Risk Assessment Prompt Sheet

Ref: PS:050:00	**Re : Warehouse and Stores**				
Issue date:	August 2024	**Revised date:**		**Version No.**	1
Author(s):	National Health and Safety Function				
Note: Legislation:	Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.				
	The following non-exhaustive list of prompts relevant to the workplace hazards has been developed in line with the following published information: • Health and Safety Authority (HSA) - Vehicles at Work Guidance & Resources • Health and Safety Authority (HSA) - BeSMART.ie Warehouse Safety • Health and Safety Executive (HSE) UK Warehousing and Storage, A guide to health and safety HSG76 The prompt sheet is designed to support managers in consultation with their employees to review and update their Risk Assessments. For further guidance on undertaking workplace Occupational Safety Health (OSH) Risk Assessments which are compliant with Section 19, of the Safety, Health and Welfare at Work Act, 2005 and associated legislation please refer to Guideline RE: Completion of Occupational Safety and Health Risk Assessments Note: The prompt sheet is not a risk assessment form. The completed prompt sheet can be referenced and appended to the relevant Risk Assessment form to provide evidence of existing control measures in place.				

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No.		Y	N	N/A	If yes, Document Evidence
Section 1 - External Premises					
1	Perimeter fencing with secured access gate(s) is in place.				
2	Appropriate signs are posted in external areas to include traffic management (e.g. one way system, speed limit signs, parking, no parking signs in fire routes, etc.). *Refer to Health and Safety Authority (HSA) - Workplace Traffic Management.*				
3	Parking areas and walkways are free from trip hazards (e.g. pot holes, cracks, etc.)				
4	Pedestrian walkways are clearly designated/segregated. *Refer to Section 2 Vehicle and Pedestrian Traffic Management.*				
5	The area is kept free of debris and good housekeeping standards are maintained.				
6	Adequate lighting is provided and is in good working order.				
7	In adverse conditions parking areas and walkways are kept free from snow and ice.				
8	All emergency exits, exit doors, landings, and steps and exit routes from the building are well marked, unblocked, and kept in good condition.				
9	Access routes to fire infrastructure, electrical infrastructure and gas utilities are clearly marked and kept unobstructed.				
10	External storage areas (e.g. separate store to main store) are kept locked to ensure only authorised personnel can access these units.				
11	There is a system in place for contractors and visitors attending the site (e.g.) visitor check in procedure, directional signage, site induction.				
Powered Gates					
12	Powered gate is installed by a competent person. *Powered gates must be supplied and installed so that they are safe to use. The entire gate assembly including motors, rams or other drive systems must be CE marked.*				
13	Powered gates are securely mounted and adequately supported. *Gates should be installed and anchored so that they cannot collapse and can withstand any possible wind loading.*				
14	Powered gate is used in accordance with the manufacturer's instructions and employees are instructed in how to use them correctly.				

No.		Y	N	N/A	If yes, Document Evidence
15	Powered gate has suitable safety measures in place to protect employees and others from being trapped, crushed or drawn in.				
16	Controls are positioned so that employees and others are unable / don't need to reach through the gates to operate them.				
17	Powered gate and its safety devices are maintained in good working order in accordance with the manufacturer's instructions. *The gate is serviced regularly by a competent person, including checking the safety devices to ensure they are working correctly. Records are maintained.*				
18	There is a system in place to ensure defects are reported, promptly attended to, and unsafe equipment is taken out of use. *The contact details of the servicing company are readily available.*				
19	Emergency procedures are in place in the event of someone being trapped, or a power failure or breakdown. *The gates should have an emergency release mechanism.*				
Section 2 - Vehicle and Pedestrian Traffic Management (Internal and External areas)					
20	There is a documented vehicle and pedestrian traffic management plan in place for both internal and external areas. *Refer to Health and Safety Authority (HSA) - Workplace Traffic Management.*				
21	The traffic management plan has been communicated to all relevant personnel and where applicable others including contractors, visitors, etc.				
22	Entry to the workplace is directed and controlled. *Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates.*				
23	All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted.				
24	All routes are kept free of obstructions and any permanent obstructions (*e.g. lamp posts, pillars*) are marked and protected as necessary.				
25	Vehicle routes are suitable for the types and quantities of vehicles that use them. *Routes are wide enough, surfaces are maintained in good condition and suitable fixed mirrors are placed at blind corners.*				

