

Midcounties COOP – Society Generic Risk Assessment

Society Generic Risk Assessment

The following pages outline the generic hazards and risks that have been identified as being associated with the Society’s operations along with the identified control measures required to reduce the level of risk to the Society’s accepted level. It is important to remember that despite taking all precautions, some element of risk may remain, but this should be minimal and of low consequence.

Significant risks identified in this assessment

The most significant risks and required controls have been summarised on page 2.

The assessment template layout

Society Hazards, risks and controls identified

Society hazards, risks and controls identified			
Hazard; Risk Rating and who at risk - before controls Risk from the hazard	Current controls required to reduce risk to Society acceptable level - Head Office controls	Current controls required to reduce risk to Society acceptable level – Site level controls	Residual risk rating with all Controls in place
Entry to and exit from sites			
Auto door Operation Risk of Injuries from Entrapment in/or being struck by faulty auto doors Who at risk: Colleagues Customers Visitors	Head Office controls <ul style="list-style-type: none"> Maintenance and repair program in place with approved contractor to reduce issues arising and safety systems work to standard Pocket screens fitted to prevent entrapment Checked during H&S Audit 	Site Controls <ul style="list-style-type: none"> Daily check of auto door operation as part of opening process On-going checks throughout the day Faults reported to the helpdesk for repairs Door taken out service/ powered off where issues identified Auto door signage and visual manifestations displayed Displays located where pocket screens are missing to prevent pinch points 	Low

Column 1: The hazard and the risk to people before controls are in place is shown in the 1st column. The risk rating is colour coded , per below

Negligible risk / monitor only	Low risk – action should be taken to maintain	Medium risk – additional controls may be required to reduce risk	High Risk – Action required to reduce risk
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Column 2 and 3: Shows the “site” tasks and “head office” tasks that have been identified to control the risk shown in the 1st column

Column 4: Shows the “residual” risk rating from the hazard once all the controls in Column 4 are in place, it should always be lower than the original risk rating.

Site specific - additional controls identified at site level

Columns 5 and 6 are to be used for any additional controls that may be considered necessary for your site to reduce the residual risk further

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Significant risks identified in this assessment

The following risks and controls have been identified as being the most significant across the Society’s activities. There exist a number of head office controls to reduce these risks and support the risk reduction along with the identified site controls - these are outlined in the full risk assessment contained in this document

Hazard; Risk Rating and who at risk - before controls	Current controls required to reduce risk to Society acceptable level	Risk rating with controls
<p>Fire <u>Who at risk:</u> Colleagues, visitors and customers</p> <p><u>Lack of fire safety awareness:</u> including blocked fire exits; escape routes ; emergency procedures and poor housekeeping</p> <ul style="list-style-type: none"> Injuries/fatalities resulting from delayed or failed evacuation in the event of a fire <p><u>Failure of fire safety equipment</u> - inadequate maintenance and testing</p> <ul style="list-style-type: none"> Injuries/ fatalities resulting from failed equipment <p><u>Arson</u></p> <ul style="list-style-type: none"> Injuries relating to fire and damage to property <p><u>Uncontrolled spread of fire</u> due to a lack of/ broken compartmentation</p> <ul style="list-style-type: none"> Injuries relating to fire and damage to property 	<p>Principle Site Controls</p> <ul style="list-style-type: none"> Colleagues receive induction training including fire awareness training and site orientation on joining Annual fire awareness training for all colleagues and bi - annual drills completed Good housekeeping standards to ensure exit routes are always clear and fire risk is reduced Designated storage areas to prevent hindering exit routes; doors and reduce risk of fire Daily checks completed to identify possible issues relating to fire safety and safe exit 3rd party fire risk assessment program identifies site issues, reviewed annually Fire safety signage clearly displayed throughout the site Flammable materials not stored in electrical and gas cupboards Evacuation plan and Major Incident Plan displayed on notice boards and reviewed/briefed annually Planned fire evacuation drills completed routinely to increase overall awareness <ul style="list-style-type: none"> Weekly and monthly checks completed on all fire safety equipment, issues reported to helpdesk <ul style="list-style-type: none"> All cardboard is regularly collected through pre-agreed collection means to reduce fire rating Secure area for storage of any flammable materials stores outside Yards/ service areas locked whenever possible <ul style="list-style-type: none"> Self-closing fire doors kept closed and never propped open Ceiling tiles replaced, and damage to walls and ceiling reported to helpdesk for repair 	<p>Medium</p>
<p>Clearing bodily fluid spillages/ sharps <u>Who at risk:</u> Colleagues</p> <ul style="list-style-type: none"> Injuries resulting in Irritation, inflammation and organ damage from mishandling contaminated sharps and waste 	<p>Principle Site control</p> <ul style="list-style-type: none"> Spillage kits provided with instructions and readily available for re-order Council to collect sharps - colleagues not to handle COPS training guidance on safe practices available and to be followed Only colleagues trained in safe practices to complete activity PPE provided and must be used Task supervision to ensure correct practices followed 	<p>Medium</p>
<p>Workplace violence and abuse <u>Who at risk:</u> colleagues</p> <ul style="list-style-type: none"> Injuries from assault and acts of violence 	<p>Principle Site Controls</p> <ul style="list-style-type: none"> Colleagues receive training and procedures to follow including; not to resist robberies and not to engage with offenders Panic alarms available Colleagues encouraged to report incidents and log on portal 	<p>Medium</p>

