

## **H&S Information Sheet #14 Sample Generic Stock Risk Assessments**

This chapter contains five suggested sections for a Shop Risk Assessment, and a concluding page.

These documents make up a **sample** risk assessment for charity stock collection schemes. They are intended to provide an indication of the kind of risk control measures that should be considered. Although some of the control measures listed are required by law, not all of them should be considered as compulsory. These control measures should also not be seen as an exhaustive list of the means by which charities can eliminate or control risks in stock collection schemes.

They are **general** risk assessment documents. A separate risk assessment of Manual Handling Operations is required by law.

They are **generic** risk assessment documents and, therefore, to be treated as a guide or a model for conducting scheme-specific assessments of individual stock collection schemes. It would be good practice for a charity to:

- amend the recommended control measures on this generic sample, adding and deleting as appropriate
- assess each individual stock collection scheme using the revised template to check whether the control measures are in operation and, if not, what further action is required, when, and by whom to reduce the remaining risks to an acceptable level

These sample risk assessment documents assume that the main stock collection activities are house-to-house collections, one-off collections from private homes and the redistribution of stock between shops.

There is space on the penultimate page for additional activities to be assessed, such as emptying banks, collecting/delivering furniture and collecting from companies.

These sample risk assessment documents also assume that the vehicle driver is a paid employee of the charity and that the stock collectors assisting him are either employees or volunteers. They also assume that the vehicle is owned, leased or hired by the charity. Significant amendments to these sample risk assessments would, therefore, be required to assess stock collection schemes that are:

- occasional, ad hoc schemes
- operated by self-employed drivers using their own vehicles
- operated by volunteers using their own vehicles

The risk assessment should be reviewed within 3 years and when:

- there is reason to believe it is no longer valid
- there have been significant changes to working practices or personnel
- or because there has been a serious accident or incident

Examples of significant changes to working practices would include:

- changes to the range of products collected (e.g. furniture)
- changes to the activities undertaken or equipment used, such as introducing the emptying of clothing banks

All staff involved should be informed about the significant findings of the risk assessment and the control measures they need to follow. There is space at the end of the risk assessment for recording details of how and when this is done. It is recommended that a copy of the assessment should be kept on file at the location from which the scheme is based, or at the charity's head office for schemes operating from a person's home.

## SAMPLE GENERIC STOCK COLLECTION RISK ASSESSMENT, HAZARD TOPIC: VEHICLE DRIVING

**RISKS:** *Death or serious injury arising from road traffic accidents and fire or smoke inhalation. Minor strains due to poor seating posture.*

**PEOPLE AT RISK:** *Driver and collectors*

### RISK CONTROL MEASURES

Tick (✓) if existing.

### ACTION REQUIRED

Tick (I) if Immediate action required. Insert date when done.

DESCRIPTION	✓	I	WHAT? WHEN? BY WHOM?	DONE
<ul style="list-style-type: none"> <li>• <i>Pre-journey checks of safety and load security completed</i></li> <li>• <i>Condition of vehicle checked and recorded weekly</i></li> <li>• <i>Regular vehicle servicing according to manufacturer's schedule</i></li> <li>• <i>Current MOT Test Certificate</i></li> <li>• <i>Correct loading of vehicles to ensure overall load and axle loads are within legal limits</i></li> <li>• <i>Adequate means of maintaining the stability of the loads (e.g. restraining straps)</i></li> <li>• <i>Annual checks to ensure driver's licence is valid</i></li> <li>• <i>Adequate vehicle insurance cover</i></li> <li>• <i>Written guidance issued on the safe use of mobile phones by drivers (hands-free mobile phone kit provided where appropriate)</i></li> <li>• <i>Driver cab assessed with regard to access, seating, comfort, back support, legroom, headroom, precautions against glare, and ease of use of controls</i></li> <li>• <i>Written guidance provided on appropriate frequency of rest breaks, maximum working and driving hours</i></li> <li>• <i>No Smoking policy in vehicles</i></li> <li>• <i>Appropriate type of fire extinguisher on vehicle</i></li> <li>• <i>Driver trained in use of fire extinguisher</i></li> <li>• <i>Suitable refresher driver awareness training provided where necessary</i></li> <li>• <i>Specific written procedures provided regarding fire, accidents and breakdown</i></li> </ul> <p><b>Other:</b></p>	✓			