26	Pedestrian and vehicle traffic routes are segregated. *Where this is not possible adequate warnings must be in place along with suitable pedestrian crossings points on vehicle routes.*				
27	There are separate vehicle and pedestrian entrances, footpaths and / or marked walkways.				
28	Both pedestrian and vehicle passage ways have adequate lighting.				
29	Vehicle reversing is eliminated through the use of a one way system, where possible.				
30	Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed.				
31	High visibility vests / jackets are provided and worn by employees who work on or near vehicles.				
32	Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading operations.				
33	A designated person(s) is appointed to supervise vehicle activities on site.				
Section 3 – Mechanical Handling (machinery and equipment used for the movement of stock/loads with the warehouse/store)					
34	All industrial trucks /vehicles including fork lift truck, pallet stackers, reach trucks, low/high lift order picking trucks, skid steer trucks etc. display a 'CE' mark.				
35	There is a system in place to ensure statutory inspections are completed for relevant trucks/vehicles e.g. Forklift truck are examined every 12 months by a competent person. *Refer to:* *HSE- Work equipment in the healthcare setting* *Register of Equipment - Statutory and Maintenance Record Workbook.*				
36	Lifting accessories (*e.g. slings, fork mounted hook*) have had a thorough examination by a competent person within the last 6 months and records are kept.				
37	Trucks/vehicles are maintained in good condition by a competent person as per the manufacturer's instructions. *Manufacturer's and operator's manuals supplied with every vehicle should always be kept and consulted for information on use, servicing and maintenance of the vehicle.*				
38	All trucks/vehicles are suitable for the work and do not exceed the specified Safe Working Load (SWL).				
39	Dangerous parts of vehicles are guarded (*e.g. exhausts, power take off shafts, etc.*). *An unguarded power take off (PTO) is very dangerous as clothing or limbs can get caught in it as it turns.*				
40	All loads placed onto and transferred by trucks/ vehicles are appropriately secured e.g. shrink wrapped / strapped.				
41	Keys are not left in the ignition of unattended trucks/vehicles.				
42	Operators undertake daily checks on tucks/vehicles prior to use and report any problems/defects.				

43	There is a system in place to ensure any defects/damaged trucks/vehicles are removed from operation and are promptly repaired.				
44	Access equipment e.g. Forklift, MEWP, scissors lift is not operated near or under live overhead electricity lines.				
45	All truck drivers/operators have the appropriate qualifications for the truck/vehicle to be operated.				
46	All operators/drivers are instructed, trained and authorised to operate workplace trucks/vehicles.				
47	Operators adhere to local standard operating procedures (SOPS) for all trucks/vehicles and associated equipment in use.				
48	The truck/vehicle is operated in line with requirements set out in the facilities traffic management plan e.g. speed limits, one way system.				
49	Seatbelts, where provided, are worn at all times.				
50	Passengers are not carried at any time. *Passengers must not ride on forks, steps or be lifted on a pallet on forklift or any other insecure position while the forklift is in operation.*				
51	Trucks/vehicles are recharged in designated, well ventilated, secure areas.				
52	Forklift trucks are recharged / refuelled in designated, well ventilated, secure areas.				
Battery Charging					
53	Batteries are charged in accordance with the manufacturer's manual by trained employees. *Only the charging unit specified by the manufacturer should be used.*				
54	Battery charging takes place in a designated area. *Where possible the charging area should be separate from other work areas and have warning signs in place.*				
55	Batteries are charged in a well ventilated area where smoking, naked flames and other ignition sources are prohibited.				
56	All electrical circuits are switched off before connecting / disconnecting batteries.				
57	The charger is switched off/switches off when the battery is full.				
58	Batteries are topped up to the correct level and are kept upright and secured during charging.				
59	Personal Protective Equipment (PPE) based on risk assessment is provided and worn.				
Section 4 – Work at Height (Working at height means working in any place where you could be injured by falling from it, even if it is at or below ground level)					
60	Work at height is avoided where possible.				
61	All work at height activities are identified, documented, planned and supervised.				

