

AG MERIDIAN JOINERY – Risk Assessment

Work area:	Warehouse – Azem Osmani	Date of Risk Assessment:	
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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Falls from height.	<p>Contractor /staff could suffer severe or even fatal injuries if they fell whilst changing light bulbs etc. in the high ceilings.</p> <p>Contractor could suffer severe or fatal injuries falling through fragile roof lights when repairing leaks.</p> <p>Worker falling from internal mezzanine floor level which is being used to store goods.</p>	<ul style="list-style-type: none"> • Cherry Picker used by electrician to repair or replace lighting. • Staircase access to mezzanine floor Guard rails available to prevent falls from height. • Loading area gate in place to facilitate lifting of goods to mezzanine using FLT. 	<ul style="list-style-type: none"> • Ensure Contractors working on site provide Method statements to verify competence and Safe method of working. 	AO		



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<p>Manual Handling</p> <p>Regular movement of pallets and boxes containing materials.</p> <p>Loading/unloading of deliveries</p> <p>Repetitive movements</p>	<p>All warehouse/workshop staff could suffer from back pain if regularly lifting/carrying heavy or awkward objects.</p> <p>Suffer from Repetitive Strain Injury (RSI) from performing repetitive movements from prolonged periods.</p>	<ul style="list-style-type: none"> • Forklift Truck & Pump truck made available for transporting materials in warehouse or for loading/unloading deliveries. • Correct PPE provided for performing manual handling tasks. • Staff rotated to avoid repetitive movements. 	<ul style="list-style-type: none"> • Provide manual handling training to all Warehouse staff. 	AO		
<p>Machinery</p> <p>Various within workshop</p>	<p>All staff using the machine. Moving parts can trap parts of the body (e.g. 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.</p>	<ul style="list-style-type: none"> • Emergency stop button provided on all machinery. • Fixed and adjustable guards on moving parts. • Mechanical parts maintained regularly. • Authorised staff trained to use correctly. • Safe system of work developed to use machinery safely. 	<ul style="list-style-type: none"> • Area around machine to be kept unobstructed at all times. 	AO		



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<p>Traffic Movements</p> <p>Deliveries vehicles</p> <p>FLT</p>	<p>Injuries such as fractures or, at worst, fatalities can be caused by:</p> <p>Staff and visitors being hit by vehicle.</p> <p>People falling from a vehicle.</p> <p>Objects falling from vehicle onto staff and visitors.</p>	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Anyone working in the vicinity of moving vehicles should be given training and high-visibility clothing. 	AO		
<p>Slips, trips and falls</p>	<p>All staff may suffer sprains or fractures if they trip over debris or slip on spillages.</p>	<ul style="list-style-type: none"> • Flooring kept dry and quality maintained. • Cleaner empties bins and removes loose debris daily. • Pallets stored safely in designated area. • Dust extraction available on all machines.. • Wood dust waste regularly swept and placed in Furness. 	<ul style="list-style-type: none"> • Staff to be trained to clean and dry any spillages immediately. • All staff trained to maintain good housekeeping standards and ensure stock does not project into gangways. 	AO AO		



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<p>Falling Objects From mezzanine floor and during movement</p>	<p>A member of staff or any other person in the warehouse may suffer serious injury if struck by a falling object.</p>	<ul style="list-style-type: none"> • Edge protection in place around mezzanine floor. • System in place to make sure defective pallets withdrawn from use immediately. • Protective footwear used by all entering warehouse. • Protective gloves provided to handle pallets. 	<ul style="list-style-type: none"> • Install Signs racking stating maximum loads/configuration. 	AO			
<p>Operation of lift trucks</p>	<p>Injuries such as fractures or, at worst, fatalities can be caused as a result of: the vehicle crashing into other vehicles and/or other objects; Staff and visitors being hit by lift trucks; 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.</p>	<ul style="list-style-type: none"> • 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. • System in place for refresher training of drivers. • 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. • Warehouse access restricted to staff. • Floor condition maintained on a regular basis, housekeeping standards maintained by workforce. • Warning signs located around the traffic route. • Truck has seat belt and roll cage. 	<ul style="list-style-type: none"> • Supervisor to ensure truck drivers check trucks each day before starting. • Check list to be completed and signed by operator and manager. • 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. 	AO	AO	AO	AO



