

# Health & Safety

## Group Specific Risk Assessments – Retail Petrol Filling Station

Part of the responsibilities of the Manager is to carry out risk assessments for the Site. You will need to walk around your Site and look at what could reasonably be expected to cause harm and which has not been covered in this general risk register.

It will be useful to ask key colleagues what they think. They may have noticed things that are not immediately obvious. Remember to think about individuals who may be especially at risk e.g. young people, elderly, new and expectant mothers etc. Consider cleaners, contractors, visitors who are not in your workplace all the time; members of the public or people you share your workplace with and if there is a chance that they could be harmed by your activities.

The risk assessment will determine if we need to do more to reduce the risk. Even after all precautions have been taken, some level of risk will usually remain. You have to decide if the general controls are sufficient at your Site or if due to the specific design / layout additional controls are needed.

To assist we have identified a number of possible hazards specific to the Retail Group you may encounter at your branch and listed them on the following pages. Based on the example below and following the Group Guidance, you should complete site specific risk assessments for your site. If for any reason you believe you are unable to reduce a risk to an acceptable level contact a member of the Health & Safety Team.

The level of risk is colour coded as shown below to assist your understanding of where you need to prioritise

	Negligible Risk - Monitor Only
	Low Risk - Action should be taken to maintain current status
	Medium Risk - Action required to maintain, but additional controls may be required to reduce risk
	High Risk - Action required to reduce risk

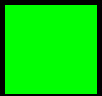
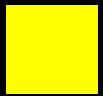
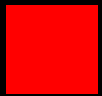
The level of risk is then recorded alongside the identified hazard




**Example –**




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Opening/Closing Procedure (Medium Risk)	<ul style="list-style-type: none"> <li>Colleagues have received training and instruction</li> <li>Colleagues opening/closing the store are a minimum of 18years of age</li> <li>Colleagues have contact telephone numbers in case of emergency</li> </ul>	<ul style="list-style-type: none"> <li>Security lighting is required around entry door</li> </ul>	

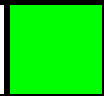
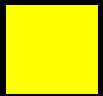

**Contacts -**




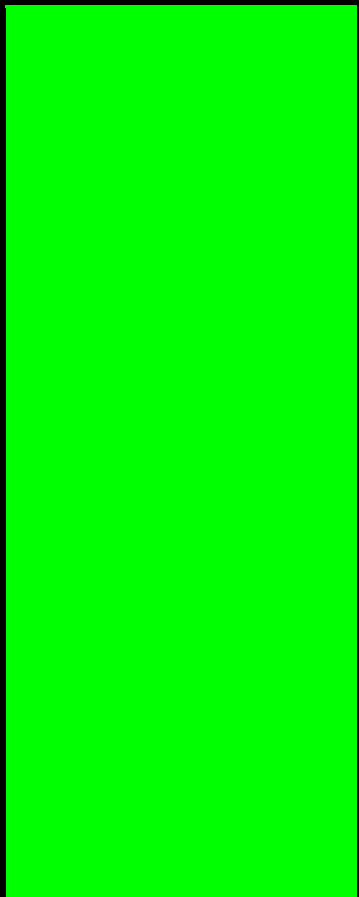
Health, Safety & Compliance Manager	07716 224 296
Health & Safety Compliance Advisor	07805 681932




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<b>Automatic Doors</b> (Low Risk)	<ul style="list-style-type: none"> <li>Automatic doors checked each morning as part of the opening / closing procedure.</li> <li>Any faults reported to property and action if required taken by Management.</li> <li>Auto door signage clearly displayed.</li> </ul>				
<b>Bakery Ovens</b> (Low Risk)	<ul style="list-style-type: none"> <li>Maintenance contracts in place on all bakery ovens.</li> <li>Colleagues who operate bakery ovens are provided with training in accordance with food safety manual.</li> <li>Colleagues provided with chef's jackets.</li> <li>Colleagues are issued with PPE oven gloves / gauntlets / aprons</li> <li>Colleagues to follow COP for bakery ovens</li> <li>Managers to make regular checks of ovens and bakery to ensure equipment is clean and in good working order</li> </ul>				
<b>Bread Trays/ Produce Trays</b> (Low Risk)	<ul style="list-style-type: none"> <li>Bread trays removed from shop floor as soon as bread is displayed on shelves.</li> <li>Empty bread wheels not to be left unattended on shop floor.</li> <li>Bread trays have max stacking height of eight if going on shop floor.</li> <li>Colleagues assisted with handling of stacks and high trays if required.</li> <li>Produce trays removed and stacked in designated area ready for collection.</li> </ul>				

