



METHOD STATEMENT
RACKING INSPECTION
COLD STORE/ FREEZER/ CHILLED ENVIROMENT

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SECTION 1 – SCOPE OF WORKS:

This document defines the procedure to be used when carrying out a visual floor level inspection to racking within a working warehouse.

The main dangers arise from:

- a) Falling objects
- b) Clients Mechanical Handling Equipment
- c) Workplace Collisions
- d) Slips, trips and falls
- e) Cold relating injuries/illnesses
- f) Lone working
- g) Accidental Lock In

SECTION 2 – SCHEDULE OF PLANT & EQUIPMENT:

No plant is necessary for this inspection.

SECTION 3 – INSPECTION METHOD:

The inspector will report firstly to the site contact for an induction/familiarisation.

Prior to the inspection taking place the site contact will have briefed their staff of the fact the inspection is being carried out, what is involved and to expect to see the inspector walking around the racking and within the aisles.

The inspection will be carried out from floor level following the route agreed with the site contact.

The inspection will be carried out in accordance with the SEMA Code of Practice for rack inspections.

PLEASE NOTE: Mobile bases (if mobile racking is on site), will not form part of the racking inspection; we suggest that the manufacturer or an electrical engineer be consulted.

On completion of the inspection the site contact will be de-briefed by the inspector providing details of any immediate or Health & Safety issues. In some cases a report may be left on site.

SECTION 4 – PPE REQUIRED:

The inspector is to wear safety footwear and high visibility clothing at all times, hard hats/bump caps are dependent on site rules.

Suitable freezer clothing must be worn at all times whilst inspecting the cold store.

All rules for exposure and safe working times must be strictly adhered too.

Any other PPE required on site must be advised by the site contact before the inspection commences, it is for site to provide any PPE other than Safety footwear and high visibility clothes.

SECTION 5 – DEMARCATION REQUIREMENTS:

Discussions to take place with the client prior to starting the inspection to agree the route, order of inspections and areas to be inspected.

Due to the fluid nature of the inspection demarcation may not be practical or possible. The inspector will always obey if any site rules exist regarding the coning or chaining off of aisles.

Both the inspector and the client's staff will need to be vigilant and aware of each other.

SECTION 6 – FIRST AID AND EMERGENCY PROCEDURES:

The inspector is to be inducted to/briefed on site before starting works.

Site rules to be followed at all times.

Accident reporting will be in line with the site rules.

First aid will be as outlined in the site induction/briefing.

RACKING INSPECTION – COLD STORE/FREEZER/CHILLED ENVIROMENT KEY TO RISK ASSESSMENT



RISK RATING = LIKELIHOOD + SEVERITY

		Severity of the potential injury/damage				
		Insignificant damage to Property, Equipment or Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury moderate loss of Process or limited damage to Property	Major Injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business
0 – 5 = Low Risk						
6 – 10 = Moderate Risk						
11 – 15 = High Risk						
16 – 25 = extremely high unacceptable risk						
Likelihood of the hazard happening	Almost Certain 5	1	2	3	4	5
	Will probably occur 4	5	10	15	20	25
	Possible occur 3	4	8	12	16	20
	Remote possibility 2	3	6	9	12	15
	Extremely Unlikely 1	2	4	6	8	10
		1	2	3	4	5

*Reportable injury under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

RISK ASSESSMENT

Activity: <u>Rack Inspection – Cold Store/Freezer/Chilled Enviroments</u>	Inspectors & Clients Signature	Assessed by: D.Randle & A.Neal Revised July 2023 Rev. Two	Date: - As arranged & agreed
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Task	Hazard	Control measures tending to reduce risk						
		L	S	RR		L	S	RR
Walking in warehouse and within racking aisles	Collisions with site traffic. - Fork Lift Trucks - Pallet Trucks - Pick Trolleys	3	4	12	Warehouse personnel to be made aware of inspector's presence on site & within the aisles. Use Pedestrian Walkways to navigate around the site. Agree route/area for inspection before commencing. Inspector to wear high visibility clothing & PPE at all times. Racking aisles to be closed off to MHE during inspection where practicable. The inspector is to make him/herself aware to the MHE operative if working together in the aisles. Giving the MHE rights of way. Inspector to remain at least 3 racking bays away from the MHE whilst in aisle, if closing of aisles is not practicable.	1	4	4
	Falling objects. - Items from racking - Goods for forklift trucks	3	4	12	Inspector to maintain a safe distance from a loading/unloading MHE within a picking aisle (minimum 3 bays). Personnel to be made aware of the inspection taking place, if possible operation to be suspended whilst inspection is in progress. Racking aisles to be closed off to MHE during inspection where practicable.	1	4	4
	Fire.	2	5	9	Inspector to receive site induction on arrival outlining site procedures for emergencies. Fire exits and assembly point clarified before inspection commences. Fire alarm & test alarm explained – made aware if test due.	1	5	5
	Slips, Trips and falls.	3	3	9	Inspector to make himself aware of any site hazards he may encounter whilst carrying out racking inspection (including uneven floor surfaces or coverings, wet floors, trailing cables, poor lighting and housekeeping.	2	3	6

Cold Store Environments	Injury and Ill health - Prolonged exposure. - Loss of awareness	5	4	20	Staff to be trained in Cold Store Working conditions and recognised Cold Stress symptoms. Cold Store PPE to be worn at all times. Suitable time is allowed for inspection to be completed safely. Regular warm up breaks to be taken with a warm up room facility available. Drying facilities to be made available. Fit and no health conditions/medication which will lead to cold induced illnesses.	3	4	9
	Lone Worker - Accidental Lock In	5	4	20	Site to make aware regarding fire exits/exit doors/Trapped worker alarm. Inspector informs relevant personnel when entering/exiting cold store.	3	4	9
(Where applicable)	Noise Environments. - Temporary or permanent hearing damage from exposure to noise.	5	4	20	Suitable hearing protection provided to the inspector and trained how to use them. Inspector to obey site rules and signage.	3	4	5
(Where applicable)	Chemical Environments	5	4	20	Site to confirm substances in use and hazard levels. COSHH assessments available to inspector. Suitable PPE to be provided by customer. Inspector not to interact with any product or signs of substance leakage.	3	4	10
(Where applicable)	Explosive Atmosphere	5	5	25	ALL Inspectors electrical items to be switched off. Suitable PPE to be provided by customer. Inspector to obey site rules and signage. Gas meters to be worn – Supplied by customer.	2	5	10