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Site Specific Review

Annually, or whenever there has been a significant event (typically a change in management or an accident) that could mean the risk assessment is no longer completely relevant, as a Site Manager, you should review the assessment as it applies to your work place.

Remember to consider those that may be especially at risk, for example, young persons, elderly, contractors and visitors who may not be in your workplace all the time.

It is often useful to ask key colleagues for their thoughts and input as they may have noticed things that are not immediately obvious.

Walk the site and consider:

- 1) Does each hazard detailed in the assessment apply in your site/ your site operation and are the controls listed in place? Does your site require additional controls to reduce the risk further?
- 2) Are there additional hazards in your site/ site operation, and if so, what controls are required?

If you feel that the generic controls are sufficient for your site, then simply sign and date the risk assessment and file for review.

If you feel that your site requires additional controls or has additional hazards, update the assessment by adding the additional controls in the “Further action needed by Site to reduce the risk “ column associated with each hazard

New hazards can be added to the blank page at the end of the risk assessment form

Once the update is completed, sign and date the risk assessment form and file for review. Remember to inform your colleagues about the additional hazards and controls you are putting in place.

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Hazard; Risk Rating and who at risk - before controls	Current controls required to reduce risk to Society acceptable level - Head Office controls	Current controls required to reduce risk to Society acceptable level – Site level controls	Residual risk rating with all Controls in place	Further controls required by Site to reduce the risk	Completed/ date
Environmental hazards					
Damaged Asbestos containing material <u>Risk of:</u> Lung disorders associated with exposure to loose asbestos fibres <u>Who at risk:</u> Colleagues Contractors Visitors Public	Head Office controls <ul style="list-style-type: none"> Asbestos survey completed and available for review On-going program monitors ACM condition Remedial repairs made to reduce exposure from identified ACM issues Contractors Site Rules dictates that ACM surveys are checked prior to commencing works Refurbishment survey completed prior to major works ACM locations labelled ACM removal/ repair work completed by competent accredited contractors only Asbestos Policy and Management Plan details control processes 	Site level controls <ul style="list-style-type: none"> M.I.P in place for emergency situations and reviewed annually, site team aware of steps to take and to report Asbestos awareness training for site managers SM briefs site team on locations and action to take if damage is observed Site escalation of damage to helpdesk Contractors reminded prior to starting work/ RAMS provided 	Low		
Radon in the workplace <u>Risk of:</u> Lung disease caused by radiation <u>Who at risk:</u> Colleagues	Program in progress				
Lack of control of Legionella Bacteria levels in site water system <u>Risk of:</u> Legionnaire’s Disease from exposure to bacteria <u>Who at risk:</u> Colleagues Visitors	Head Office controls <ul style="list-style-type: none"> Legionella risk assessments, including asset schematic drawings, completed for all sites and remedial works program Society Policy and Written Scheme including clear Roles and Responsibilities for policy implementation in place Annual compliance review and remedial work program Checked during H&S Audit 	Site controls <ul style="list-style-type: none"> Weekly flushing of infrequent use outlets Monthly temperature checks of hot and cold water sentinel outlets/ calorifiers Quarterly shower/ spray tap head cleaning where fitted SM awareness refresher training completed annually 	Low		