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Cashing up procedures (Low Risk)	<ul style="list-style-type: none"> <li>Loss prevention procedures followed by branch manager and logs maintained for inspection and auditing</li> <li>Cashing up completed in secured office areas</li> </ul>			
Checkouts & Kiosks – Exposure to violence at Work (Low Risk)	<ul style="list-style-type: none"> <li>Audit &amp; Loss Prevention carry out annual audit</li> <li>Cache boxes added to kiosks to reduce cash holding in tills.</li> <li>Position of kiosk is thought through carefully when stores have refits.</li> <li>Reported incidents are logged to ensure site security is reviewed where repeated incidents occur.</li> <li>Duty Manager / Supervisor make regular pick ups &amp; checks of shop floor.</li> <li>For more information and links to appropriate documents refer to the Society Personal Safety Policy on Colleague Connect</li> </ul>			
Cleaning procedures (Low Risk)	<ul style="list-style-type: none"> <li>Colleagues provided with training for all cleaning equipment / products used.</li> <li>Information clearly displayed on a wall chart.</li> <li>Site management to ensure colleagues working safely.</li> <li>(For more information and links to appropriate documents refer to the Society Control of Contractors Policy on Colleague Connect</li> </ul>			
Cling film sealing machine (hot plate) (Low Risk)	<ul style="list-style-type: none"> <li>Colleagues to be aware of hot plate and to use machine as per manufacturer’s instructions</li> </ul>			




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Coffee dispensing machine (steam) <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Staff trained in the use of the machine</li> <li>• Only use as per manufacturer's instructions</li> <li>• Regular maintenance to be carried out on machine</li> </ul>			
Coffee grinding machine (injury from moving parts) <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Machine to be cleaned as per manufacturer's instructions</li> </ul>			
Coffee grinding machine (risk of electric shock) <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Staff to conduct visual check for damage prior to use</li> <li>• Equipment subject to PAT testing regime</li> </ul>			
Colleagues exposure to violence / verbal abuse <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Colleagues trained not to resist a robbery.</li> <li>• Colleagues to maintain presence on shop-floor.</li> <li>• Panic alarms located in suitable locations for colleagues to access.</li> <li>• Colleagues trained to provide good, polite service.</li> <li>• Colleagues to report all incidents of verbal abuse and ensure they are recorded in the Store Diary.</li> <li>• All incidents discussed with Store Manager, District Manager &amp; Loss Prevention.</li> <li>• For more information and links to appropriate documents refer to the Society Personal Safety Policy on Colleague Connect</li> </ul>			




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<b>Colleagues Welfare</b> (Low Risk)	<ul style="list-style-type: none"> <li>Welfare facilities available for all colleagues.</li> <li>Hot water available for hand washing</li> <li>Hand drying facilities available</li> <li>Drinking water available at all sites.</li> <li>For more information and links to appropriate documents refer to the Society Welfare Policy on Colleague Connect</li> </ul>			
<b>Compactor/Bailer</b> (Low Risk)	<ul style="list-style-type: none"> <li>Authorised persons only to operate equipment.</li> <li>Colleagues to follow COP for using bailer.</li> <li>Site management to ensure colleagues working safely.</li> <li>Maintenance contract in place for all bailers / compactors.</li> </ul>			
<b>Controls of Substances Hazardous to Health COSHH</b> (Low Risk )	<ul style="list-style-type: none"> <li>Only approved products used for cleaning with all COSHH assessments carried out and available to colleagues on the Intranet.</li> <li>Colleagues instructed to use only ECOLAB products.</li> <li>Colleagues receive information and complete the ECOLAB COSHH training sheet.</li> <li>All colleagues using substances are trained to always put substances in clearly marked containers.</li> <li>All colleagues who use substances or in areas where substances are used are trained.</li> <li>All substances used by colleagues have had assessments carried out prior to use.</li> </ul>			




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	<ul style="list-style-type: none"> <li>• Low risk substances used wherever possible.</li> <li>• Colleagues informed never to mix substances together unless approved by manufacturer</li> <li>• Dept Managers ensure that adequate number of trigger sprays etc available for substances.</li> <li>• Dept./Site Manager responsible for ensuring PPE is used</li> <li>• Level of PPE required for substances to be used safely is set in advance.</li> <li>• Colleagues informed on level of PPE to be worn prior to using substances.</li> <li>• Designated storage space for substances at all sites.</li> <li>• Only pre agreed levels of substances at all sites.</li> <li>• Spillage procedure in place to deal with all spillages leakages of substances.</li> <li>• Colleagues to follow COP for dealing with spillages in the correct way</li> <li>• For more information and links to appropriate documents refer to the Society COSHH Policy on Colleague Connect</li> </ul>			