62	All work at height activities requiring access equipment are risk assessed to determine the appropriate selection of work at height equipment.				
63	Appropriate barriers or work equipment (*e.g. fixed railings, edge protection, podium steps, mobile elevated working platforms*) are used to prevent falls where work at height cannot be avoided.				
64	The working environment is suitable for work at height activities e.g. lighting, floor surface.				
65	Training is provided to employees on using equipment for work at height.				
66	Work at height equipment is inspected regularly and there is a system in place for the reporting of any defects found. *All equipment for work at height has to be examined either every 6 or 12 months by a competent person.*				
67	Work areas / platforms at height e.g. mezzanine and loft areas are stable, strong have a 1m high parapet or double handrails and edge protection to ensure no risk of falls.				
68	The use of ladders is avoided or they are used only for light work of short duration. *Ladders must be in good condition, used on a firm level surface and tied at the top or stabilised at the bottom. The work must be light and should not take longer than 30 minutes.* *Refer to HSE - Working at height.*				
69	PPE (*e.g. safety harness*) is provided and employees are trained in its use.				
70	Loose materials are not stored at height or they are secured (*e.g. by shrink wrapping*).				
71	Work areas at height are kept clear of loose materials and materials are prevented from falling (*e.g. by using a toeboard or barrier at the edge*).				
Section 5 - Loading and Unloading Operations (Internal and External)					
72	A designated, clearly marked, level and firm area is used for loading and unloading vehicles. *Designated area is kept clear of passing vehicles, pedestrians, overhead power lines and overhead structures.*				
73	Access to the loading / unloading area is restricted to authorised personnel.				
74	There is a documented procedure for all loading and unloading activities.				
75	Local procedures for managing deliveries on site is communicated to all relevant external delivery services e.g. driver responsibilities, site rules etc.				
76	Where external drivers are not involved in the loading / unloading activities a safe designated waiting area is provided.				
77	Loading and unloading activities are planned to avoid the need for working at height.				

78	When deliveries are being loaded / unloaded from one level to another and there is a risk of injury from a fall e.g. working at a loading bay or accessing a vehicle, suitable protection measures are put in place. *Where possible vehicles should have collapsible guardrails fitted or loading areas should have platforms, dock levellers or gantries.*				
79	Vehicles are braked, chocked and / or stabilised to prevent movement during loading / unloading. *Systems are in place to prevent vehicles moving off too early e.g. key control procedure or traffic light system.*				
80	Loads are spread evenly, vehicles are not overloaded and all loads are secured. *Check all pallets, cages, straps, chains etc. and if damaged take out of use.*				
81	Lifting equipment used for loading / unloading is certified and the operator of the lifting equipment (*e.g. rider operated lift trucks, tail lift*) is trained and competent. *Lifting equipment must be examined every 12 months and lifting accessories, e.g. slings, ropes, chains, every 6 months. Defective equipment must be removed from service. Any repair must be done by a competent person.*				
82	Stability of load is checked before loading / unloading or releasing restraints. *Before unloading or removing restraints, check the load has not shifted in transit.* *There should be a means of communication and clear views between personnel involved in the loading / unloading to prevent crushing.*				
83	PPE based on risk assessment *e.g. high visibility clothing, safety footwear, gloves, etc.*) is provided and worn.				
Dock levellers					
84	Dock levellers and associated equipment are installed and maintained by a competent person in accordance with the manufacturer's instructions. *Copy of Installation and maintenance records maintained.*				
85	Only employees who have been trained in the use of the dock leveller are permitted to operate it.				
86	Only authorised personnel are allowed in the dock leveller area when in operation. *Never operate the equipment if unauthorised personnel are in the operating area.*				
87	The dock leveller and surrounding area are inspected regularly. *Checks include any damages particularly on the deck, lip, toe guards, hinges, and rollers, as these parts are more exposed to damages. The area is kept clean and free of debris.*				
88	There is a system in place for the reporting of dock leveller damage and defects.				

