

# STANDARDS OF WAREHOUSING

**This document, which has been compiled by the United Kingdom Warehousing Association, is an advisory one and must be read as such. It has no statutory force and nothing in it should be construed as conferring absolution from compliance with legal requirements. All reasonable care has been taken in its preparation and it is provided for general guidance, without liability on the part of the Association in respect of its application and use.**

**This document is the authoritative source used in conjunction with the inspection checklist for potential and established UKWA members.**

**January 2003**

## PART ONE - WAREHOUSE BUILDINGS

### SECTION A - OBLIGATORY STANDARDS

**The structure** - should be designed or be suitable for use as a warehouse. It should be wind and water tight and maintained to a reasonable standard of construction and decorative order. Windows and roof lights should be in good condition and intact.

**Floors** - should be kept in a sound and clean condition at all times, free from debris and other obstructions. Floor loadings should be established as suitable for the type of goods stored, the point loading of racking and fork lift trucks used.

**Electrical installation** - this should be safe and comply with the 1989 Electricity at Work Regulations. Adequate light levels should be provided with light fittings located as high as possible and out of the way of any likely damage from stacking and vehicles, and to prevent damage to stock by fire. Traction battery charging points should be clearly marked and in a safe ventilated place.

**Fuel storage** - reserves of bottled gas (LPG) and diesel oil for fork trucks must be kept in a protected external area which will conform to the requirements of the Health & Safety Inspectorate and the Environment Agency. All fuels should be stored in accordance with national and local statutory requirements (including the Control of Pollution (Oil Storage) (England) Regulations 2001) and preferably in consultation with the local Fire Authority.

**Heating** - where this is provided, the installation should have had prior approval from the insurers and local Fire Authority. Heating units, fuel pipes and tanks should be securely and safely located and protected. The system should be regularly and professionally maintained. Insurers will not insure buildings if portable heating appliances such as LPGs, paraffin and bar heaters are on the premises.

**Roofs** - should be watertight and gulleys kept clear of debris and leaves with appropriate signage.

**Doors** - there should be sufficient loading doors suitable for the traffic involved, (eg fork lift trucks carrying pallets) and adequate, properly positioned personnel doors. All external doors, whether for loading or personnel, should be as close fitting as possible. Locking arrangements should be to a standard approved by the insurers and Fire Brigade.

**Staff facilities** - lavatory, washing and mess room accommodation, at least to the minimum statutory requirements, should be provided in (or preferably adjacent to) the warehouse building.

### SECTION B - RECOMMENDED STANDARDS

**The structure** - should desirably be insulated to avoid condensation problems. Where food or other vulnerable commodities are stored, bird and vermin proofing measures are recommended.

**Floor** - marking is a desirable aid to good housekeeping with adequate traffic and pedestrian routes.

**Electrical installation** - it is good practice for battery charging to take place in a well ventilated, purpose-built battery charging area and at least two metres from stored goods. It should be noted that the charging of batteries in confined spaces can be dangerous. Advice on the protection of electric switches and fittings should be sought before flammable materials or potentially explosive substances are stored.

**Heating** - the building should be adequately ventilated and the structure should preferably have some form of insulation.

**Doors** - where food or other vulnerable commodities are stored, bird and vermin proofing measures are recommended.

**Bottled gas and diesel oil** - should be stored outside in a locked cage in accordance with LP Gas Association Code of Practice 7 – Storage of Full and Empty LPG Gas Cylinders and Cartridges.

## SECTION C - REFERENCES

The Health and Safety at Work Act (1974)  
CDM 1994 (Construction, Design and Management Regulations 1994)  
Fire Precautions (Workplace) Regulations 1997  
Management of Health and Safety at Work Regulations 1999  
Workplace (Health, Safety and Welfare) Regulations 1992  
BS8220 - Guide for Security of Buildings Against Crime; Part 3 Warehouses & Distribution Centres  
Guidance and advice on individual matters may be obtained from the local Environmental Health Officer, Fire Officer, the Health and Safety Executive and publications.

## PART TWO - SITE AND PERIMETER

### SECTION A - OBLIGATORY STANDARDS

Any area of the site used for manoeuvring, vehicle parking or open storage should be adequately surfaced for the purpose for which it is used with adequate arrangements and signage for the protection of pedestrians from vehicles as required by the Workplace (Health, Safety and Welfare) Regulations 1992 and the Health and Safety (Safety Signs and Signals) Regulations 1996.

