

## Example risk assessment for a warehouse

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 advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/). To identify the hazards and risks, they:

- walked around the warehouse, noting activities that might pose a risk and basing this on HSE's [warehousing guidance](#);
- talked through the issues with the union safety representative and asked about the workers' health and safety concerns;
- talked to supervisors to learn from their detailed knowledge;
- looked at the accident book to gather information on past problems.

The manager wrote down who could be harmed by the hazards and how. They then noted what was already being done to control the risks and recorded any further actions required.

They discussed the findings with the safety representative and gave copies to all members of staff.

The manager will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

**Do not just copy this example and put your company name to it as that would not satisfy the law and would not protect your employees. You must think about the specific hazards and controls your business needs.**

The HSE site has a [template and other examples](#) to help you produce your own assessment.

# Risk assessment

Company name: GHI Logistics

Assessment carried out by: JH Reynolds

Date assessment carried out: 3/10/19

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Falls from height	Staff could suffer severe or fatal injuries if they fell while climbing racking.	All staff are given strict instructions never to climb racking – monitored by supervisors.	Share this risk assessment with regular contractors. Check their awareness of health and safety issues and ensure they give health and safety information to any staff new to the site.	Manager	30/10/19	30/10/19
	Staff could suffer severe or fatal injuries if they fell while changing light bulbs in the high ceiling.	Proprietary forklift cage used by maintenance worker for changing bulbs. Cage supplier's information shows it is manufactured to standard.	Train maintenance worker to check cage is in good condition and properly secured before each use.	Manager and maintenance worker	15/10/19	14/10/19
	Staff or contractor could suffer severe or fatal injuries falling through	No controls in place.	Agree with maintenance worker that a contractor will be used for any access to the roof.	Manager and maintenance worker	14/10/19	14/10/19

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	fragile roof lights when looking for leaks or repairing them.		Require contractor to provide an assessment before access is allowed if any roof work is required.	Maintenance worker	From now on	
			Put up 'fragile roof' signs, one on each side of the building and at access points to roof.	Maintenance worker	17/10/19	17/10/19
	Worker falling from roof of internal warehouse office used for storage.	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.	No further action required.			
<b>Slips, trips and falls</b>	All staff may suffer sprains or fractures if they trip over debris or slip on spillages.	<ul style="list-style-type: none"> <li>• Flooring kept dry and quality maintained.</li> <li>• All staff trained to maintain good housekeeping standards and ensure stock does not project into gangways.</li> <li>• Cleaner empties bins and removes loose debris daily.</li> <li>• Pallets stored safely in designated area.</li> <li>• Protective non-slip footwear supplied and worn.</li> </ul>	Suitable absorber to be made available for liquid spills.	Supervisor	15/10/19	14/10/19
			Staff to be trained to clean and dry any spillages immediately.	Supervisor	22/10/19	22/10/19
			Extra bins to be provided for waste material near loading bays.	Manager	28/10/19	28/10/19

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<b>Operation of lift trucks</b>	Serious injuries or fatalities can be caused by: <ul style="list-style-type: none"> <li>• the vehicle crashing into other vehicles and/or other objects;</li> <li>• staff and visitors being hit by lift trucks;</li> <li>• objects falling from lift trucks onto staff and visitors;</li> <li>• lift trucks toppling over;</li> <li>• people falling from the vehicle or parts of the vehicle; and</li> <li>• being crushed by the mast.</li> </ul>	<ul style="list-style-type: none"> <li>• All operators trained and competent to use lift truck.</li> <li>• Trucks serviced regularly and examined by suppliers every six months.</li> <li>• Drivers instructed to keep keys with them at all times.</li> <li>• System in place for refresher training of drivers.</li> <li>• Gangways and aisles big enough for lift trucks to load and unload from the racking safely.</li> <li>• System in place to separate vehicles and pedestrians.</li> <li>• Access to warehouse restricted to staff.</li> <li>• Floor condition maintained on a regular basis, housekeeping standards maintained by cleaner and workforce.</li> <li>• Warning signs located around the traffic route.</li> <li>• Trucks have seat belts and roll cages.</li> </ul>	Supervisor to ensure truck drivers check trucks each day before starting.	Supervisor	From now on	
			Separate pedestrian entrance(s) with protective barrier rail to be provided next to roller-shutter doors.	Supervisor	7/11/19	5/11/19
			Housekeeping standards and floor condition to be covered by a monthly inspection by manager and brief record kept.	Manager	From now on	
			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.	Manager	4/11/19	4/11/19

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<p><b>Traffic movements (deliveries etc)</b></p>	<p>Injuries such as fractures or even fatalities can be caused by:</p> <ul style="list-style-type: none"> <li>• staff and visitors being hit by vehicle;</li> <li>• people falling from a vehicle or parts of a vehicle; and</li> <li>• objects falling from vehicle onto staff and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Floor and traffic routes suitable for the vehicles using them.</li> <li>• Vehicle routes kept free of obstructions (with spillages being cleaned up promptly).</li> <li>• Parking of cars and vans only allowed in marked spaces, well away from external delivery/dispatch area.</li> <li>• Outside area gritted when frosty, snow cleared.</li> <li>• Sensible speed limits imposed and kept to.</li> <li>• Adequate signage to warn of hazards.</li> <li>• Reversing of delivery vehicles avoided unless absolutely necessary.</li> <li>• Any reversing that is necessary should be overseen by a trained reversing assistant (banksman).</li> </ul>	<p>Anyone working in the vicinity of moving vehicles should be given training and high-visibility clothing.</p>	<p>Supervisor</p>	<p>From now on</p>	