89	Reported defects are dealt with promptly and unsafe equipment is taken out of use. *Records of repairs are maintained.*				
Roller doors (shutters/curtain)					
90	Roller doors (shutters/curtains) are installed and maintained by a competent person in accordance with the manufacturer's instructions. *Copy of Installation and maintenance records maintained.*				
91	Only employees who have been trained in the use of the roller door are permitted to operate it.				
92	Roller doors are inspected regularly by trained personnel. *The surrounding area is kept clean and free of debris.*				
93	There is a system in place for the reporting of any damage or defects noted.				
94	Reported defects are dealt with promptly and unsafe equipment is taken out of use. *Records of repairs are maintained.*				
Section 6 – Racking and Storage					
95	All storage and racking systems are installed and maintained by a competent person in accordance with the manufacturer's instructions. *Copy of Installation and maintenance records maintained.*				
96	Storage racking is strong and stable enough for the intended loads placed on it. *Racking must be designed to support the anticipated loading and must only be installed or altered by a competent person.*				
97	Racking and storage systems are inspected on a periodic basis by a competent person (e.g. 12 monthly). *Copy of inspection records maintained.*				
98	There is a system in place for the reporting of racking and storage defects. *Any damage to racking will reduce its capacity to carry a load. Damage must be reported immediately. Records should be kept of inspections, damage or defects and details of repairs carried out.*				
99	Local procedures are in place for the stocking and loading of racking and shelving.				
100	Goods are securely stacked and equipment (*e.g. supports, chains, banding, chocks, shrink wrapping*) is used to restrain stock and prevent unintentional movement. *The stability of stock depends on its size, shape and weight, e.g. long, narrow stock is most stable when on its side so store it horizontally not vertically. Plan where the heaviest items are best stored depending on the lifting equipment in use.*				

101	Racking is securely fixed to the floor and protected from impact damage (*e.g. being struck by a forklift*). *Protect racking supports by e.g. enclosing them in protective padding, securing stops at floor level to keep machines away, using safety locks to prevent beams from being lifted up.*				
102	Where freestanding racking (i.e. racking is not fixed to the floor) is used, mechanical handling devices e.g. forklift trucks, order pickers are prohibited.				
103	Loads are correctly distributed on racking and racking is marked with the SWL (*Safe Working Load*) and is not overloaded. *Loads - evenly distributed; heavier items on the bottom of cantilever racking; not too near the ends of support arms; maximum stack height marked on toast racking; free-standing items chocked; loose material re-banded before being put back.*				
104	Stock placement and/or retrieval is only carried out by trained employees. *Organise storage so the most frequently used items are easiest to retrieve.*				
105	Vehicle and pedestrian routes (*both through and within storage areas*) are kept separate and are clearly marked. *Aisles should be wide enough to allow safe loading / unloading and kept separate from storage areas e.g. by use of physical barriers where needed. Barriers, where fitted, should be capable of restraining any collapsed or moving stock.*				
106	Control of lifting tasks is done from a safe place with good visibility. *Operators need to be able to see the load and the route; drivers of vehicles need to be able to see pedestrians; work areas must be well lit; consider the use of mirrors, reversing cameras and high-visibility clothing.*				
107	Floor surfaces are level, are kept in good condition and are kept free of obstructions and spillages. *Make sure the maximum load bearing of internal floors is not exceeded.* *Storage areas outside may be affected by wind, rain or ice.*				
108	The number of times stock has to be handled is minimised. *If bundles must be split into smaller sizes, it should be done in a safe place at ground level or in a rack designed to contain items when banding is cut, not at height or in their normal storage rack. Do not lift bundles by the banding material.*				
109	PPE based on risk assessment *e.g. high-vis clothing, safety footwear, gloves*, is provided and worn as required.				
Safe Pallet Use					
110	A pallet design is in use which is suitable for the type of racking system installed.				
111	A pallet check system is in place to check for defective/damaged pallets, to ensure the pallet is suitable and compatible with the particular load and that the pallet is suitable for the racking system. *Defective pallets are removed and the product is transferred to a suitable and safe pallet.*				
112	The stacking of palletised loads (block stacking) of cartons and packs that are capable of being crushed is avoided.				