### SECTION B - RECOMMENDED STANDARDS

**Loading area** - where this is provided, it should be free from obstruction, preferably covered, and allow an adequate turning circle for vehicles. Ideally, there should be sufficient turning space to accommodate a tractor and 13.6 metre trailer.

**Perimeter** - the site should preferably be secured by a wall or fence of a maximum height of 2.4 metres which is both safe and effective (eg a chain link fence should be of not less than 5mm gauge and galvanised). Gates should be adequate for their purpose and wide enough to allow easy vehicular access.

**Lighting** - where operations and/or security require it, outside lighting should be provided.

## PART THREE - OFFICE AND ADMINISTRATION FACILITIES

### SECTION A - OBLIGATORY STANDARDS

**Offices** - should be easily accessible for staff and also for drivers and other visitors. They should be clearly signposted. Access should be safe and unobstructed. A visitors book, an accident book and site rules should be maintained and a thermometer provided on each office floor.

**Staff and equipment** - the office should be staffed and equipped to provide stock control and goods inwards and outwards documentation (whether manually or otherwise) as well as necessary accounting procedures.

**Suitable display screen equipment** – see Health and Safety (Display Screen Equipment) Regulations 1992.

**Facilities** - the office should be clean, well lit and suitably furnished; also lavatory, washing, separate smoking and non-smoking and refreshment facilities should be provided; all to at least the minimum statutory requirements (see Workplace (Health, Safety and Welfare) Regulations 1992).

## **SECTION B - RECOMMENDED STANDARDS**

**Staff and equipment** - where the scale and character of operations demand, the installation of telex, telefax or direct data links may be desirable.

**Lighting** - provision must be made for securing and maintaining adequate lighting (natural or artificial) in premises where employees are working or passing.

## **SECTION C - REFERENCES**

Warehouse keepers have an obligation to care for the health and well-being of employees and, in particular, the provisions of the Health and Safety (First Aid) Regulations 1981 should be complied with. Guidance and advice can be sought from the Health and Safety Executive.

**Staff facilities** - should be provided in accordance with current legislation, including:

- The Offices, Shops and Railway Premises Act 1963 where applicable
- The Health and Safety at Work Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Noise at Work Regulations 1989
- COSHH Regulations 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002

## **PART FOUR - STATUTORY NOTICES**

### **SECTION A - OBLIGATORY STANDARDS**

The following notices should be displayed, as required by law:

- (a) A copy of the poster required by the Health and Safety Information for Employees Regulations 1999 ISBN 0 7176 2493 5) **OR** a leaflet must have been distributed to every employee. This replaces the existing posters of the Factories Act and the Offices, Shops and Railway Premises Act.
- (b) Current Employer's Liability Insurance Certificate.
- (c) Safety signs, fire exits, eyewash stations, fire fighting equipment positions, first aid facilities in accordance with the Health & Safety (Safety Signs and Signals) Regulations 1996 - ISBN 011 054 093 X, available from TSO Price £6.00.

### **SECTION B - RECOMMENDED STANDARDS**

- (a) COSHH Information signs.
- (b) "Electric Shock" sign obtainable from Seton, freephone 0800 585501.
- (c) It is recommended that the Health and Safety Information for Employees Regulations 1989 poster is displayed rather than a leaflet given to employees.
- (d) Electricity at Work Regulations.

## **PART FIVE - HANDLING AND STORAGE EQUIPMENT**

### **SECTION A - OBLIGATORY STANDARDS**

**Handling equipment** - all equipment should be suitable for its task and should be regularly serviced and maintained by competent engineers as required by law. Where required, up-to-date Statutory Inspection Certificates should be available at the place of work for all items of equipment. Detailed maintenance records should be kept and retained for each piece of equipment. All relevant statutory requirements should be complied with. Small items of equipment (eg chains, rope and wire slings, etc) should be properly stored under cover when not in use; they should be tested every six months with test certificates (or a copy) retained on site. Safe working loads should be clearly marked and observed at all times.

All pallets, post pallets, racking and mezzanine floor equipment should be suitable for the goods stored. It should be regularly inspected and maintained to Storage Equipment Manufacturers Association (SEMA) standard in clean and sound condition.

All staff should be properly trained and operators of equipment should hold a Certificate of Competence where applicable (forklift driver, crane and hoist operators etc).