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<b>Stretch-wrap machine</b>	Staff using the machine. Moving parts can trap fingers, hands, arms etc, causing crush injuries. The whole body may also get trapped between moving pallet load and fixed structure.  Staff can also be cut by sharp edges or scalded by hot parts.	<ul style="list-style-type: none"> <li>Machine is relatively new and instructions show it meets the relevant guarding standard.</li> <li>Only standard palletised loads wrapped.</li> <li>Emergency stop button provided.</li> <li>Fixed guards on moving parts.</li> <li>Mechanical parts maintained regularly.</li> <li>Staff trained to use correctly.</li> </ul>	Keep area around machine unobstructed at all times.	Machine operators	From now on	
			Indicate area around machine using markings in fluorescent orange-red.	Machine operators	From now on	
			Weekly check on guarding and condition of machine.	Machine operators	From now on	
<b>Conveyor belt for unloading from lorries</b>	As above, particularly where the belt meets rollers.	<ul style="list-style-type: none"> <li>Guards provided for moving parts.</li> <li>Conveyor instructions show it meets guarding standards.</li> <li>Emergency stop button provided.</li> <li>Regular maintenance.</li> </ul>	Weekly check on guarding and condition of conveyor.	Supervisor	From now on	
<b>Portable electrical equipment</b>  Rest area: industrial cleaner, kettle and heater	All staff could receive potentially fatal electrical shocks or burns if they use faulty electrical equipment.	<ul style="list-style-type: none"> <li>Fixed electrical installations are maintained to a suitable standard and inspected every five years.</li> </ul>	Manager to arrange and record the six-monthly inspection and testing of portable equipment.	Manager	From now on	
			Instruct staff to report faults immediately.	Manager and supervisor	15/10/19	15/10/19

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<b>Fire</b> <ul style="list-style-type: none"> <li>• Bulk storage of easily burnt materials</li> <li>• Ignited through electrical fault, battery recharging etc</li> </ul>	<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"> <li>• Building designed with fire-resisting materials.</li> <li>• Exits/fire exits marked and kept clear.</li> <li>• Fire extinguishers well located.</li> <li>• Clear access kept at all times to all exits and fire extinguishers.</li> <li>• Fire detection and alarm system.</li> <li>• Each fire alarm point displays evacuation procedures.</li> <li>• Maintenance contracts for extinguishers and detection/alarm system.</li> <li>• Annual fire drill and training in correct use of extinguisher.</li> <li>• Cleaner ensures no debris left.</li> <li>• Staff trained in good housekeeping.</li> </ul>	<p>Talk to insurer about providing automatically closing, roller-shutter doors linked to the fire alarm.</p>	<p>Manager</p>	<p>16/10/19</p>	<p>16/10/19</p>
<b>Hazardous substances</b> Vehicle exhaust fumes	<p>Fumes may irritate eyes, cause respiratory irritation.</p>	<ul style="list-style-type: none"> <li>• Only few vehicles delivering so exposure is limited, which prevents build-up of fumes.</li> <li>• Drivers not allowed to leave engines running.</li> <li>• Roller-shutter doors and windows kept open, to assist ventilation.</li> </ul>	<p>No further action required.</p>			
Bleach and cleaning fluids	<p>May irritate cleaner's skin, or vapour cause eye irritation breathing difficulties.</p>	<ul style="list-style-type: none"> <li>• Cleaner told safe procedures. Rubber gloves used.</li> <li>• First-aid facilities (including eye wash) are readily available.</li> </ul>	<p>Investigate availability of safer alternatives for cleaner.</p>	<p>Supervisor</p>		
Recharging of forklift truck batteries – potential explosion through release of	<p>Burns or fractures from material ejected could affect any worker</p>	<ul style="list-style-type: none"> <li>• Batteries charged in designated bay that is well ventilated. Safe system of work used which includes provision and use of</li> </ul>	<p>Supervisor to monitor and ensure protective equipment is being worn.</p>	<p>Supervisor</p>		

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hydrogen, spillage of acid	nearby.	goggles and gloves. Potential sources of ignition controlled.				
<b>Lighting</b>	Poor lighting is likely to result in higher levels of work error and accidents.	<ul style="list-style-type: none"> <li>• Good quality lighting provided throughout the warehouse.</li> <li>• Stacking of materials in warehouse on top of racking is restricted to avoid blocking light and creating shadows.</li> <li>• Cleaner checks that light units are operating and are replaced by electrician when necessary.</li> <li>• Floodlighting in the external area.</li> </ul>	No further action required.			
<b>Hygiene/comfort</b>	All staff could suffer varied discomfort, eg being too hot/cold.	<ul style="list-style-type: none"> <li>• Heated rest area provided with hot and cold water.</li> <li>• Area kept clean. Lockers available for staff members' belongings.</li> <li>• Toilets a short walk away, cleaned daily.</li> </ul>	No further action required.			