

Task / Activity / Area: Modula Picking Machines (Picking and Replenishment)			Date: 15/2/18	Assessment No: BDD302-137 v1			
IDENTIFY HAZARD Identify from the list on the back of this form what best describes the hazards associated with the Task / Activity / Area being risk assessed.	ASSOCIATED RISKS Identify from the list on the back of this form individuals who are likely to be at risk of injury or ill health from the hazards identified and briefly describe how that harm could be realised and to what extent.	CURRENT CONTROL MEASURES Provide details of all current measures in place designed to remove, reduce or control the risk so far as is reasonably practicable including reference to management systems such as Standard Operating Procedures, Work Instruction Documents or any other Safe System of Work Documentation currently in operation.	RISK SCORE Calculate the risk level for each individual hazard identified using the matrix on back of this form.	FURTHER CONTROLS REQUIRED IF ANY Where risks are not adequately controlled provide details of any further action you consider necessary to reduce the risks to an acceptable level.	ACTION PLAN Any outstanding actions should also be monitored and reviewed on the SBU H&S action plan. Put initials of individuals responsible for any action required.		
Hazard Category	Who Could be Harmed and How?	What is Currently Being Done?	Risk Level (RAG)	What Else Needs to be Done?	By Whom	By When	Done
Fire / Explosion	Operators of Modula Machine, Contractors, people in the vicinity of machine	Fire Extinguishers next to machine SSOW for contractors Fire evacuation procedure, smoke detectors, sprinkler system, fire wardens to guide people out	10				
Electrical	Employee, Contractor or Visitor receives an electric shock from: <ul style="list-style-type: none"> Loose wires at control panel Loose wires at back of machine at the lower level Loose wires at PC desk 	Isolator switch on Modula lower level Emergency stop Button on Modula control panel PC cables behind a barrier with no access Contractor to maintain and service Modula	10				
Moving and Handling	Operator suffers muscle strain lifting products from pallets to Modula tray or vice versa Operator drops product onto feet Operator suffers muscle strain moving pallet Operator drops pallet onto feet	In-house Operator training Manual Handling training Safety footwear mandatory in warehouse	8				

Moving machinery	<p>Operator jams hand in moving tray as it comes out or goes into Modula</p> <p>Box or item is sitting inside the tray exit area when tray is coming out jamming the tray or pushing item to the floor</p> <p>The Control panel next to the upper tray exit area moves and strikes the body</p> <p>Maintenance engineer is crushed by tray when trying to remove jam or carry out repair/maintenance</p>	<p>In-house Operator training</p> <p>Sensor on the sides of the tray exit area prevents anything going into the area or coming out of the area and the tray stops and Modula will not move till reset and the beam is clear</p> <p>Isolator switch to be used when carrying out maintenance</p> <p>Only trained maintenance Engineer to repair/service or other maintenance</p>	8				
Slip/Trip Hazards	<p>Cables at desk stick out and catch operators foot</p> <p>Operator trips over pallets placed near Modula</p> <p>Operator trips over the barrier that surround three sides of the Modula</p> <p>Operator trips over stock that is lying about near Modula</p> <p>Operator trips over pallet truck left near Modula</p> <p>Liquid spills near Modula and operator slips on it</p> <p>Operator trips over edge of anti-slip rubber tile that has came loose in the Mezz area</p>	<p>In-house training for Modula operator</p> <p>Cables to be securely placed behind a barrier</p> <p>Pallets to be put in a marked off zone only</p> <p>Stock must only be on either the pallet or the Modula tray</p> <p>Pallet truck to be placed in a storage area when not in use</p> <p>Area to be checked before using Modula</p>	8				
Restricted Access	<p>Operator bangs head on top of Modula</p> <p>Tray exit area</p>	<p>In-House operator training</p>	4				

