

<b><u>Risk Assessment and Safe Working Procedures:</u></b>	<b><i>Counting stock in Cold Store / Freezer Rooms</i></b>
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<b>Risk Rating:</b>	Medium	<b>Issue Date:</b>	1 <sup>st</sup> September 2012
<b>Facility:</b>	Retail / Shops	<b>Review Date:</b>	1 <sup>st</sup> September 2013
<b>Assessor:</b>	S.Clifton	<b>Document Number:</b>	HSP01

<b>Task/Activity</b>	Counting stock in Cold Store / Freezer Rooms and large chillers
<b>Hazards Identified:</b>	While counting stock, risk of walking on icy floors leading to slip and trip – leading to sprains and strains. Pushing and pulling of trolleys out of freezer rooms – potential for catching fingers and strains and sprains. Potential for muscle fatigue, de-hydration frost-bite and hypothermia
<b>Materials Involved:</b>	Clients products – normally food produce
<b>People Affected:</b>	All Counters on site, supervisors and client staff in that environment
<b>Control Measures:</b>	Client asked to identify known hazards. Supervisor to carry out pre-count check to review the state of cold room and floor condition. Appropriate thermal clothing, jackets hats and gloves as well as thermal boots with good grip supplied. Supervisor to ensure that these are worn and give verbal warning on potential of slippery floors etc. Regular breaks and hot drinks provided All staff are asked to comply with Health Check in relation to cold work
<b>Tools and Equipment Used:</b>	
<b>Procedure and Sequence of Work:</b>	<ol style="list-style-type: none"> <li>1. Ensure all staff are fully instructed and trained in working in Cold / Freezer room</li> <li>2. Put in place regular breaks / rest patterns away from cold area and ensure warm drinks available</li> <li>3. Max working period for cold room (4c – 0c)..... 25 minutes</li> <li>4. Max working period for freezer (0c – minus 20c).....15 minutes</li> <li>5. Avoid using anyone with any known circulatory or respiratory condition i.e. angina, Reynard's, arthritis, asthma or bronchitis etc.</li> <li>6. No one under 18 must work in freezer units</li> <li>7. Ensure grip on boots suitable for the job, put restrictions in place where floor area is very icy or slippery.</li> <li>8. Gloves should be suitable for a freezer unit and this includes suitable grip on palm surface of glove</li> <li>9. Where possible always work in two's</li> <li>10. Always check that the freezer door can be opened from the inside and lighting levels are good before starting work</li> <li>11. Check condition of any cages before moving in case defect to wheels or metal work.</li> <li>12. If stock is poorly arranged please ask shop staff to make good before starting the count.</li> <li>13. Counter staff to report any unsafe conditions to their supervisors and supervisors to report unsafe conditions to their regional managers.</li> </ol>
<b>Additional local controls or actions:</b>	