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Entry to and exit from sites					
Auto door Operation Risk of Injuries from Entrapment in/or being struck by faulty auto doors <u>Who at risk:</u> Colleagues Customers Visitors	Head Office controls <ul style="list-style-type: none"> Maintenance and repair program in place with approved contractor to reduce issues arising and safety systems work to standard Pocket screens fitted to prevent entrapment Checked during H&S Audit 	Site Controls <ul style="list-style-type: none"> Daily check of auto door operation as part of opening process On-going checks throughout the day Faults reported to the helpdesk for repairs Door taken out service/ powered off where issues identified Auto door signage and visual manifestations displayed Displays located where pocket screens are missing to prevent pinch points 	Low		
Entrance/ lobby to sites Risk of Injuries from slips and trips at the site entrance <u>Who at risk:</u> Colleagues Customers Visitors	Head Office controls <ul style="list-style-type: none"> Only approved mats to be used Mats located n agreed locations only Mats regularly replaced with clean mats of good condition 	Site controls <ul style="list-style-type: none"> Entrance area is checked for any slip / trip hazards by colleagues throughout the day Mats provided and in good condition and in the correct locations. Site teams check condition throughout the day. Displays in designated areas Spillage process always followed Good levels of light 	Low		
Site access and egress in bad weather Risk of injuries from slips in bad weather/ snow and ice/ heavy rain <u>Who at risk:</u> Colleagues Customers Visitors	Head Office controls <ul style="list-style-type: none"> Safety bulletins shared to raise awareness Periodic awareness messages shared via Colleague Connect and workjam 	Site controls <ul style="list-style-type: none"> Spillage policy always followed Gritting policy followed when snow and ice present Leaves swept away Additional checks during periods of bad weather 	Low		

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<p>Poor condition of floors, paths and car parks</p> <p>Risk of Injuries from trips/ falls from pot holes, raised kerbs and slabs</p> <p><u>Who at risk:</u> Colleagues Customers Visitors</p>	<p>Head Office controls</p> <ul style="list-style-type: none"> Approved contractors instructed to complete repair works 	<p>Site controls</p> <ul style="list-style-type: none"> Repair issues reported to the helpdesk and regularly follow up when repair delayed Periodic checks completed Barriers and cones used to cordon off areas at fault Good levels of light 	Low		
<p>Poor condition of/ poor siting of floor mats</p> <p>Risk of injuries from trips and falls due to badly sited/ poor condition of floor mats</p> <p><u>Who at risk:</u> Colleagues Customers Visitors</p>	<p>Head Office controls</p> <ul style="list-style-type: none"> Only approved mats to be used Mats located in agreed locations only Mats regularly replaced with clean mats of good condition 	<p>Site Controls</p> <ul style="list-style-type: none"> Colleague check correct location and conditions at opening Colleague checks throughout day and after mats refreshed by supplier 	Low		
Site Equipment, fixtures and fixings					
<p>Non / poorly maintained and defective equipment</p> <p>Risk of injuries resulting from equipment failing due to lack of maintenance</p> <p><u>Who at risk:</u> Colleagues Customers Visitors</p>	<p>Head Office controls</p> <ul style="list-style-type: none"> Asset PPM program in place Surveys completed/data taken from 3rd party risk assessments to identify assets Accident reviews to identify causes and types of accident and follow up 	<p>Site controls</p> <ul style="list-style-type: none"> Pre use checklists and visual checks completed Equipment to be isolated/ not used if defective Colleagues to report defective equipment to helpdesk Site Supervision of asset use and conditions throughout activities SM reporting non maintained assets to Property Compliance Team 	Low		

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<p>Poorly sited fixed equipment</p> <p>Risk of injuries from exposure to equipment and machinery <u>Who at risk:</u> Colleagues, Customers Visitors</p>	<p>Head Office controls</p>	<p>Site controls</p> <ul style="list-style-type: none"> All fixed equipment sited in pre-agreed locations Hazardous equipment segregated in plant rooms, behind locked doors 	Low		
<p>Overloading or failing of non-pallet storage shelving in warehouses</p> <p>Risk of crush injuries from collapsing equipment</p> <p><u>Who at risk:</u> Colleagues</p>	<p>Head Office controls</p> <ul style="list-style-type: none"> Visual review of storage facilities, including damage, stability and general use during the audit process Only centrally sourced shelving systems fitted, with weight limits appropriate to operational loads. Typical equipment load limits set @ 160kg/meter bay. Maximum operational loading @ 100kg/metre bay Minimum of “base plus 3” shelving configurations to reduce weight bearing Minimum ground clearance of bottom beam set around 10cms. for housekeeping and pest inspection purposes 	<p>Site controls</p> <ul style="list-style-type: none"> Hand loaded stock only, no pallets Only equipment intended for purpose utilised for stock storage Stock to be uniformly distributed across bays Damaged equipment to be reported to the facilities helpdesk for urgent attention Racking/ fixtures suitably secured per manufacturers guidance 			
<p>Incorrect use of equipment/ non authorised use of equipment</p> <p>Operating machinery whilst under the influence of drugs/ alcohol/ medication</p> <p>Risk of injuries from misuse or incorrect use of equipment <u>Who at risk:</u> Colleagues, Customers Visitors</p>	<p>Head Office controls</p> <ul style="list-style-type: none"> Accident reviews to identify causes and types of accident and follow up Substance abuse HR Policy available Covered during induction Included in accident investigation 	<p>Site controls</p> <ul style="list-style-type: none"> Only trained colleagues allowed to use site specific and dangerous equipment Key control for electric powered equipment – FLT/Master movers etc Equipment only used for designed purpose Pre-use checklists completed before use/ remedial issues reported Young Person risk assessment completed/ restrictions in place Critical equipment stored in agreed/ specific locations, including locked plant rooms and cupboards 	Low		

