	<p>Employee is putting away or bringing down product:</p> <ul style="list-style-type: none"> • Pallet being lifted is stuck to another pallet because of the shrink-wrap, pallet and product falls to the ground • Pedestrian walks below raised forks <p>Employee stands on forks to reach product and falls to the ground</p>	<p>Fork lift Reach trucks at NDS Canderside and the Fork Lift Bendy Trucks at NDS Coddington fitted with BluePoint LED light early warning signal which alerts employees that a Fork Lift Reach truck is approaching</p>					
<p>Manual handling</p>	<p>Employee is moving product during replenishment and suffers a muscle strain</p> <p>Employee is moving product, the product falls on their hand/foot</p> <p>Employee is moving a pallet and suffers a muscle strain or cuts/bruising</p>	<p>Manual handling training</p> <p>All employees wear safety footwear</p> <p>Employees to check product is secure before moving it</p> <p>Pallets are inspected before use, defective pallets are segregated</p>	<p>8</p>				

<p>Work vehicles & plant</p>	<p>Employee/contractor is driving FLT and they collide with another employee, visitor or contractor</p> <p>Employee/contractor is driving FLT and they collide with another MHE</p> <p>Employee/contractor is driving FLT, they collide with a roll cage making it topple over</p> <p>Employee/contractor is driving FLT, they are not looking in direction of travel and collide with a pedestrian or object</p>	<p>FLT drivers given internal training course, drivers instructed to sound horn when entering or leaving an aisle, FLT limited to 75% of top speed</p> <p>Each driver have a unique Personal Identification Number to prevent unauthorised use</p> <p>OMT sent shock report if FLT involved in accident, FLT won't re-start until a reset code is typed in</p> <p>Safe System of Work for safe use of FLT</p> <p>FLT maintenance contractor undergoes driver training</p> <p>FLT inspected before use and put off road if defective. FLT maintained at regular periods. FLT gets statutory through examination</p> <p>All spills reported and cleaned up, employees to remove debris</p> <p>Flooring damage to be reported to FM</p> <p>All pedestrians instructed to wear high-visibility clothing and safety shoes.</p> <p>All visitors and contractors escorted or given warehouse induction.</p>	<p>8</p>				
<p>Hazardous substances</p>	<p>Employee is putting away or bringing down a hazardous substance, the container is burst and the substance spills over the employee, visitors, contractors</p>	<p>Other MHE drivers and pedestrians to stay at least 2 locations away from FLT</p> <p>Product inspected at Goods In</p> <p>FLT driver training</p>	<p>6</p>				
<p>Restricted access</p>	<p>Employee is putting product into a pick location, they hit their head on the racking</p>	<p>Manual handling training</p> <p>Pallet pulled out of location</p>	<p>4</p>				
<p>Risk Assessor:</p>	<p>Signature: John Rundell</p>	<p>Name: <i>John Rundell</i></p>	<p>Assessment Review Date: refer to Q-Pulse record</p>				
<p>Line Manager:</p>	<p>Signature: Rab Mitchell</p>	<p>Name: <i>Rab Mitchell</i></p>					

NSS Health and Safety Risk Assessment Form (NSSRAF2016)

HAZARD CATEGORY LIST		INDIVIDUAL CATEGORY LIST	RISK ASSESSMENT SCORING MATRIX																	
1	Fire / Explosion *	1. NSS Staff	RISK RATING																	
2	Electrical	2. Other NHS Staff	If the residual risk score is 15 or above then further control measures need to be implemented in order to reduce the risk to an acceptable level before work can continue.																	
3	Work vehicles & Plant	3. In house Maintenance Staff	OUTCOME	LIKELY	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE												
4	Moving Machinery	4. External Contractors	FATAL Any injury or ill health effect reportable under RIDDOR which results in a fatality	25	20	15	10	5												
5	Slip or Trip Hazards	5. Donors	MAJOR INJURY Any injury reportable under RIDDOR, requiring hospital treatment or resulting in permanent disability	20	16	12	8	4												
6	Working at height	6. Patients	HEALTH EFFECT Any ill health condition reportable under RIDDOR, requiring hospital treatment or resulting in permanent disability	15	12	9	6	3												
7	Noise / Vibration *	7. Visitors	MINOR INJURY Any injury which is not reportable under RIDDOR, the effects are short term and only First Aid treatment is required	10	8	6	4	2												
8	Hazardous Materials *	8. Emergency Services Staff	PROPERTY/EQUIPMENT Any damage to property, fixtures, fittings or equipment	5	4	3	2	1												
9	Tools & Sharps etc	<u>VULNERABLE PERSONS</u>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2">Likelihood</th> </tr> </thead> <tbody> <tr> <td>LIKELY</td> <td>Almost certain to occur</td> </tr> <tr> <td>PROBABLE</td> <td>Not surprised if it were to occur</td> </tr> <tr> <td>POSSIBLE</td> <td>Reasonable Chance it May Occur</td> </tr> <tr> <td>REMOTE</td> <td>Unlikely though still conceivable</td> </tr> <tr> <td>IMPROBABLE</td> <td>Extremely Unlikely</td> </tr> </tbody> </table>						Likelihood		LIKELY	Almost certain to occur	PROBABLE	Not surprised if it were to occur	POSSIBLE	Reasonable Chance it May Occur	REMOTE	Unlikely though still conceivable	IMPROBABLE	Extremely Unlikely
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10	Radiation / Ultra Violet Welding / Hot Work etc	9. Young Persons																		
11	Environmental Issues	10. New or Expectant Mothers																		
12	Confined Space/ Restricted Access	11. Children																		
13	Dust/ Fumes/ Vapours *	12. Disabled Persons																		
14	Moving & Handling *	13. Other																		
15	Hygiene Issues																			
16	Lone Working																			
17	Psychosocial Factors (Workplace Stress) *																			
18	Other																			

* Indicates there may be a requirement for an additional specific risk assessment to be carried out, eg COSHH Risk Assessment, Workplace Stress etc.