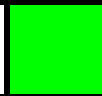
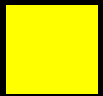

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<b>Conveyors</b> (Low Risk)	<ul style="list-style-type: none"> <li>• Clear procedure in store for reporting faults.</li> <li>• Maintenance contracts in place</li> <li>• All colleagues given manual handling information prior to lifting boxes / stock</li> <li>• Colleagues trained to use conveyor correctly.</li> <li>• Colleagues on site trained in the use of conveyor to reduce unauthorised usage.</li> <li>• For more information and links to appropriate documents refer to the Society Machinery – Safe Use and Maintenance Policy on Colleague Connect</li> </ul>			
<b>Cooking Stations</b> (Low Risk)	<ul style="list-style-type: none"> <li>• Screen to protect customer from Ceramic hob</li> <li>• PPE warn by colleagues when handing equipment from Ceramic hob / Oven</li> <li>• Hot surface warning signs in place</li> <li>• Colleague training on equipment</li> <li>• Fire extinguisher in vicinity of Cooking Station</li> <li>• Oven / Ceramic hob is cool before cleaning takes place and only authorized cleaning chemicals to be used.</li> <li>• Mat located at the front of the kitchen</li> <li>• Cable protector used to cover trailing cables.</li> <li>• Bin provided for food waste</li> <li>• Colleagues monitoring for food</li> <li>• Positioning of areas so not to block or restrict fire exit or call points</li> </ul>			






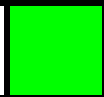
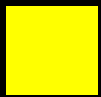
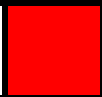
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	Colleagues to receive basic food safety hygiene <ul style="list-style-type: none"> <li>Colleagues to be trained in use of knives.</li> </ul>			
Deliveries in front of store <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>Shared responsibility with delivery drivers.</li> <li>Safe Working procedure in place for deliveries at stores.</li> <li>Tail gate will not be lowered where children / public are close enough to be injured.</li> <li>Colleagues and drivers check area is clear prior to moving roll cages off delivery vehicles</li> <li>Colleagues assisting with deliveries provided with high visibility clothing.</li> <li>Cones provided to maintain segregation between tail gate and pedestrians.</li> </ul>			
Delivery Procedures <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>Site specific risk assessments completed for delivery procedures.</li> <li>All drivers know their responsibility for safety when positioning at store and unloading</li> <li>Unloading of vehicles takes place in pre agreed area.</li> <li>Colleagues instructed not to stand behind vehicles or close to lowering / lifting tail gate</li> <li>Colleagues to follow COP for delivery procedures.</li> <li>Site management to ensure colleagues working safely.</li> <li>For more information and links to appropriate documents refer to Site Specific Workplace Transport Risk assessment</li> </ul>			




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Electric shock from use of battery charger <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Maintenance contract in place for charger</li> <li>• Only authorised colleagues carry out battery charging</li> <li>• Safe working procedure in place for battery charging operation</li> </ul>			
Floor Cleaning Machine <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Ensure machine is stored in an area where it is not causing an obstruction or likely to cause trips or falls and that no liquids are leaking from it.</li> <li>• Machine is adequate for the task.</li> <li>• Staff trained on the use of the machine.</li> <li>• Yellow “A” board signage on display that cleaning is in progress.</li> <li>• Cordon each aisle off during cleaning where possible.</li> <li>• Ensure shop is adequately lit.</li> <li>• Use only authorised products as per manufacturer’s instructions.</li> <li>• Colleagues to use appropriate PPE where necessary.</li> <li>• Safety Data sheets available for all products used.</li> <li>• All operatives to be instructed on safe Manual Handling techniques and correct postures whilst using the machine.</li> <li>• Visual checks on electrical plugs/sockets prior to and after charging.</li> <li>• Equipment subject to periodic PAT testing regime</li> <li>• For more information and links to appropriate documents refer to the Society Machinery – Safe Use and Maintenance Policy.</li> </ul>			




