



METHOD STATEMENT

MEZZANINE FLOOR INSPECTION – AMBIENT

ENVIROMENT

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Date: July 2023
Revision: Six (6)



SECTION 1: SCOPE OF WORK

SECTION 2: SCHEDULE OF PLANT & EQUIPMENT

SECTION 3: INSPECTION METHOD

SECTION 4: PPE REQUIRED

SECTION 5: DEMARCATION REQUIREMENTS

SECTION 6: FIRST AID AND EMERGENCY PROCEDURES

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

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.

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. 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.

MEZZANINE FLOOR INSPECTION AMBIENT 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 – Mezzanine Floor</u> <u>Ambient</u>	Inspectors & Clients Signatures:	Assessed by: D.Randle & A.Neal Revised July 2023 Rev.Six	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 & whilst inspecting various levels of the mezzanine. 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.	1	4	4
	Falling objects. - Items from racking - Goods for forklift trucks - Upper floor	3	4	12	Inspector to maintain a safe distance from a loading/unloading MHE within a picking aisle or pallet gate (minimum 3 bays). Personnel to be made aware of the inspection taking place, if possible operation to be suspended whilst inspection is in progress. If operations continue on above levels a bump cap or hard hat should be made available. Mezzanine floor 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. Stairwells, 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. Climbing/descending stairwell one tread at a time whilst using the handrail of the staircase. Whilst assessing the pallet gate/hand railing at no point should any personnel lean over the edge of the floor barrier.	1	3	3

(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.	1	4	5
(Where applicable)	Exposure to chemicals - Irritant - Burns Inhalation	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.	2	4	8
(Where applicable)	Explosive/Gaseous 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