



REDUNDANT ASSET MANAGEMENT.

IT-Green is the Trading name of ComputerDisplays (UK) Limited, Company Number: 5587345

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Brief outline of work/activity	Access/ Egress	Assessor:	Richard Johnson
Location	Warehouse	Signed off by H&S coordinator	Michelle Tanfield

Hazards identified	Who might be at risk	Existing controls	Likelihood H M L	Severity H M L	Residual risk 1-9	Additional control measures required	Date actioned	Estimated residual risk
Blocking of fire Exits	Personnel	Keep area clear of wastes	L	H	4	Storage bins added for dry wastes. All sorted wastes to be put in bins and not stacked on floors	July 2008	1
Access/ Egress routes with trip hazards/ reduced widths	Personnel	Segregate waste/ re-use areas. Provide designated storage areas	L	H	4	Pallet racks, storage bins, waste separation bins to dis-assembly areas for segregating wastes. Daily inspection sheet for first operative on site.	July 2008	1

KEY

Likelihood

- L.** Low (seldom) [1 point]
- M.** Medium (frequently) [2 points]
- H.** High (certain or near certain) [3 points]

Severity

- L.** Slight (less than 3 days off work) [1 point]
- M.** Serious (over 3 days off work) [2 points]
- H.** Major (major injury/death) [3 points]

Residual Risk (Likelihood x Severity)

- 1 - 2** No action/low priority
- 3 - 4** Medium
- 6 - 9** High priority/urgent action

Review Date

July 2008

Brief outline of work/activity	Stacking/ storing of wastes	Assessor:	Richard Johnson
Location	Warehouse	Signed off by MD	Michelle Tanfield

Hazards identified	Who might be at risk	Existing controls	Likelihood H M L	Severity H M L	Residual risk 1-9	Additional control measures required	Date actioned	Estimated residual risk
Poor stacking/ Falling stacks of sorted wastes	Personnel	Use of storage bins for dry wastes	L	M	3	Do not stack over 1.5 meters high. Maximum height signs to be added	July 2008	1
Slips/ trips	Personnel	Use storage bins to store dry segregated wastes	L	M	3	Sweep area regularly. Keep floor of waste management area clean of debris	July 2008	1
Sharp metal/ plastic in wastes	Personnel	Use of PPE	L	M	3	Keep all access/ egress areas clear to reduce likelihood of falling. Remove likelihood of serious injury by falling onto sorted wastes	July 2008	1

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Residual Risk (Likelihood x Severity)

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Review Date

July 2008

Brief outline of work/activity	Vehicle Movements in Yard	Assessor:	Richard Johnson
Location	Yard and Warehouse	Signed off by Head of School or H&S coordinator	Michelle Tanfield

Hazards identified	Who might be at risk	Existing controls	Likelihood H M L	Severity H M L	Residual risk 1-9	Additional control measures required	Date actioned	Estimated residual risk
Reversing of Vehicles	All	None	M	M	4	Drivers to check yard is clear of personnel/ members of the general public, before reversing up to roller shutter doors. Doors to remain closed until vehicle has stopped.	June 2009	2
Overloading of Vehicles	Personnel/ General Public	Signs strategically placed around warehouse entrances/ egress points, notifying Drivers of their Duties. Use of collection manifests agreed at time of booking with client to ensure vehicles will be within legal weight limit.	L	H	3	Check Vehicles leaving yard to ensure vans are under 3.5 tonnes and Light goods vehicles under 7.5 tonnes. Notify all drivers if it is believed they are overloaded. Reduces likelihood further.	June 2009	3

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Review Date

June 2009

Brief outline of work/activity	Movement of Wastes	Assessor:	Richard Johnson
Location	Warehouse	Signed off by MD	Michelle Tanfield

Hazards identified	Who might be at risk	Existing controls	Likelihood H M L	Severity H M L	Residual risk 1-9	Additional control measures required	Date actioned	Estimated residual risk
Loading scrap metals into storage bins and outbound vehicles	Personnel/ environment	Use PPE when handling	H	L	4	Wastes are not to be thrown into bins. Do not carry heavy loads. Scrap area to remain clear of obstructions/ members of the general public. Be Observant of Others.	July 2008	2
Large, heavy whole units of WEEE. Moving Servers, large printers	Personnel/ environment	Observe Manual handling rules. 2 Man lift and trolleys for large equipment	L	M	6	Palletise very large goods. Ensure area of movement is clear of any obstructions/ slip and trip hazards.	July 2008	2

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Review Date

July 2008

Brief outline of work/activity	Use of Pallet Truck/ lifting Aids	Assessor:	Richard Johnson
Location	Warehouse	Signed off by H&S coordinator	Michelle Tanfield

Hazards identified	Who might be at risk	Existing controls	Likelihood H M L	Severity H M L	Residual risk 1-9	Additional control measures required	Date actioned	Estimated residual risk
Poor Loading of Pallets	Personnel	2 x employees to load pallets with goods	L	H	3	Avoid uneven loading of pallet. Goods on pallet not to exceed 200 kilogrammes. Do not overhang edge of pallet when stacking goods.	July 2008	1
Movement of pallet truck on un-even ground	Personnel	Use minimum of 2x employees to support load	L	H	3	Goods to be secured to pallet. Pallet to be lifted evenly on truck. Do not exceed walking pace. Load pallet as above.	July 2008	1
Movement of pallet truck (general)	Personnel	None	L	H	3	Ensure area ahead is clear of personnel. Ensure ground is firm, even and not obstructed by trip/ slip hazards.	July 2008	1
Poor lading of sack barrows	Personnel	None	M	M	4	No more than 3 x CRT monitors. Trained personnel only to use sack barrows. Do not overload. Follow method statement provided	July 2008	2

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Review Date

July 2008

Brief outline of work/activity	Unexpected Wastes/ disguised Wastes	Assessor:	Richard Johnson
Location	Warehouse/ treatment facility	Signed off by MD	Michelle Tanfield

Hazards identified	Who might be at risk	Existing controls	Likelihood H M L	Severity H M L	Residual risk 1-9	Additional control measures required	Date actioned	Estimated residual risk
<p>Equipment that is over 25 years old is likely to contain substances banned from the manufacturing process. These include PCB's, Ozone depleting substances (CFC's and HCFC's), Arsenic, Cadmium, Lead, Phosphor. These materials represent an unacceptable risk.</p> <p>Further wastes could contain Asbestos.</p> <p>Risks associated with unknown powders, fluids and gases also exist.</p>	Employee/ local environment	None	L	H	3	<p>Identify the wastes received. Ensure they fall within normal acceptable forms of waste. Equipment beyond 25 years in age is readily identifiable. Fridges, Freezers, pre 1980 electrical equipment are to all be reported to Richard Johnson for further inspection.</p> <p>Upon identifying powders or materials not usually found in WEEE, contact Richard Johnson so that a further inspection can be carried out prior to any further treatment measures.</p>	Jan 2009	2

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