

<b><u>Risk Assessment and Safe Working Procedures:</u></b>	Working at Height
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<b>Risk Rating:</b>	Medium/High	<b>Issue Date:</b>	7 <sup>th</sup> June 2013
<b>Facility:</b>	Retail / Shops	<b>Review Date:</b>	7 <sup>th</sup> June 2014
<b>Assessor:</b>	S.Clifton	<b>Document Number:</b>	HSP12

<b>Task/Activity</b>	Moving stock items for the purpose of counting, pre-count locating of store/stockroom and supervisor checking prints. These activities could be from high shelves or racking and could take place in a stockroom, warehouse or on the sales floor.
<b>Hazards Identified:</b>	Falls from heights, crush injuries, trapping of fingers, stock items falling due to handling this could lead to head injuries of the counter or other persons in the area. Strains and Sprains due to over reaching. Stock items being pushed to edge of shelving causing injuries to counters working on another side of shelving.
<b>Materials Involved:</b>	Tote boxes, loose stock, stock storage boxes, cartons etc.
<b>People Affected:</b>	Counters, Supervisors, Planners and other people working in the area
<b>Control Measures:</b>	All staff receives induction training at recruitment on the safe use of ladders and kick stools, and working at height awareness. Supervisors carry out pre-use checks on all access equipment before each count starts and carries out a safety talk before each count begins. Safe system of work in place to prevent staff working in the immediate area of anyone working at height. Flat enclosed footwear at all times/appropriate clothing i.e. trousers and company polo shirt.
<b>Tools and Equipment Used:</b>	Step ladders and kick stool
<b>Procedure and Sequence of Work:</b>	<ol style="list-style-type: none"> <li>1. Supervisor to ask all counters if they have any health problems that may affect ability to work at height and supervisor to check for suitable footwear and clothing.</li> <li>2. Supervisor is responsible for carrying out a visual inspection of all access equipment in use before the count starts to ensure it usability. All equipment that is faulty must be taken out of use and labelled unsafe for use.</li> <li>3. Ladders and kick stools to be placed on firm level ground, clear of any obstruction and within easy reach of the stock to be counted. Counters should NOT overreach to access stock items.</li> <li>4. When stepping onto kick stool the user's feet should be placed firmly in the centre of the stool to prevent it moving or tipping over.</li> <li>5. Stepladders and kick stools must not be placed on wet floors, stairs, stairwells, ramps or near balconies or escalators.</li> <li>6. No counter or any other person should work immediately below or above staff working on kick stools or stepladders. Supervisors should ensure that all counters are aware of the potential for stock items falling off shelving as a result of handling stock.</li> <li>7. Only one person may be on the kick stool or step ladder at any time</li> <li>8. After use access equipment should be returned to a designated storage area</li> <li>9. It is not acceptable under any condition for any member of staff to climb on racking, shelving or use tote boxes to stand or sit on. If staff are found doing any of these activities it may result in disciplinary action.</li> <li>10. All accidents or near misses must be reported to the supervisor and regional manager immediately</li> <li>11. Any doubt refers to HSE guidelines held by supervisors.</li> </ol>
<b>Additional local controls or actions:</b>	