### **SECTION B - RECOMMENDED STANDARDS**

Where food or materials related to the manufacture of food are stored, fork lift trucks and other vehicles used within the warehouse should be battery driven or otherwise equipped to prevent contamination by fumes or fuel.

Instructors should be on the national register of approved fork lift truck instructors.

### **SECTION C - REFERENCES**

Reference should be made to the following Guidance Notes obtainable from the Health and Safety Executive:

- Safety in the use of timber pallets
- Pneumatic nailing and stapling tools
- Working platforms on fork lift trucks
- Safety working with overhead mobile cranes
- Safety in the stocking of materials
- Code of Practice on metal racking (obtainable from SEMA. Tel No: 0121 200 2100)
- Safe use of LPG
- Workplace Transport Safety (ISBN 0 7176 0935 9)
- Manual Handling Regulations 1992.
- LP Gas Association Code of Practice 7 – Storage of Full and Empty LPG Gas Cylinders and Cartridges

## **PART SIX - SPECIALISED STORAGE**

### **SECTION A - OBLIGATORY STANDARDS**

There are numerous kinds of specialised storage, many of them subject to stringent statutory regulations. It is obviously vital that warehouse keepers engaged in or contemplating these types of business comply with the relevant regulations.

Some of the more common examples of this category of storage are:

- (i) Hazardous goods stores (eg chemicals, fertilizers, fuels, explosives or radio active materials)
- (ii) Bonded stores (Customs and/or Excise)
- (iii) High security stores
- (iv) Stores with controlled environments
- (v) Tank storage (liquids and powders)
- (vi) Bulk storage in warehouses or silos (eg grain or animal feeds)
- (vii) Food and food materials
- (viii) Intervention Storage

## **SECTION C - REFERENCES**

The following Guidance Notes issued by the Health and Safety Executive should be consulted.

Control of Major Accidents Hazards (COMAH) Regulations 1999  
Storage and Transport of Packaged Dangerous Substances.  
The Storage of Polyurethane Foam.  
Fire Risk in the Storage of Cellular Plastics.

Premises licensed for keeping petroleum spirit should comply with the Petroleum (Consolidation) Act 1928

Stocks of pesticides (apart from those held for local use) should meet the requirements of the DEFRA "Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry" (also known as "The Yellow Code") ref. PB 3529.

The Rural Payments Agency's Conditions of Storage relating to the particular product stored.

UKWA's Guidance on the Implementation of the Food Hygiene Regulations.

## **PART SEVEN - FIRE PROTECTION MEASURES AND EQUIPMENT**

### **SECTION A - OBLIGATORY STANDARDS**

These should comply with legal requirements both local and national. Advice on implementation should be sought from the local Fire Authority and the building insurers.

In particular, the following points are among those it is essential to observe:

- (a) Fire escapes and fire doors with hydrant points should be clearly marked and kept clear and free from obstruction, both inside and outside the building.
- (b) Electrically powered roller shutter doors should be fitted with a manual override at ground level.
- (c) If appropriate a Fire Certificate should be applied for.
- (d) Fire doors should be easy to open from inside. It should be borne in mind that the Fire Prevention Officer has power to determine the number and position of personnel fire exit doors and should be invited to do so.
- (e) The quantity, nature and positioning of fire fighting equipment (eg fire extinguishers, hose reels, sprinklers, etc) should be established in consultation with the local Fire Authority and the building insurers, and conform with any relevant local and national statutory requirements.
- (f) All equipment should be regularly and professionally maintained and maintenance records kept; fire protection systems should be checked and tested weekly.
- (g) All equipment should be protected against accidental damage by impact and frost.
- (h) Staff must be trained periodically in the use of fire fighting equipment installed and fire drills.
- (i) A strict NO SMOKING rule should be enforced in all warehouse buildings and in and around other storage installations. Clear signs should be exhibited to this effect.
- (j) Nothing should be stored against the fabric of the building inside or out. Internally a gap of not less than 50cm should be left between goods stored and the walls to allow easy access and to assist fire fighting. Externally, flammable material should be kept well away from walls, and vehicles and equipment should not be left in positions which may obstruct access.
- (k) A fire risk assessment should be carried out.

## **SECTION B - RECOMMENDED STANDARDS**

If sprinklers are installed, regular testing and maintenance procedures should be in place and a stock of replacement bulbs should be available on site.