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		<ul style="list-style-type: none"> Lone workers not allowed to use dangerous machinery Manufacturer guidance always followed Colleague training records and observational check as in H&S Audit On-going task supervision 			
Damaged floors, fixtures and fixings Injuries caused by poor flooring and broken/ damaged equipment <u>Who at risk:</u> Colleagues, Customers Visitors	Head Office controls <ul style="list-style-type: none"> Observational check as in H&S Audit Facilities helpdesk monitors/ manages contractor attendance to remedials 	Site controls <ul style="list-style-type: none"> Daily checks completed Pre-use checks completed for equipment including kick stools Issues reported to Property for action Barriers/ cones erected to isolate damaged area/ location 	Low		
High volumes of vehicle movements Injuries from impact with people and property damage <u>Who at risk:</u> Colleagues, Customers Visitors	Head Office controls <ul style="list-style-type: none"> Observational check as in H&S Audit Facilities helpdesk monitors/ manages contractor attendance to remedials 	Site controls <ul style="list-style-type: none"> Designated reversing areas for loading and unloading of vehicles Safe working procedures identified Pedestrian marshals used where risk assessment identifies the need Colleagues trained on site safety Clear warning signage displayed On-going supervision of task 	Low		
Lack of Traffic Management Injuries from impact with people and property damage <u>Who at risk:</u> Colleagues, Customers Visitors	Head Office controls <ul style="list-style-type: none"> Observational check as in H&S Audit Facilities helpdesk monitors/ manages contractor attendance to remedials 	Site controls <ul style="list-style-type: none"> Speed limits and traffic calming controls in place where issue identified Group risk assessments completed for deliveries with agreed controls Workplace transport risk assessments completed for Food sites with agreed controls 	Low		

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Fire Safety					
Lack of fire safety awareness including blocked fire exits; escape routes and storage; and emergency procedures Injuries/fatalities resulting from delayed or failed evacuation in the event of a fire <u>Who at risk:</u> Colleagues, visitors and customers	Head Office controls <ul style="list-style-type: none"> • 3rd party FRA program with remedial action program maintained • PPM contractors feedback issues • Zone alarm plans displayed • Colleague training records checked as part of H&S Audit • Observational check as in H&S Audit • Centrally sourced fire safety signage to ensure compliance • 3rd party signage checks completed 	Site Controls <ul style="list-style-type: none"> • Colleagues receive induction training including fire awareness training and site orientation on joining • Annual fire awareness training and periodic drills for colleagues • Good housekeeping standard to ensure exit routes are always clear • Designated storage areas to prevent hindering exit routes and doors • Daily checks on fire and fire exit doors • 3rd party fire risk assessment program identifies site issues, reviewed annually • Fire safety signage clearly displayed throughout the site • Major Incident Plan process 	Medium		
Failure of fire safety equipment - inadequate maintenance and testing Injuries/ fatalities resulting from failed equipment <u>Who at risk:</u> Colleagues, visitors and customers	Head Office controls <ul style="list-style-type: none"> • Service and Inspection program in place and managed by Property Compliance • Periodic reporting of site compliance to Senior Management • Serviced by Approved contractors only • 3rd party FRA program to identify further issues • Observational check as in H&S Audit 	Site Controls <ul style="list-style-type: none"> • Weekly and monthly compliance checks completed on all fire safety equipment, issues reported to helpdesk 	Medium		
Fire caused by Arson Injuries relating to fire and damage to property <u>Who at risk:</u> Colleagues, visitors and customers	Head Office controls <ul style="list-style-type: none"> • 3rd party FRA program identifies issues for above site action • Observational check as in H&S Audit 	Site controls <ul style="list-style-type: none"> • All cardboard is collected through pre-agreed collection means • 3rd party FRA program identifies issues for site action • Secure area for storage of any flammable materials stores outside • Good standards of housekeeping always • Regular checks of yard/external areas 	Medium		