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Fork Lift Trucks <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Beacon lights switched on at all times</li> <li>• Colleagues trained on designated areas to be used when forklift in operation</li> <li>• Forklifts operate in designated areas</li> <li>• Drivers licence checked by site manager</li> <li>• Drivers monitored on regular basis by site manager to ensure horns are used</li> <li>• All drivers to hold R.T.I.T.B.S. / C.I.T.B licence</li> <li>• Speed limit of 5mph on all society property</li> <li>• Written policy in place for forklift driver</li> <li>• Safe working procedure for forklift usage</li> <li>• Site management to ensure colleagues working safely</li> <li>• Keys are removed from forklifts when not in use.</li> <li>• Site Manager keeps list of authorised drivers and licence dates</li> </ul>			
General Housekeeping <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Cardboard stored on roll cages ready for return.</li> <li>• Lock / unlock procedure of store includes checking areas / aisles.</li> <li>• Colleagues trained on importance of maintaining housekeeping standards during induction and other training.</li> <li>• Store standards / activity logs in place to ensure recorded checks of areas.</li> <li>•</li> </ul>			

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<b>Hand Operated Pallet / Sack Trucks</b> (Low Risk)	<ul style="list-style-type: none"> <li>• All lifting equipment is marked with maximum safe loading for weight.</li> <li>• All equipment purchased through nominated supplier.</li> <li>• Colleagues are trained on how to use equipment in line with manufacturer's guidelines.</li> <li>• Colleagues trained to make visual check of equipment before use.</li> <li>• Colleagues to follow COP for use of pallet trucks.</li> <li>• Pre- agreed designated routes in place for truck to follow – warehouse and shop floor.</li> <li>• All goods arriving on pallets that could fall when moved are cling wrapped.</li> <li>• All loaded pallets are moved using pallet / pump trucks.</li> <li>• If pump truck not available goods on pallet are removed by hand from that position.</li> <li>• Site management to ensure colleagues working safely.</li> <li>• Designated storage area in place for pallets when goods removed.</li> <li>• Stacking height restriction of 1.5m in place within designated storage area.</li> <li>• Clear reporting procedure in place for colleagues to report faults.</li> <li>• Display pallets are placed in pre agreed locations to prevent trip hazards / fire hazards.</li> <li>• Stores with full time warehouse person are issued with protective footwear.</li> </ul>				




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	<ul style="list-style-type: none"> <li>• All colleagues trained to remove pallets from floor area when pallets are empty.</li> <li>• Store Manager to ensure safe condition of all work equipment</li> <li>• For more information and links to appropriate documents refer to the Society Machinery – Safe Use and Maintenance Policy on Colleague Connect)</li> </ul>				
Health & Safety Food Handlers <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• District Managers oversee all fresh food policies and ensure procedures are implemented.</li> <li>• Food Handlers sickness policy in place.</li> <li>• Food Hygiene training given to all high risk food handlers.</li> <li>• Food Safety Manual in place at all stores.</li> <li>• Food Group Handbook requires colleagues to have short nails / no jewellery / no nail polish and this is given to colleagues.</li> <li>• Clear reporting system in place.</li> </ul>				
Hot food holding cabinet (hot surface) <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Ensure tongues are available for customer self-service of hot food</li> <li>• Warning stickers in place “Caution Hot Surface”</li> </ul>				




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<b>Housekeeping standards</b> (Low Risk)	<ul style="list-style-type: none"> <li>All areas of store checked as part of Store Standards checks.</li> <li>Cleaning schedules in place for all sections of the store.</li> <li>Products are stored safely and in designated areas in the warehouse.</li> <li>All packaging &amp; cardboard is cleared and stored in designated areas.</li> <li>Colleagues to follow “clean as you go” policy.</li> <li>Bins are emptied daily.</li> <li>For more information and links to appropriate documents refer to the Society Housekeeping Standards Policy on Colleague Connect.</li> </ul>			
<b>Ice making machine (spillages)</b> (Low Risk)	<ul style="list-style-type: none"> <li>Staff to follow “spillages” procedure following any spillage whilst transporting ice from the ice making machine to the ice bath</li> </ul>			
<b>Induction Training &amp; Training</b> (Low Risk)	<ul style="list-style-type: none"> <li>All new colleagues undergo induction training.</li> <li>All colleagues are monitored on level of competence if using machinery etc. before working unsupervised.</li> <li>All colleagues have annual performance review.</li> <li>For more information and links to appropriate documents refer to the Society Induction and Training Policy on Colleague Connect</li> </ul>			




