

FOR ISSUE TO RETAIL

SAFETY FAMILY IN ACTION

RISK ASSESS WHEN BRINGING ITEMS TO WORK

The Safety Team work hard to encourage a safe working environment and as part of this, we need everyone to risk assess before bringing items to work.

What are the risks?

Example 1- an employee brought a 13kg propane gas canister (understood to be empty) into the office to sell to a colleague. The canister was carried up the stairs and left next to a desk until lunchtime.

Risks: Manual handling of heavy item, safety on the stairs and potential for damage to pressurised canister/gas escape.

Learning: Whilst a gas canister can appear to be empty, small amounts of gas can remain, therefore there is a potential risk from damage/puncture.



Example 2- In the last 12 months there have been several SEARs incidents which involve knives, the most recent involved a cleaner receiving a nasty cut caused by a sharp knife left behind a keyboard.

Risks: Potential for minor injury or significant injury.

Learning: Safety and security of all our people is of the utmost importance. Always clear your desk when you go home as this will remove risks. Please prepare your food at home to remove any need to bring sharp knives to work

How to reduce risk

If you want to bring an item in, firstly you should stop and consider the risk. You should think about are whether the item can be moved, stored, used and taken home safely and also consider if it is sharp, flammable, heavy or a trip hazard – the list goes on and while we can't give you rules for every item, it's worth remembering that if there is any doubt in your mind, do not bring the item to work.

If there is any doubt about whether you can bring an item in to work, ask for authorisation from your manager/supervisor.

Communication by (ü)	LSG		Notice board	ü	Tool-box talk		Team brief	
Communication complete by (ü)	1 week		2 weeks		1-month	ü	2-months	

Issued by: Karen Todd, CS&S Safety & Assurance Manager, Customer Relations

Date of issue: 11:08:2014