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		<ul style="list-style-type: none"> Yards/ service areas locked whenever possible CCTV on certain sites to monitor activity Site security measures to prevent unauthorised admission to colleague areas	Medium		
Spread of fire due to a lack of/ broken compartmentation Injuries relating to fire and damage to property <u>Who at risk:</u> Colleagues, visitors, residents and customers	Head Office controls <ul style="list-style-type: none"> 3rd Party FRA program identifies issues Compartmentation surveys and repair work completed Additional fire detection and alarms for above site residential properties 	Store Controls <ul style="list-style-type: none"> Self-closing fire doors always closed Ceiling tiles replaced Damage to walls and ceiling reported to helpdesk for repair 	Medium		
Site Electric and Gas services					
Use of faulty/ damaged electrical appliances/ failure to use equipment correctly Injuries resulting from Electric shocks and uncontrolled fire <u>Who at risk:</u> Colleagues, visitors, and customers	Head Office controls <ul style="list-style-type: none"> Inspection and Maintenance programs in place by Property team including 5 year fixed electrical testing and PAT testing program Approved competent contractors only engaged to complete works Observational check as in H&S Audit 	Site Controls <ul style="list-style-type: none"> Colleagues trained in safe use of electricity at work at Induction and with annual refreshers, including pre-use visual checks of equipment Colleagues encouraged to isolate (Lock out tag out) and report defective equipment Repairs only completed by approved contractors – never colleagues Only approved sourced for operation and allowed to be used 	Low		
Unauthorised access to/work on plant and electric circuit equipment and gas supply Injuries resulting from electric shocks and uncontrolled fire	Head Office controls <ul style="list-style-type: none"> No work is carried out on mains service without Property Team consent Only approved and competent contractors allowed to work on equipment Observational check as in H&S Audit 	Site Controls <ul style="list-style-type: none"> Key control/ locked plant and switch rooms “Management Procedures for Visitors” policy followed- see “Colleague Activities – Contractors and Visitors” section below 	Low		
Injuries resulting from explosion and fire from escaping gas	Head Office controls <ul style="list-style-type: none"> No work is carried out on mains service without Property Team consent 	Site Controls <ul style="list-style-type: none"> Key control/ locked plant and switch rooms 			

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Who at risk: Colleagues, visitors, and customers	<ul style="list-style-type: none"> Only approved and competent contractors allowed to work on equipment Observational check as in H&S Audit 	<ul style="list-style-type: none"> “Management Procedures for Visitors” policy followed- see “Colleague Activities – Contractors and Visitors” section below 			
Blocked access to electrical circuits Injuries from uncontrolled fire/ lack of access to isolate circuits in an emergency Who at risk: Colleagues, visitors, and customers	Head Office controls <ul style="list-style-type: none"> Observational check as in H&S Audit 	Site controls <ul style="list-style-type: none"> Good housekeeping practices always Regular checks and on-going task supervision 	Low		
Accident reporting					
Lack of knowledge around reporting of accidents and incidents Accident severity increased due to unreported accidents and incidents/ Failure to RIDDOR report Who at risk: Colleagues, visitors, and customers	Head Office controls <ul style="list-style-type: none"> H&S Team available for support and guidance Accident review process followed Reminder included in annual DSE refresher for office/agile and lone workers 	Site Controls <ul style="list-style-type: none"> Accident reporting requirements included in induction training All colleagues receive regular refreshers on accident reporting Colleagues instructed to report all incidents, regardless of severity Accident reporting platform available to all colleagues, with self-help guides Site Major Incident Plan process followed in event of serious incident Homeworking “workstation set up” reminder 	Low		
A lack of clear H&S line reporting and escalation/ failure to investigate accidents Failure to prevent future accidents and incidents by not informing relevant levels	Head Office Controls <ul style="list-style-type: none"> Clear “Organisational Arrangements” in place on all levels “Speak in confidence” phone line available for all colleagues H&S Steering Committee meets regularly to improve colleague safety culture All accidents are reviewed to identify potential root causes and issues 	Site controls <ul style="list-style-type: none"> Site Manager delegated responsibility for Site H&S on day to day basis Periodic “Organisational Arrangement” refreshers for all colleagues and management 	Low		