Tools & Sharp Edges	<p>Operator cuts hand on edges of Modula tray</p> <p>Cuts from cardboard whilst moving stock from pallet to Modula tray or vice versa</p> <p>Cuts from lifting pallets</p> <p>Splinters from lifting pallets</p>	<p>In-House Operator training</p> <p>Operator to wear gloves</p> <p>Pallets to be checked before lifting</p>	4				
Work Vehicles & Plant	<p>Operator drives a LLOP/PPT into Modula</p> <p>Lincoln Sweeper/Washer is cleaning close to Modula and crashes into it</p> <p>Master Mover is pushing Cages that move in Modula direction and crash into it</p> <p>Mezz trolley crashes into Modula</p> <p>Pallet Truck is moving pallets near Modula and crashes into it</p>	<p>In-house Operator training</p> <p>Barriers surround three sides of Modula protecting it.</p> <p>Area in front of Modula (no barriers) will be off limits to everyone other than Modula operator</p> <p>Only Modula operator to use pallet truck near machine</p> <p>SSOW (HS&W-SSW-025) for operator</p> <p>SSOW for Master Mover</p>	2				
Risk Assessor:	Signature:	Name:	Assessment Review Date: refer to Q-Pulse record				
Line Manager:	Signature:	Name:					

NSS Health and Safety Risk Assessment Form (NSSRAF2016)

HAZARD CATEGORY LIST		INDIVIDUAL CATEGORY LIST	RISK ASSESSMENT SCORING MATRIX																	
1	Fire / Explosion *	1. NSS Staff	RISK RATING																	
2	Electrical	2. Other NHS Staff	If the residual risk score is 15 or above then further control measures need to be implemented in order to reduce the risk to an acceptable level before work can continue.																	
3	Work vehicles & Plant	3. In house Maintenance Staff	OUTCOME	LIKELY	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE												
4	Moving Machinery	4. External Contractors	FATAL Any injury or ill health effect reportable under RIDDOR which results in a fatality	25	20	15	10	5												
5	Slip or Trip Hazards	5. Donors	MAJOR INJURY Any injury reportable under RIDDOR, requiring hospital treatment or resulting in permanent disability	20	16	12	8	4												
6	Working at height	6. Patients	HEALTH EFFECT Any ill health condition reportable under RIDDOR, requiring hospital treatment or resulting in permanent disability	15	12	9	6	3												
7	Noise / Vibration *	7. Visitors	MINOR INJURY Any injury which is not reportable under RIDDOR, the effects are short term and only First Aid treatment is required	10	8	6	4	2												
8	Hazardous Materials *	8. Emergency Services Staff	PROPERTY/EQUIPMENT Any damage to property, fixtures, fittings or equipment	5	4	3	2	1												
9	Tools & Sharps etc	<u>VULNERABLE PERSONS</u>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2">Likelihood</th> </tr> </thead> <tbody> <tr> <td>LIKELY</td> <td>Almost certain to occur</td> </tr> <tr> <td>PROBABLE</td> <td>Not surprised if it were to occur</td> </tr> <tr> <td>POSSIBLE</td> <td>Reasonable Chance it May Occur</td> </tr> <tr> <td>REMOTE</td> <td>Unlikely though still conceivable</td> </tr> <tr> <td>IMPROBABLE</td> <td>Extremely Unlikely</td> </tr> </tbody> </table>						Likelihood		LIKELY	Almost certain to occur	PROBABLE	Not surprised if it were to occur	POSSIBLE	Reasonable Chance it May Occur	REMOTE	Unlikely though still conceivable	IMPROBABLE	Extremely Unlikely
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10	Radiation / Ultra Violet Welding / Hot Work etc	9. Young Persons																		
11	Environmental Issues	10. New or Expectant Mothers																		
12	Confined Space/ Restricted Access	11. Children																		
13	Dust/ Fumes/ Vapours *	12. Disabled Persons																		
14	Moving & Handling *	13. Other																		
15	Hygiene Issues																			
16	Lone Working																			
17	Psychosocial Factors (Workplace Stress) *																			
18	Other																			

* Indicates there may be a requirement for an additional specific risk assessment to be carried out, eg COSHH Risk Assessment, Workplace Stress etc.