## **SECTION C - REFERENCES**

The Workplace (Fire Precautions) Regulations 1997  
BRE Fire Research Station Information Sheet entitled "Fire Protection of High Racked Storage".  
The Health and Safety at Work Act 1974

Further assistance and guidance can be obtained from the Health and Safety Executive, and local Factory Inspectors, Environmental Health Officers and Fire Officers.

# **PART EIGHT - HEALTH AND SAFETY**

## **SECTION A - OBLIGATORY STANDARDS**

The provisions of the Health and Safety at Work Act 1974 and other relevant legislation must be complied with, including the publication, implementation and display of a Company Safety Policy Document. Failure to do so can carry heavy penalties for individuals, as well as companies.

## **SECTION C - REFERENCES**

Approved Code of Practice concerning the Basic Training of Lift Truck Operators (ISBN 0 11 883490 8).  
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002  
The Health and Safety at Work Act 1974  
Safety Policy Document (for companies with five or more employees).  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (ISBN 0 717 610 78 0).  
The Health and Safety (First Aid) Regulations 1981  
Manual Handling Regulations 1992  
Management of Health & Safety at Work Regulations 1999  
The Workplace (Health, Safety & Welfare) Regulations 1992  
Provision and Use of Work Equipment Regulations (PUWER) 1998  
Personal Protective Equipment Regulations 1992  
Health and Safety (Display Screen Equipment) Regulations 1992  
Carriage of Dangerous Goods by Road Regulations 1996  
Carriage of Dangerous Goods by Rail Regulations 1996  
Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacle Regulations 1996  
Transport of Dangerous Goods (Safety Advisors) Regulations 1999  
Lifting Operations and Lifting Equipment Regulations 1998

## **PART NINE - INSURANCE**

### **SECTION A - OBLIGATORY STANDARDS**

A valid policy must be held in compliance with the provisions of the Employer's Liability (Compulsory Insurance) Act 1969 and other relevant legislation.

### **SECTION B - RECOMMENDED STANDARDS**

Adequate levels of insurance generally are desirable commercially as well as being prudent business practice. Apart from the insurance of assets, these should include public liability and legal liability (having regard to the conditions of trading in use).

### **SECTION C - REFERENCES**

Members are advised to review their insurance requirements with their insurance brokers, or with UKWA's Insurance Advisers, Willis Corroon Transportation Risks Ltd, to ensure that they have adequate levels of insurance to protect their business and their employees. The address and telephone number of Willis Corroon's local office can be obtained by telephoning Willis Corroon Transportation Risks Ltd on 020 8263 6666.

## **PART TEN - PEST CONTROL**

### **SECTION A - OBLIGATORY STANDARDS**

Adequate measures should be taken to prevent and control pests etc especially where food and other vulnerable commodities are stored.

Infestation by animals, birds, insects and micro organisms can occur for many and varied reasons.

### **SECTION B - RECOMMENDED STANDARDS**

Most customers today rightly demand high standards of pest control from warehousing companies. This is generally best achieved by the employment of specialist contractors, whose reports and certificates are widely accepted as evidence of satisfactory practice.

### **SECTION C - REFERENCES**

UKWA's Guide on Food Hygiene Regulations gives additional information.

Advice on pest control etc is available from UKWA's Honorary Advisers, who are Rentokil-Initial UK Ltd (the address of your local office may be obtained by telephoning 01342 327171).

Members are advised to discuss such matters with local Factory Inspectors and Local Authority Environmental Health Departments, or request guidance from the Health and Safety Executive.

## **PART ELEVEN - ENVIRONMENTAL**

### **SECTION A - OBLIGATORY STANDARDS**

Use correct waste disposal arrangements and obtain transfer documents from waste disposal contractor to verify waste has been disposed of correctly.

### **SECTION B - RECOMMENDED STANDARDS**

Consider recycling and reduction of waste.

### **SECTION C - REFERENCES**

Environmental Protection Act 1990.  
Producer Responsibility Obligations (Packaging Waste) Regulations 1997

## UKWA MEMBERSHIP INSPECTION CHECK LIST AND INTERNAL AUDIT AIDE MEMOIRE

The following check list is based on UKWA's Standards of Warehousing (January 2003). Amplifying notes can be found in the corresponding part of the Standards document. The check list is used by the UKWA representative carrying out the pre-joining inspection of new members and can be used in conjunction with the Standards by any member carrying out an internal audit. Following an internal audit UKWA members are encouraged to send a copy of the report to Walter House.