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Accident reporting – contd.					
within the Society or identifying root causes <u>Who at risk:</u> Colleagues, visitors, and customers	<ul style="list-style-type: none"> Accident trends reviewed regularly and reported to the Senior team/ Board with next steps as required Accident benchmarking program 				
Inadequate first aid arrangements Injury severity increased due to a lack of first aid treatment <u>Who at risk:</u> Colleagues, visitors, and customers	Head Office Controls. <ul style="list-style-type: none"> First Aid risk assessment completed to determine society needs with periodic reviews Training provided where required First aid kit/content available by approved supplier Observational check in H&S Audit	Site Controls <ul style="list-style-type: none"> First aid kits and content maintained and regularly checked New kits/supplies ordered as required Signage displayed Site Manager identify colleague training needs and ensures that suitable cover is available throughout the trading day by rota planning 	Low		
Colleague Activities – Manual Handling					
Manual handling - Colleagues not adequately trained or following correct techniques Musculoskeletal injuries from incorrect manual handling practices <u>Who at risk:</u> Colleagues	Above site controls <ul style="list-style-type: none"> Accident reporting monitoring for key accident types/ follow up as required Colleague training records checked as part of H&S Audit Maintenance program for equipment 	Site Controls <ul style="list-style-type: none"> All colleagues receive manual handling training as part of their induction Annual manual handling refresher training/ COPS available Reminder poster on notice boards and warehouse racking Supervision of tasks by Management Equipment provided to reduce handling risks when lifting heavier/ bulky items including trolleys, cages, pump trucks Safety footwear provided for colleagues involved in roll cage movement 	Low		
Manual Handling - Insufficient assessment of task and ability of colleagues	Above site controls <ul style="list-style-type: none"> Accident reporting monitoring for key accident types/ follow up as required Observational check in H&S Audit 	Site controls <ul style="list-style-type: none"> Manual handling assessment completed for tasks involving heavier items/ repeated tasks Most tasks/loads are consistent in the Operation and so understood 	Low		

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Colleague Activities – Manual Handling contd.					
Musculoskeletal injuries from individual incapability to safely carry specific loads <u>Who at risk:</u> Colleagues		<ul style="list-style-type: none"> Colleague training includes checking content and weight of unknown items before lifting and use of equipment Colleague encouraged to inform Management of any issues relating to manual handling Young Persons and New/Expectant mothers risk assessment completed On-going supervision of tasks 			
Manual Handling -incorrect storage of items Musculoskeletal injuries from incorrect manual handling practices <u>Who at risk:</u> Colleagues	Above site controls <ul style="list-style-type: none"> Observational check in H&S Audit Accident reporting monitoring for key accident types/ follow up as required 	Store Controls <ul style="list-style-type: none"> Designated storage for goods, and by weight – light goods on higher shelves, heavier goods on lower shelves 	Low		
Colleague activities – Spillage control and Housekeeping					
Poor Spillage control Injuries resulting from Slips and falls from unattended spillages and leaks <u>Who at risk:</u> Colleagues, visitors, and customers	Above site controls <ul style="list-style-type: none"> Accident reporting monitoring for key accident types/ follow up as required Observational check in H&S Audit Colleague training records checked as part of H&S Audit 	Site controls <ul style="list-style-type: none"> All colleagues trained at Induction Annual refreshers/ COPS available Periodic reminders and safety bulletins On-going supervision by Management Daily checks completed to identify hazards Wet floor signs/cleaning equipment available Equipment leaks escalated to helpdesk PPE to be used dependant on spillage Quiet trading periods utilised to reduce risk 	Low		
Exposure to hazardous waste when clearing bodily fluid spillages/ sharps Injuries resulting from Irritation, inflammation and organ damage <u>Who at risk:</u> Colleagues	Above site control <ul style="list-style-type: none"> Contract in place for contaminated waste collection. Observational check in H&S Audit Colleague training records checked as part of H&S Audit 	Site control <ul style="list-style-type: none"> Spillage kits provided with instructions Council to collect sharps COPS guidance on safe practice Trained colleagues only PPE provided Task supervision 	Med		