113	Loads that are capable of being directly stacked on top of each other should be positioned on a firm level base. *Stacks should not be more than a 4:1 ratio between height of stack and the minimum depth/width of the pallet.*				
114	Stacked palletised loads are checked regularly (e.g. stability) and corrective action taken where required.				
Section 7 - Manual Handling					
115	A *Work Place Manual Handling Risk Assessment* has been completed to identify the range of manual handling activities, physical work environment, the overall equipment needs, staffing requirements, training needs, existing controls in place and/or additional controls required.				
116	All Manual Handling activities/ tasks which present a risk of injury have been identified and recorded.				
117	Manual Handling Task Specific Risk Assessments are completed for tasks identified.				
118	Tasks are organised to allow the use of mechanical aids (*e.g. forklift, stairlift, goods lift, pallet truck, trolley*) to avoid or reduce the need for manual handling. *Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records.*				
119	Staff have received manual handling training relevant to their role.				
120	Training records are maintained.				
121	Staff receive refresher training not greater than 3 yearly intervals in line with the HSE Manual Handling and People Handling Policy.				
Section 8 - Chemicals					
Chemicals stored for onward distribution					
122	There is a documented system in place for the safe handling, storage and movement of hazardous chemicals:				
123	• A list (inventory) of all chemicals handled and stored in the workplace has been prepared				
124	• Chemical labels (*Label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken*) and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified *A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage & emergency measures in case of an accident/spillage.*				
125	• Chemical Agents Risk Assessments have been completed for chemicals handled and stored in the workplace				
126	• Employees have undertaken the HSeLanD training module 'Chemical Safety in the Workplace'				

127	• Appropriate signage e.g. hazard pictograms are clearly displayed in areas where chemicals are stored				
128	• Adequate ventilation is provided where chemicals are stored				
129	• Handwashing facilities are available				
130	• To prevent any adverse chemical reactions a system of segregation is in place in line with the segregation table documented within the HSE UK Warehousing and Storage, A guide to health and safety HSG76 *Refer to page 140 Segregation Table*				
131	• There is a documented spill response procedure in place detailing the measures to be taken in the event of an incident e.g. required PPE				
132	• Spill kits are available and located in the chemical storage area with an absorbent capacity greater than that of the largest container				
133	• A salvage container of suitable size is available into which a leaking container can be placed				
134	• Staff are trained in the spill response procedure				
Chemicals in use e.g. cleaning agents					
135	There is a documented system in place for the safe handling, storage and use of hazardous chemicals;				
136	• A list (inventory) of all chemicals handled, stored and used in the workplace has been prepared				
137	• Chemical labels (Label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified *A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage & emergency measures in case of an accident/spillage*				
138	• Chemical Agents Risk Assessments have been completed for chemicals handled and stored in the workplace				
139	• Employees have undertaken the HSeLanD training module 'Chemical Safety in the Workplace'				
140	• Appropriate signage e.g. hazard pictograms are clearly displayed in areas where chemicals are stored				
141	• Adequate ventilation is provided where chemicals are stored				
142	• Handwashing facilities are available				
143	• To prevent any adverse chemical reactions a system of segregation is in place in line with the segregation table documented within the HSE UK Warehousing and Storage, A guide to health and safety HSG76 *Refer to page 140 Segregation Table*				

144	• There is a documented spill response procedure in place detailing the measures to be taken in the event of an incident e.g. required PPE				
145	• Spill kits are available and located in the chemical storage area with an absorbent capacity greater than that of the largest container				
146	• A salvage container of suitable size is available into which a leaking container can be placed				
147	• Staff are trained in the spill response procedure				
148	• Chemicals are disposed of in accordance with their associated Safety Data Sheet (SDS)				
149	• There is a system in place to ensure all occupational safety and health requirements are addressed where an external agency /contractor is engaged for cleaning services				
Section 9 - Box cutters, Safety knives , Scissors					
150	Only authorised Box Cutters/Safety Knives /Scissors are permitted to be used in the workplace.				
151	Safe work practices are in place for the use, handling and storage of knives and sharp objects. *Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas.*				
152	Staff are trained in the safe use of Box Cutters/Safety Knives /Scissors.				
153	Knives and sharp objects are checked (*e.g. blade seating, blade and overall condition of knife*) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use.				
154	Blades are kept sharp and replaced as needed.				
155	PPE based on risk assessment is provided and worn as required.				
Section 10 – Roll Cages					
156	Cages are assembled, used and maintained in accordance with the manufacturer's instructions. *Select roll cages with large diameter wheels, good quality castors located close to the corners of the base, built in handles and with marked load heights.*				
157	Risk assessments are completed for the safe use of roll cages.				
158	Employees are instructed in the safe use of cages. *Make sure employees know that cages are never ridden in or on.*				
159	Employees are trained in correct lifting methods for loading and unloading cages based on risk assessment. *Particular care must be taken when loading / unloading cages from trucks e.g. from the tail lift.*				