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Kiddies Rides <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• All kiddies rides are positioned in pre agreed areas</li> <li>• All outside rides are powered through RCD circuit breakers</li> <li>• All kiddies rides checked as part of daily store standard routine.</li> </ul>			
Lone Working <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Loss prevention procedures to be followed at all times</li> <li>• Colleagues have contact numbers in the event of an emergency.</li> <li>• Panic alarm fitted in all sites.</li> <li>• Colleagues issued with portable emergency assistance device</li> <li>• Colleague working alone is a minimum of 18 years of age.</li> <li>• For more information and links to appropriate documents refer to the Society Lone Working Policy on Colleague Connect</li> </ul>			
Manual Handling <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• All colleagues receive a Health &amp; Safety booklet when they join the Society.</li> <li>• All colleagues receive site induction information and instruction.</li> <li>• Manual handling information is available for all colleagues on the Health &amp; Safety notice board.</li> <li>• Trolleys provided to reduce manual handling where possible.</li> <li>• Colleagues to follow COP for manual handling.</li> <li>• Site management to ensure colleagues working safely.</li> <li>• For more information and links to appropriate documents refer to the Society Manual Handling Policy on Colleague Connect</li> </ul>			




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Mats <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Colleagues check when opening the store that mats are positioned correctly.</li> <li>• Aisles and entrance are checked regularly throughout the day.</li> <li>• Mats at all customer entry points.</li> <li>• Additional mats available for adverse weather</li> </ul>			
Merry Chef Pizza Oven <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Staff trained in the use of the machine</li> <li>• Only use as per manufacturer's instructions</li> <li>• Ensure hot surface warning stickers are in place</li> </ul>			
Milk cages <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Loading of the roll cage checked for stability before moving the roll cage.</li> <li>• Milk roll cages to be handled / manoeuvred by two colleagues over ramps &amp; uneven surfaces.</li> <li>• Safe working procedure in place for handling milk roll cages.</li> <li>• Colleagues to take care when handling roll cages on the shop floor.</li> <li>• Site management to ensure colleagues working safely.</li> <li>• All damaged milk cages must tagged with yellow tags (available through Bunzl) and not used. The damaged milk cages must then returned back to depot.</li> </ul>			









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<b>Off-shelf Product Displays</b> (Low Risk)	<ul style="list-style-type: none"> <li>• Products displayed in pre-agreed areas.</li> <li>• Products not stacked in high towers to avoid collapse of display (<u>general</u> rule 1.5m high maximum)</li> <li>• Colleagues to follow COP for off-shelf displays.</li> <li>• Safe procedure for the use of ladders to be followed when working off floor level.</li> <li>• All colleagues trained to keep aisles clear of stock.</li> <li>• Management to ensure displays are safe and do not restrict aisles</li> </ul>			
<b>Opening / closing procedures</b> (Low Risk)	<ul style="list-style-type: none"> <li>• Loss prevention procedures to be followed at all times</li> <li>• Colleagues receive instruction and training.</li> <li>• Security lighting in place for dark mornings / evenings</li> </ul>			
<b>Pedestrian / colleague injury due to stock falling from forks during unloading / movement of stock</b> (Medium Risk)	<ul style="list-style-type: none"> <li>• Designated area for stock to be stored to reduce repeated movement</li> <li>• Drivers are trained to understand load capability of forklifts</li> <li>• All visitors / contractors escorted in vehicle manoeuvring area</li> <li>• Hi visibility jackets available for visitors</li> <li>• Safe working Procedure for reversing of vehicles on site</li> </ul>			




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<b>Personal Safety</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Major Incident Plan available in all sites.</li> <li>• All colleagues issued with pocket leaflet about Personal Safety.</li> <li>• Colleagues instructed not to get into confrontation with any customers.</li> <li>• Panic alarm fitted in all sites.</li> <li>• Colleagues issued with portable emergency assistance device</li> <li>• Reporting procedure in place.</li> <li>• For more information and links to appropriate documents refer to the Society Personal Safety Policy on Colleague Connect</li> </ul>			
<b>Promotional signs and other POS</b> <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• All Hanging POS is placed in pre agreed places.</li> <li>• Hanging POS signage is hung out of trading hours where possible.</li> <li>• Correct operating procedure for the use of step ladders to be followed when working off floor level</li> <li>• Hanging POS to be positioned at pre agreed height.</li> </ul>			




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Roll cages (Medium Risk)	<ul style="list-style-type: none"> <li>• Load lines and load limits set at depots.</li> <li>• Colleagues who handle roll cages to receive Manual Handling information.</li> <li>• Overloaded roll cages to be broken down upon delivery to lighten load.</li> <li>• Colleagues to follow COP for the handling of roll cages.</li> <li>• Safe working procedure for movement of roll cages one &amp; two person manoeuvres.</li> <li>• Site Management / Supervisors to monitor level of stock on cages and which central depot received from.</li> <li>• All damaged roll cages must be tagged with yellow tags (available through Bunzl) and not used. The damaged roll cages must then be returned back to depot.</li> <li>• Site management to ensure colleagues working safely.</li> </ul>			