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<p>Portable electrical equipment Kettle, Microwave, Fridge, Heater, etc.</p>	<p>All staff could receive potentially fatal electrical shocks or burns if they use faulty electrical equipment.</p>	<ul style="list-style-type: none"> • Fixed electrical installations are maintained to a suitable standard and inspected every five years. • Portable appliance testing being performed. 	<ul style="list-style-type: none"> • Instruct staff to report faults immediately. 	AO		
<p>Fire Bulk storage of easily burnt materials. Ignited through electrical fault, smoking materials, battery recharging etc.</p>	<p>If trapped in the warehouse, all staff and visitors could suffer from smoke inhalation or burns which could potentially kill.</p>	<ul style="list-style-type: none"> • 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 held once a year. • Smoking prohibited in the warehouse. • All staff trained in good housekeeping during induction. • Weekly call point testing 	<ul style="list-style-type: none"> • Undertake Fire Risk Assessment and execute observations. 	AO		



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<p>Hazardous substances Vehicle exhaust fumes, Wood dust, adhesives</p>	<p>The fumes may cause staff eye irritation and respiratory irritation. Inhalation of wood dust can cause respiratory issues</p>	<ul style="list-style-type: none"> • Number of vehicles delivering materials is relatively low and exposure very limited; this prevents build-up of fumes. • Drivers not allowed to drive vehicles into warehouse or leave engine running. • Roller shutter doors and warehouse windows open, where practicable, to assist ventilation. • All machines are connected to a wood dust extraction system. • Residue dust is collected and placed in the Furness. • All operatives must wear respiratory protection when operating machines. 	<p>None</p>	<p>AO</p>		
<p>Lighting</p>	<p>Poor lighting is likely to result in higher levels of work error and accidents.</p>	<ul style="list-style-type: none"> • Stacking of materials in warehouse to obstruct lighting is prohibited in order to avoid blocking light and creating shadows. • Floodlighting in the external area. 	<ul style="list-style-type: none"> • Regular checks to be performed ensuring good quality lighting to be provided throughout the warehouse. 	<p>AO</p>		
<p>Hygiene/comfort</p>	<p>All staff could suffer varied discomfort, e.g. being too hot/cold.</p>	<ul style="list-style-type: none"> • Kitchen facilities with hot and cold water for beverages made available. • Heating for winter and ventilation in summer. 	<p>None.</p>	<p>AO</p>		



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<p>Wearing PPE Safety Footwear Goggles Dust mask. Protective gloves</p>	<p>The wearing of PPE shall be the final control measure and not the first</p>	<ul style="list-style-type: none"> All operatives will be required to wear appropriate footwear for specific manual handling and machine operating activities. All equipment shall be maintained in a clean condition and shall be fit for its purpose at all times. All PPE shall be worn in the correct manner and not in any other way other than its intended purpose. All equipment shall comply with the latest Regulations and British Standards and bear Kite Marks All Subcontractors visiting the warehouse to perform works shall arrive on site with own issued PPE. 	None.	AO		
<p>Working with Display Screen Equipment.</p>	<p>Poor posture, Inadequate lighting, Poor ergonomics. Muscular and/or skeletal strain, poor eyesight, repetitive strain.</p>	<ul style="list-style-type: none"> The office lighting is adequate for workstation usage. Work desk, Chair, keyboard and Screen all conform to regulations. Operatives working at workstations take adequate breaks or perform other tasks. All operatives have been given adequate health & safety information relating to workstations. A good temperature is maintained within the workstation environment. Workstations have been constructed with sufficient surrounding space to avoid poor ergonomics. No operatives have made relevant complaints of sore eyes, back pains or headaches. 	None.	AO		