160	Cages are moved one at a time using the handles provided and no faster than walking speed. *Cages are pushed rather than pulled wherever possible.*				
161	Heavier items are stacked at the bottom of the cage and the cage is not overloaded. *The cage is not loaded above the load line or above the level where the operator can see over the load.*				
162	Cages are inspected regularly, reported defects are dealt with promptly and unsafe equipment is taken out of use. *Check that wheels are kept free of wrapping / packing materials and can move freely.*				
163	No more than three empty nested cages are moved at any one time. *Refer to the manufacturer's instructions.* *(HSA BeSmart Warehouse Safety).*				
Section 11 – Compactor/Baler					
164	Compactor/baler is used and maintained in accordance with the manufacturer's instructions and safety guards and devices (*e.g. fixed guards, interlocked guards, hold to run controls*) are in place.				
165	Employees adhere to local standard operating procedures (SOPs) on the use of compactor / baler.				
166	Compacting / baling takes place in a clear work space and in a designated area where possible.				
167	Compacting stops automatically if the door is opened, or the door cannot be opened when the machine is operating.				
168	Machine is fitted with an emergency stop and the machine cannot restart automatically in the event of power supply interruption.				
169	Unsuitable materials (*e.g. metal, glass*) are not fed into the compactor/baler and it is not overfilled. *Pictogram warning signage should be on the machine.*				
170	Compactor/baler is always isolated from its power supply before clearing blockages.				
171	Equipment is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use. *Ensure that all guards and safety devices are in place and are working correctly.*				
172	Only employees who have been trained in the use of the compactor / baler are permitted to operate it.				
173	Loose clothing, dangling jewellery and unsecured long hair are prohibited when using the compactor/baler.				

Section 12 - Housekeeping (Slips, trips, falls)						
174	There is a system in place to ensure that the workplace is regularly inspected and there are no trip or slip hazards.					
175	Housekeeping standards such as 'clean as you go' practices are in place. *Refer to HSE - Slips, trips and falls.*					
176	Adequate lighting is provided and is appropriate for the work being carried out.					
177	Floor surfaces are in good condition and free from damage.					
178	Stairs, stairwells, and landings are adequately lit, floor surfaces are in good condition and they are kept clear and unobstructed.					
179	Stairs and steps have hand rails fitted and edges of steps have clearly visible nosings. *Non slip stripes on the nosings of the steps can be used to reduce the risk of slipping.*					
180	Trailing cables and leads are re-routed, removed or secured to avoid trip hazards.					
181	There is a system in place to ensure that defective stock is identified, removed and disposed of e.g. leaking packages.					
182	Spills are cleaned up immediately and absorbent materials and warning signs are available.					
183	Suitable slip resistant footwear is provided based on risk assessment and worn where necessary.					
184	Idle /unused pallets are removed from operational areas and stored safety.					
185	Access to electrical, data and server rooms is restricted to authorised personnel only. *Access route to electrical panels/boxes are kept clear at all times.*					
186	Where portable electrical appliances are subject to on-going wear and tear, they are inspected and tested by a competent person. *Refer to Maintaining Portable Electrical Equipment in Low Risk Environments - Risk Assessment Prompt Sheet.*					
187	Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.					
188	All tools (hand and power tools) and equipment are checked (e.g. guards and covers in place, leads in good condition with no visible damage/faults etc.) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use.					