## SAMPLE GENERIC STOCK COLLECTION RISK ASSESSMENT, HAZARD TOPIC: COLLECTING AND TRANSPORTING STOCK

<b>RISKS:</b> <i>Major or minor injuries, including musculoskeletal disorders arising from Slips, Trips, Falls and Collisions. Cuts and puncture wounds.</i>	<b>PEOPLE AT RISK:</b> <i>Driver and collectors</i>
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<b>RISK CONTROL MEASURES</b> Tick (✓) if existing.		<b>ACTION REQUIRED</b> Tick (I) if Immediate action required. Insert date when done.		
<b>DESCRIPTION</b>	✓	<b>I</b>	<b>WHAT? WHEN? BY WHOM?</b>	<b>DONE</b>
<ul style="list-style-type: none"> <li>• <i>Vehicle fitted with rear step or adequate stool provided for safe access</i></li> <li>• <i>Anti-slip surface on floor of vehicle and rear step/tail-lift</i></li> <li>• <i>Inadequate access to rear of shops due to poor housekeeping reported to relevant Shop Managers immediately</i></li> <li>• <i>Uneven pavements, walkways and surfaces reported to Line Manager, Building Services departments, landlord or local authority</i></li> <li>• <i>Availability of salt/sand at those sites where safe access is affected by adverse winter weather</i></li> <li>• <i>Protective footwear provided where there is a risk of heavy objects falling on toes (e.g. furniture)</i></li> <li>• <i>Manual Handling training for all Stock Collection staff, including typical loads (e.g. sacks) and tasks (e.g. loading and unloading vehicles)</i></li> <li>• <i>Equipment provided for the collection and movement of stock suitable for the task and adequately maintained (e.g. roll cages, trolleys, baskets)</i></li> <li>• <i>Adequate information, instruction, training and supervision provided for the use of collection handling equipment</i></li> <li>• <i>Appropriate and adequate protective gloves provided</i></li> <li>• <i>Adequate information, instruction and training in the safe disposal of sharp objects, including hypodermic syringes</i></li> <li>• <i>Adequate means of sharps disposal provided where appropriate (e.g. sharps bin)</i></li> </ul> <p><b>Other:</b></p>	✓			

## SAMPLE GENERIC STOCK COLLECTION RISK ASSESSMENT, HAZARD TOPIC: STAFF SECURITY

<b>RISKS:</b> <i>Shock and/or injuries due to assault or verbal abuse. Increased severity of harm in the event of injury and/or ill health due to working alone.</i>	<b>PEOPLE AT RISK:</b> <i>Driver and collectors</i>
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<b>RISK CONTROL MEASURES</b> Tick (✓) if existing.		<b>ACTION REQUIRED</b> Tick (I) if Immediate action required. Insert date when done.		
DESCRIPTION	✓	I	WHAT? WHEN? BY WHOM?	DONE
<ul style="list-style-type: none"> <li>• <i>Suitable information, instruction and training provided in how to deal with violent/abusive persons</i></li> <li>• <i>Guidance provided on choosing an appropriate place for safe overnight parking</i></li> <li>• <i>Vehicle locked when not occupied</i></li> <li>• <i>Extra risk control measures considered by Manager for those working alone and the agreed measures recorded and implemented</i></li> <li>• <i>Written guidance provided for drivers who visit shop premises alone</i></li> <li>• <i>Adequate means of maintaining contact and calling for assistance provided to those working alone</i></li> <li>• <i>Written guidance provided for those working alone on assessing and minimising risks when visiting unfamiliar residential or commercial premises</i></li> <li>• <i>Provision of a secure place for storage of personal effects</i></li> </ul> <p><b>Other:</b></p>	✓			

## SAMPLE GENERIC STOCK COLLECTION RISK ASSESSMENT, HAZARD TOPIC: HEALTH AND WELFARE

<p><b>RISKS:</b> <i>Injuries; ill health/fatigue caused by excessive heat or cold and/or unsuitable humidity levels and poor air quality. Shock and/or injuries due to attacks and bites from animals. Increased likelihood of injury occurring due to inexperience and immaturity or to mental, physical and/or sensory impairment or to pregnancy.</i></p>	<p><b>PEOPLE AT RISK:</b> <i>Driver and collectors</i></p>
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<b>RISK CONTROL MEASURES</b> Tick (✓) if existing.		<b>ACTION REQUIRED</b> Tick (I) if Immediate action required. Insert date when done.		
DESCRIPTION	✓	I	WHAT? WHEN? BY WHOM?	DONE
<ul style="list-style-type: none"> <li>• <i>Provision of First Aid box on vehicle and regular checks of contents</i></li> <li>• <i>Details of all accidents and injuries recorded in the Accident Book</i></li> <li>• <i>Appropriate staff aware of how to report injuries, diseases and dangerous occurrences under RIDDOR</i></li> <li>• <i>Provision of “nuisance masks” as appropriate (e.g. for frequent visits to rubbish tips with excessive dust levels)</i></li> <li>• <i>Anti-tetanus vaccination kept up to date</i></li> <li>• <i>Provision of high visibility, wet- and cold- weather clothing as appropriate</i></li> <li>• <i>Generic risk assessment carried out for, and discussed with, young workers (under 18 years)</i></li> <li>• <i>Additional H&amp;S induction training provided to young workers</i></li> <li>• <i>Separate risk assessment agreed with, and signed by, each worker with particular limitations due to mental, physical and/or sensory impairment</i></li> <li>• <i>Risk assessment discussed with, and signed by, each new and expectant mother and work responsibilities reviewed 2 or 3 times during pregnancy</i></li> </ul> <p><b>Other:</b></p>	✓	I		



<b>Name / Number of Stock Collection Scheme</b>		
<b>Location of Base</b>		
<b>Staff Consultation</b> (Details and Date)		
<b>Assessment completed by</b> (Name/Title)	<b>Signed</b>	<b>Date</b>
<b>Manager's approval</b> (Name/Title)	<b>Signed</b>	<b>Date</b>
<b>Residual Risk Assessment Rating</b> The risk assessment rating of the residual risks at this scheme is considered to be:  <b>Insignificant</b> (The activities present no greater risk than those associated with life in general.)  <b>Low</b> (Minor injury, or reversible minor health effects, may occur.)  <b>Medium</b> (Serious injury or health effects are possible.)  <b>High</b> (Fatal or major injuries or irreversible health effects to one or more people are highly probable.)		
<b>Date of last Manual Handling Operations risk assessment</b>	<b>Date for next Review of the assessment</b>	