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Hazard; Risk Rating and who at risk- before controls Risk from the hazard	Current controls required to reduce risk to Society acceptable level - Head Office controls	Current controls required to reduce risk to Society acceptable level – Site level controls	Residual risk rating with all Controls in place	Further action needed by Site to reduce the risk	Completed/ date
Colleague activity - use of chemicals					
<p>Poor housekeeping standards</p> <p>Injuries resulting from trips and falls due to poor housekeeping standards</p> <p><u>Who at risk:</u> Colleagues, visitors, and customers</p>	<p>Above site controls</p> <ul style="list-style-type: none"> Accident reporting monitoring for key accident types/ follow up as required Observational check in H&S Audit Colleague training records checked as part of H&S Audit <p>Periodic reminders and safety bulletins</p>	<p>Site Controls</p> <ul style="list-style-type: none"> All colleagues trained at Induction Annual refreshers/ COPS available On-going supervision by Management Designated locations for equipment and storage of stock/ consumables On-going daily checks Pre-opening checks of aisles and walkways 	Low		
<p>Homeworking</p> <p>Injuries resulting from trips and falls due to poor housekeeping standards</p> <p><u>Who at risk:</u> Colleagues</p>	<ul style="list-style-type: none"> Above site controls Periodic reminders and safety bulletins Workstation Set up guidance available on colleague connect 	<p>Home working controls</p> <ul style="list-style-type: none"> Reminders shared annually via DSE refresher activity Concerns raised during line manager check ins Contracted homeworkers induction 	Low		
<p>Exposure to hazardous waste when clearing bodily fluid spillages/ sharps</p> <p>Injuries resulting from Irritation, inflammation and organ damage</p> <p><u>Who at risk:</u> Colleagues</p>	<p>Above site control</p> <ul style="list-style-type: none"> Contract in place for contaminated waste collection. Observational check in H&S Audit Colleague training records checked as part of H&S Audit 	<p>Site control</p> <ul style="list-style-type: none"> Spillage kits provided with instructions Council to collect sharps COPS guidance on safe practice Trained colleagues only PPE provided Task supervision 	Med		
<p>Incorrect use of chemicals</p> <p>Incorrect storage of chemicals</p> <p>Injuries resulting from contact with chemicals - chemical burns to eyes; irritation or burns and rashes</p> <p><u>Who at risk:</u> Colleagues</p>	<p>Head Office controls</p> <ul style="list-style-type: none"> COSHH assessments completed for all approved chemicals Low risk product sourced wherever possible, through approved suppliers Observational check in H&S Audit Colleague training records checked as part of H&S Audit 	<p>Site Controls</p> <ul style="list-style-type: none"> Colleagues trained in correct use of chemicals Safety data sheets and assessments available Only approved chemicals used on site PPE used/ provided per the assessment Chemicals kept in original containers Where necessary, chemicals stored in designated and locked locations Wall charts available for guidance On-going supervision of task Contract cleaner products not used by colleagues and approved only. 	Low		

Midcounties COOP – Society Generic Risk Assessment

Society hazards, risks and controls identified				Site specific - additional controls identified at site level	
Hazard; Risk Rating and who at risk- before controls Risk from the hazard	Current controls required to reduce risk to Society acceptable level - Head Office controls	Current controls required to reduce risk to Society acceptable level – Site level controls	Residual risk rating with all Controls in place	Further action needed by Site to reduce the risk	Completed/ date
Colleague activities – vulnerable colleagues					
Vulnerable colleagues Injuries and illness to vulnerable colleagues from inappropriate work activities including use of chemicals and manual handling <u>Who at risk:</u> Colleagues, customers and visitors	Head Office controls <ul style="list-style-type: none"> Established HR process in place for managing/ support Observational check in H&S Audit Colleague training records checked as part of H&S Audit 	Site controls <ul style="list-style-type: none"> Young person’s risk assessment completed for all under 18 year olds; regularly reviewed, hours and tasks controlled New & Expectant mothers risk assessment done/ HR process adopted Welfare facilities available Work adjustments made where required, particularly around manual handling/ equipment and chemicals On-going supervision of tasks 	Low		
Colleague activities – contractors on site					
Unsafe / uncontrolled Contractor activities Injuries and illness resulting from contractor activities <u>Who at risk:</u> Colleagues, customers and visitors	Head Office controls <ul style="list-style-type: none"> Site Rules document shared and confirmed by all contractors Pre-vetting of contractors including accreditation and competency Contractor management Approved RAMS for high risk activities Hand rail/ fall arrest systems in place where roof access required by contractors MEWP work preferred where possible Contractor accidents reviewed and reported on for lessons learnt 	Site Controls <ul style="list-style-type: none"> “Management Procedures for Visitors” policy Signing in process followed Pre-work confirmation and discussion of risks and controls Hot Work permit required for hot work Only approved contractors instructed RAMS provided for all “at risk” tasks Site Management enabled to stop unsafe work and report issues to help desk Work area cordoned off if on Sales floor during trading hours Contractor Accidents reported via workjam 			
Colleague activities – working at height (working above 2 metres)					
Incorrect/ unsafe working at height Injures from falling from height/ incorrect use of working at height equipment	Head Office controls <ul style="list-style-type: none"> Step Ladders and kick stools sourced through approved contractors only Observational check in H&S Audit Colleague training records checked as part of H&S Audit Loft spaces used for storage must be boarded 	Site Controls <ul style="list-style-type: none"> Only step ladders and kick stools allowed from approved sources Pre-use checks completed Stored in designated locations Kick tools and ladders not left unattended on trading floor 	Low		