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<b>Scissor lift</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Colleagues to follow COP for use of scissor lift.</li> <li>• Colleagues not to ride on lift.</li> <li>• Safety rails in place to contain goods.</li> <li>• Site management to ensure colleagues working safely.</li> <li>• Clear signage discouraging unauthorised usage.</li> <li>• High number of colleagues on site trained to use, which reduces chance of unauthorised usage.</li> <li>• Maintenance contract in place for all lifting equipment.</li> <li>• For more information and links to appropriate documents refer to the Society Machinery – Safe use and Maintenance Policy on Colleague Connect</li> </ul>			




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<b>Shopping trolleys and baskets</b> (Low Risk)	<ul style="list-style-type: none"> <li>• Collection of baskets is done using set of wheels when large quantities of baskets to collect.</li> <li>• Baskets placed at pre agreed positions to prevent trip hazard.</li> <li>• Height limit of 1.5 m advised as stacking height of baskets at entrance points.</li> <li>• Regular collection of baskets at checkouts to prevent stacks becoming too high.</li> <li>• Shopping trolleys placed in pre agreed position at entrance points to prevent trip hazards</li> <li>• Regular checks on car parks for trolleys.</li> <li>• Hi-visibility jackets worn by colleagues collecting trolleys after dusk and during bad weather.</li> <li>• Trolley drop off / collection points in car parks to encourage return of trolleys.</li> <li>• Site management to ensure colleagues working safely.</li> </ul>			




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Slicing Machine (Low Risk)	<ul style="list-style-type: none"> <li>• Only pre-agreed products are allowed to be sliced.</li> <li>• Slicing machine positioned to enable colleagues to slice without over stretching.</li> <li>• Slicing machine is placed in pre agreed position and is not moved other than for cleaning and maintenance.</li> <li>• Slicing machine is placed away from behind doors to ensure colleagues are not pushed / hit whilst slicing.</li> <li>• Only trained and authorised colleagues allowed to use / clean slicer.</li> <li>• Slicer selector always put back to zero after use.</li> <li>• Signage in place highlighting restricted usage of slicing machine.</li> <li>• Colleagues who operate slicers are provided with training in accordance with food safety manual.</li> <li>• Deli areas are restricted to 'trained food handlers' only.</li> <li>• Safe working procedure to follow for colleagues cleaning slicing machine.</li> <li>• Slicer blades are never left soaking in water in case of injury.</li> <li>• Site management to ensure colleagues working safely.</li> </ul>			




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Slips / trip / falls (Medium Risk)	<ul style="list-style-type: none"> <li>• All spills / leaks contained and cleared.</li> <li>• Wet floor signage provided.</li> <li>• Mats in place at customer entry points.</li> <li>• Mats in place at soft produce displays</li> <li>• Regular checks carried out by colleagues of soft produce areas to pick up spilt produce.</li> <li>• Entrance &amp; aisles regularly monitored for any slip / trip hazards.</li> <li>• Store Standards / activity log in place to ensure recorded checks of areas.</li> <li>• Sufficient light provided at all times.</li> <li>• Dry mopping procedure in wet / icy weather conditions.</li> <li>• Colleagues trained on importance of preventing slips, trips and falls during induction and other training.</li> <li>• Any defects in flooring are reported to Property Group.</li> <li>• For more information and links to appropriate documents refer to the Society Safe Access and Egress Policy on Colleague Connect</li> </ul>			
Soup/Smoothie machine (Low Risk)	<ul style="list-style-type: none"> <li>• Staff trained in the use of the machine</li> <li>• Only use as per manufacturer's instructions</li> <li>• Ensure guard is in place before use</li> </ul>			




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<b>Spillage/ leakage</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Good supply of suitable equipment (mops, paper towel, signage etc)</li> <li>• Colleagues to follow COP for dealing with spillages.</li> <li>• Safe working procedure for dealing with liquid spillages.</li> <li>• Safe working procedure for dealing with powder spillages.</li> <li>• Colleagues trained on importance of clearing spillages as soon as they occur.</li> <li>• Wet floor signs put out whenever spillage occurs that leaves floor wet.</li> </ul>			
<b>Storage on Racking</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Designated storage for some goods is identified on racking</li> <li>• Colleagues are trained not to over stack items on top level of racking.</li> <li>• Colleagues are trained to keep heavier goods at lower levels.</li> </ul>			
<b>Store Entrance</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Entrance is checked for any slip / trip hazards by colleagues throughout the day.</li> <li>• Mats provided and in good condition.</li> <li>• Displays in designated areas.</li> </ul>			