Section 13 – Noise					
189	Noisy areas/activities have been identified and risk assessed in order to determine suitable control measures. *Refer to HSE - Noise at work.*				
190	Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment. *The hearing protection provided should protect against the type of noise in the workplace and employees must be trained how to use it correctly.*				
Section 14 – Office Environment and Equipment					
191	Display Screen Equipment (DSE) Risk Assessments have been completed for individual employees who normally use DSE for continuous periods of more than one hour per day. *Refer to HSE Guideline Document RE: Display Screen Equipment.*				
192	Risk assessments have been completed for the hazards associated with the office environment and office equipment. *Refer to HSE Office environment - Risk Assessment Prompt Sheet.*				
Section 15 – Management of Contractors					
193	For all contracts in place, the key terms and conditions of the awarded contract are consistent with HSE Standard Terms for Services and Supplies.				
194	A designated HSE Manager has been appointed for each service contract (contractor) to report to.				
195	There are formal processes in place for ensuring cooperation and coordination with Contractors who work for, or on sites under control of the Senior Manager.				
196	There are local arrangements in place for the timely provision of relevant safety and health information, instruction and training to contractors and fixed term and temporary employees as appropriate.				
197	There are procedures in place for the monitoring, review and audit of contract (including works, service and labour) management and delivery.				
198	With regard to the safe management of any contract, including provision of services or labour to the HSE all requirements are undertaken in accordance with HSE Policy on the Management of Health and Safety in Contract Work: Co-operation and Coordination with Contractors and Others. *The Policy includes the five practical steps for Health and Safety in Contract Management.*				

Section 16 - Work Related Aggression and Violence					
199	A work related aggression and violence risk assessment has been completed in accordance with the HSE Policy on the Prevention and Management of Work-Related Aggression and Violence.				
200	The Policy on the Prevention and Management of Work-Related Aggression and Violence has been communicated and is available to all employees.				
Section 17 – Work Related Stress					
201	Work-related stress risk assessments are completed in accordance with the HSE National Policy on the Prevention and Management of Work-Related Stress.				
202	The HSE National Policy on the Prevention and Management of Work-Related Stress has been communicated and is available to all employees.				
Section 18 – Sensitive Risk Groups					
203	Risk assessments in the workplace consider and are completed for sensitive risk groups including; • Pregnant, Post Natal and Breastfeeding Employees *Refer to HSE Guidance Note Re: Completing a pregnant employee risk assessment* *Refer to Pregnant, post-natal and breastfeeding risk assessment form* • Young people at work *Refer to HSE - Young persons* • Night and Shift workers *Refer to HSE - Night and shift workers*				
204	Where circumstances change for an employee (e.g.) ill-health, disability, and the employee maybe exposed to additional risk an individual risk assessment is carried out.				
Section 19 – Lone Working					
205	Lone working risk assessments are completed in accordance with the HSE Policy and Guidance on Lone Working.				
206	The HSE Policy and Guidance on Lone Working has been communicated and is available to all employees.				
Section 20 – Driving for Work					
207	A driving for work risk assessment has been completed for staff who drive on a road as part of their work (not including driving to and from work unless in receipt of travel expenses) either in: • A HSE vehicle, or • Their private vehicle, receiving travel expenses from the HSE				

	Refer to the HSE Safe Driving for Work Policy. *Risk Assessment Worked Examples can be found here.*				
208	The HSE Safe Driving for Work Policy has been communicated and is available to all relevant employees.				
Section 21 – Emergency Planning					
209	A documented emergency plan is in place which details the procedures to be followed and measures to be taken in the case of an emergency or a serious and imminent danger within the workplace e.g. fire, disruption to water/electricity supplies, chemical spill, flooding, outbreak of illness, adverse weather, etc.				
210	The plan is communicated to all employees and they are trained in the planned emergency response.				
211	The plan is periodically tested to ensure its effectiveness (e.g.) fire drills.				
212	Relevant details of the plan are communicated to others including contractors and visitors.				
213	Trained first aiders are available and employees are made aware of who they are and how to reach them.				
214	First aid kits are available at designated locations throughout the workplace.				
215	First aid kits are checked on a regular basis to ensure they are adequately stocked and contents in date.				
Section 22 – Transport of Dangerous Goods					
216	Where facilities are operating in excess of small load exemptions as defined in ADR 1.1.3.6 (i.e. sites that consign in excess of 333 kg clinical waste per load or 333L in the case of liquids) have formally appointed a DGSA in writing. *Where a DGSA appointment is required, it consequently obliges the DGSA to monitor compliance by conducting site inspections and preparing a DGSA Annual Report for the head of the enterprise.*				
217	For all sites consigning dangerous goods, systems are in place to ensure compliance with dangerous goods transport regulations i.e. dangerous goods are correctly packaged, marked labelled and documented and that staff performing such tasks have appropriate training commensurate with their duties.				
Section 23 – Incident Management					
218	All incidents are reported and managed in accordance with the HSE Incident Management Framework.				