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Society hazards, risks and controls identified				Site specific - additional controls identified at site level	
Hazard; Risk Rating and who at risk- before controls Risk from the hazard	Current controls required to reduce risk to Society acceptable level - Head Office controls	Current controls required to reduce risk to Society acceptable level – Site level controls	Residual risk rating with all Controls in place	Further action needed by Site to reduce the risk	Completed/ date
Who at risk: Colleagues, customers and visitors		<ul style="list-style-type: none"> Managers control stock storage to limit risk from falls No colleagues allowed to work at height or task if it includes work at height Correct use of equipment part of Induction Periodic refresher training On-going task supervision. Loft access only via fixed ladders Loft spaces only used if boarded. 	Colleagues, customers and visitors		
Colleague activities - PPE					
Lack of PPE issued or worn Injuries from not wearing correct PPE/ not using PPE in correct manner Who at risk: Colleagues, customers and visitors	Head Office controls <ul style="list-style-type: none"> All tasks assessed and PPE identified in COPS/ training material Approved PPE only sourced through approved contractors 	Site controls <ul style="list-style-type: none"> Safety shoes issued to colleagues completing specific tasks including use of roll cages PPE log maintained for colleagues PPE required for cleaning provided per Cleaning material requirements Visitors provided with PPE if required PPE suitably stored for use, condition regularly checked and where necessary replaced Where required, instruction given on the correct use of specific PPE On-going task supervision 	Low		
Colleague activities – Abuse and stress					
Exposure to workplace abuse and violence including opening and closing sites Injuries from assault and acts of violence Who at risk: Colleagues	Head Office controls <ul style="list-style-type: none"> Safe Stores team monitor and assess site risks Investigations completed after all serious incidents to prevent re-occurrence where possible CCTV remote monitoring Programs in place to support higher risk sites 	Site Controls <ul style="list-style-type: none"> Colleagues receive training and procedures to follow including; not to resist robberies and not to engage with offenders Panic alarms available Colleagues encouraged to report incidents and log on portal 	Medium		
Exposure to work related stress/failure to assess workload by line managers	Head Office controls <ul style="list-style-type: none"> Pulse survey completed monthly to identify issues Colleagues encouraged to communicate and discuss issues including via Check ins 	Site controls and homeworking Controls <ul style="list-style-type: none"> All sickness and absence monitored Return to work interviews completed for all colleagues with poor attendance 	Low		

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Repeated sickness and poor attendance due to stress and/or excessive workload <u>Who at risk:</u> Colleagues	Work/life balance policy	<ul style="list-style-type: none"> Support available for all colleagues, including mental health champions Task supervision and observation on-going 			
Colleague activities – Display Screen Equipment (DSE) use					
Incorrect DSE practices being followed Musculoskeletal injuries and RSD from poor set ups and practices <u>Who at risk:</u> Colleagues	Head Office controls <ul style="list-style-type: none"> Annual DSE refresher activity to establish issues/ raise awareness on good practice DSE Policy outlines essential users Eye test voucher available for essential users No intensive data input work carried out 	Site and homeworking Controls <ul style="list-style-type: none"> All DSE users complete DSE assessments Guidelines in place for setting up workstations Hot desking set up supported by “Workstation set up guide” on Colleague Connect Reminder posters displayed around offices 	Low		
Colleague activities – Driving on Society business					
Poor driving standards including use of hand held devices Injuries resulting from vehicular accidents and damage to Society vehicles <u>Who at risk:</u> Colleagues, members of public	Head Office controls <ul style="list-style-type: none"> Copies of driving licences checked before drivers are allowed to drive Society vehicles Periodic random licence checks Society policy in place regarding use of mobile phones and handheld devices when driving 	Site Controls <ul style="list-style-type: none"> All Society drivers expected to obey and drive to the standards of the Highway Code and regulations set by the Road Traffic Act 	Low		
Vehicular accidents and breakdown of vehicles Injuries resulting from impact with traffic and damage to vehicles <u>Who at risk:</u> Colleagues	Head Office controls <ul style="list-style-type: none"> Maintenance programs and road side assistance set up for all vehicles to reduce breakdown likelihood 	Site controls <ul style="list-style-type: none"> Colleague guidance provided re safety in the event of a breakdown or accident 	Low		

Midcounties COOP – Society Generic Risk Assessment

Managers declaration

I have reviewed the risk assessment and confirm that the controls identified are in place and where necessary have noted additional hazards and controls in the “Site Specific - additional controls identified at site level “section.

Name: _____ Date of review: _____

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