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<b>Store to Door</b> (Low Risk)	<ul style="list-style-type: none"> <li>• All delivery drivers are given emergency numbers to call if required.</li> <li>• Breakdown / emergency cover in place for vehicles.</li> <li>• Suitable means of communication provided for drivers to contact store / emergency services.</li> <li>• Climbing in and out of rear of delivery vehicles kept to minimum.</li> <li>• Safety footwear provided for drivers in order to prevent slips and damage to toes.</li> <li>• Sack trolley available for colleagues to use when moving crates to vehicles.</li> <li>• Manual Handling information given to all delivery drivers.</li> <li>• All storage crates are stackable to enable easier lifting when in vehicle.</li> <li>• Minimum age of 18 for colleagues to drive store to door vehicles.</li> <li>• All colleagues are trained in safe procedures for tasks related to doing job.</li> <li>• All drivers are subject to Society driving licence checks</li> <li>• For more information and links to appropriate documents refer to the Society Lone working and Vehicular Operations Policies on Colleague Connect</li> </ul>			




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Use of knives (Low Risk)	<ul style="list-style-type: none"> <li>• All users of knives in preparation areas are trained.</li> <li>• Case cutters provided / available for all colleagues.</li> <li>• Restricted usage of knives for untrained colleagues / young persons.</li> <li>• All knives are stored in designated areas.</li> </ul>			
Vehicle and pedestrian segregation (Medium Risk)	<ul style="list-style-type: none"> <li>• Pedestrian crossings provided on car parks.</li> <li>• 5mph speed restriction on all Society car parks.</li> <li>• Warning signage clearly displayed where necessary.</li> <li>• Cones provided where necessary to maintain segregation.</li> <li>• Where pedestrian traffic in area of delivery vehicles reversing, colleagues oversee where possible.</li> <li>• Only trained banksmen allowed to assist with reversing vehicles.</li> <li>• For more information and links to appropriate documents refer to Site Specific Workplace Transport Risk assessment</li> </ul>			
Warehouse storage (Low Risk)	<ul style="list-style-type: none"> <li>• Products stored in designated areas.</li> <li>• All escape routes kept clear.</li> <li>• Floor area kept clean and tidy.</li> </ul>			




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Working in back-up fridge & freezer (Low Risk)	<ul style="list-style-type: none"> <li>• Colleagues provided with fleeces and gloves.</li> <li>• Lights provided in walk-in refrigeration.</li> <li>• Floor kept clean and ice free.</li> <li>• Ramp provided if required for the movement of milk and roll cages.</li> <li>• Time spent inside back-up freezers to be controlled.</li> <li>• Colleagues recommended to work in pairs if cages are to be handled in and out of fridges</li> </ul>			
<b>Forecourt Specific</b>				
Auto Car Wash (Low Risk)	<ul style="list-style-type: none"> <li>• Equipment subject to weekly inspection</li> <li>• Directions for use to be clearly displayed</li> <li>• Area subject to gritting procedure during winter months</li> <li>• Adequate lighting to be provided</li> <li>• Equipment subject to regular maintenance regime</li> </ul>			
Car Wash (self-jet wash) (Low Risk)	<ul style="list-style-type: none"> <li>• Equipment subject to weekly inspection</li> <li>• Hoses inspected regularly for wear &amp; tear/damage</li> <li>• Area subject to gritting procedure during winter months</li> <li>• Adequate lighting to be provided</li> <li>• Directions for use to be clearly displayed</li> </ul>			

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Fill Pipes <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Fill pipes subject to weekly inspection</li> <li>• Locked when not in use</li> <li>• Caps all present in suitable condition with no damage</li> <li>• Only unlocked during Fuel delivery</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>			
Fill Point Manhole <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Fill point manhole cover subject to daily checks</li> <li>• Manhole cover in good condition and free from damage</li> <li>• Manhole key stored in back of house area</li> <li>• Manhole to be clearly marked and coned during fuel delivery to protect from fuels</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>			
Fire <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Fireman's switch clearly labelled on forecourt</li> <li>• Fireman's switch plunger free moving</li> <li>• No Smoking signs on forecourt</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>			




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<b>Forecourt (slips/trips/falls)</b> <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Forecourt monitored daily and findings recorded on the forecourt safety checklist and remedial action taken where necessary</li> <li>• Set procedures in place to manage Residual, Manageable and Unmanageable</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>				
<b>Fuel Pumps</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Equipment subject to weekly inspection</li> <li>• Hoses and nozzles/regularly inspected regularly for wear &amp; tear/damage</li> <li>• Equipment subject to regular maintenance regime</li> <li>• Sales of fuel only permitted through visual verification</li> <li>• Sales of fuel not directly in vehicle are only authorised if a compliant portable petrol storage containers are used</li> <li>• Public address system is place to communicate to customers</li> <li>• No mobile phones signs</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>				




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Fuel Pumps – LPG (Medium Risk)	<ul style="list-style-type: none"> <li>• Master switch "LPG PUMP SWITCH OFF HERE"</li> <li>• Statutory signs (No smoking, switch off engine etc.)</li> <li>• Operating instructions displayed</li> <li>• Dispenser visible from control point</li> <li>• LPG Dispenser(s) protected against impact</li> <li>• Are correct warning signs displayed on LPG compound?</li> <li>• Tank suitably protected, in good condition and free from damage</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>			

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Fuel spillages/leaks <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Colleagues to receive training on fuel spillage procedures</li> <li>• Lidded sand buckets/granules to be provided at each aisle</li> <li>• Relevant PPE &amp; equipment to be provided for clean-up procedures</li> <li>• Interceptor regularly inspected</li> <li>• Drainage gullies in suitable condition with no damage</li> <li>• Hazardous waste bin provided to store any contaminated waste</li> <li>• Public address system in place to communicate to customers in the event of a spill</li> <li>• Dip Book &amp; Wetstock monitoring records and systems in place to identify potential leaks</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>				
Handling & storage of compressed gas cylinders <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Both full &amp; empty gas cylinders to be stored within secure cage</li> <li>• Any site specific restrictions on storage capacity to be adhered to at all times</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> </ul>				

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Tyre inflation air machine <i>(Low Risk)</i>	<ul style="list-style-type: none"> <li>• Equipment subject to weekly inspection</li> <li>• Hoses regularly inspected regularly for wear &amp; tear/damage</li> <li>• Equipment subject to regular maintenance regime</li> <li>• Directions for use to be prominently displayed</li> <li>• Tyre pressure guidance to be prominently displayed</li> </ul>				
Vapour Control <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Stage 1 B Vapour Recovery installed</li> <li>• Diesel tank connected to motor fuel manifold</li> <li>• VR Connection Notice Displayed</li> <li>• Vent Pipe Flame Trap in suitable condition with no damage</li> <li>• Vent Pipes in suitable condition with no damage</li> <li>• VR Stage II installed</li> <li>• No smoking signs at vents</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> <li>• A PFS Competent person to be onsite at all times as recorded in the site register.</li> </ul>				



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<b>Workplace Transport - Fuel Deliveries</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Traffic cones are readily available to segregate area</li> <li>• Pedestrian Safety Wardens to be utilised where required to segregate Pedestrians from vehicles</li> <li>• Site specific risk assessments carried out by fuel providers</li> <li>• Site to refer and adhere to control measures within Workplace Transport Risk Assessments for Fuel and Store Deliveries which are held in the Site Risk register</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> <li>• A PFS Competent person to be onsite at all times as recorded in the site register to receive delivery.</li> </ul>			

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<b>Workplace Transport - Public Vehicles, Fuel Deliveries and Store Deliveries</b> <i>(Medium Risk)</i>	<ul style="list-style-type: none"> <li>• Hi-Vis vests must be readily available and worn whilst carrying out Forecourt duties</li> <li>• Pedestrian Safety Wardens to be utilised where required to segregate Pedestrians from vehicles</li> <li>• Site to refer and adhere to control measures within Workplace Transport Risk Assessments for Fuel and Store Deliveries</li> <li>• Delivery Hazard Zone marked on site plan</li> <li>• Forecourt areas well illuminated</li> <li>• Forecourt line marking suitable, clear and unobstructed</li> <li>• Where possible one way entrance &amp; exits to be implemented and clearly signposted</li> <li>• Site to receive 6 monthly Forecourt Compliance Audit and annual DSEAR Review Risk Assessment by Competent Third Party</li> <li>• A PFS Competent person to be onsite at all times as recorded in the site register to receive delivery.</li> </ul>			

**I confirm that I have assessed all the hazards above and agree the controls that are above are in place.**

**Signed:**

**Dated:**

<b>Name:</b>		<b>Review Date:</b>	
<b>Position:</b>		<b>Review Date:</b>	