**COMPANY NAME:** \_\_\_\_\_

<b>PART 1 - WAREHOUSE BUILDINGS</b>	<b>Yes/ No</b>	<b>Remarks</b>
<b>Structure</b> Suitable for use as a warehouse? Wind and watertight? Standard of maintenance? Windows and roof lights intact? Roof watertight and gulleys clear? General appearance?		
<b>Floor</b> Suitable, sound and clean? Free from debris and other obstructions?		
<b>Electrical Installation</b> Should be safe and conform to Regulations. Light fittings as high as possible to avoid risk of damage. Traction battery charging points clearly marked and in a safe, well ventilated place?		
<b>Fuel Storage</b> Reserves of bottled gas (LPG) and diesel for fork trucks to be kept out-side in a locked cage conforming to requirements of LP Gas Association Code of Practice 7 – Storage of Full and Empty LPG Gas Cylinders and Cartridges. Diesel storage tanks adequately banded?		
<b>Heating</b> Approved by insurers and local Fire Authorities? Heating units, fuel pipes and tanks safe and protected?		
<b>Doors</b> Sufficient loading doors for traffic involved? Adequate and properly positioned personnel doors? All external doors close-fitting? Locking arrangements to insurers' requirements?		
<b>Staff Facilities</b> Lavatory, washing and mess room accommodation provided? First Aid Box – provided and stocked?		

### **PART 2 - SITE AND PERIMETER**

Area used for manoeuvring, vehicle parking or open storage adequately surfaced?		
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<b>PART 3 - OFFICE AND ADMINISTRATION FACILITIES</b>	<b>Yes/ No</b>	<b>Remarks</b>
<b>Offices</b> Easily accessible for staff, drivers and visitors? Clearly signposted? Access safe and unobstructed?		
<b>Staff and Equipment</b> Office adequately staffed and equipped to provide stock control and goods Inwards/Outwards documentation?		
<b>Facilities</b> Office clean, well-lit and adequately furnished? Lavatory, washing and refreshment facilities provided to minimum statutory requirements?		

**PART 4 – STATUTORY NOTICES**

Following notices displayed? (a) Health and Safety Information for Employees Regulations 1999. (b) Current Employer's Liability Insurance Certificate. (c) Safety signs – First Aid; Fire points; Exits. (d) Safety Policy statement displayed for visitors and employees. (e) Electric Shock sign (M2159A3)		
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**PART 5 - HANDLING STORAGE EQUIPMENT**

<b>Handling Equipment</b> Equipment suitable for task and regularly serviced and maintained by competent engineers? Up-to-date Statutory Inspection Certificates available on site? Detailed maintenance records kept for all equipment on site? Small items of equipment stored under cover when not in use? Safe working loads clearly marked? Weight loading of racking and damage reporting procedures in place? Pallets, post pallets, racking and mezzanine floor equipment suitable for goods stored; kept in a clean, sound condition and inspected regularly? All staff properly trained and possessing Certificate of Competence?		
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**PART 6 - SPECIALISED STORAGE**

All specialised storage complies with relevant Regulations? (COMAH)		
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**PART 7 - FIRE PROTECTION MEASURES AND EQUIPMENT**

	Yes/ No	Remarks
Fire Certificate or application (if required) available? Fire risk assessment undertaken? Detection, warning, summon fire brigade, evacuation? Fire escapes, fire doors and hydrant points clearly marked and kept free of obstruction? Fire doors easy to open from inside? Manual override at ground level for electrically powered roller-shutter doors? Evidence that fire fighting equipment meets requirement of local Fire Authority and building insurers? Equipment regularly tested and professionally maintained and records kept? Training and Fire Drill records available for inspection? "No Smoking" signs displayed?		

**PART 8 - HEALTH & SAFETY**

Health & Safety at Work Act 1974 complied with? Company Safety Policy Document available? Accident Book at warehouse office? Visitors Book available? Risk assessments available (eg work at height, traffic, etc)? Manual Handling assessment available? Display Screen Equipment assessment carried out? COSHH assessment carried out? First aid assessment carried out?		
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**PART 9 – INSURANCE**

[see Part 4]		
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**PART 10 – PEST CONTROL**

Adequate measures for controlling pests (especially if food stored)?		
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**PART 11 – ENVIRONMENTAL**

Waste disposal arrangements in place?		
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RECOMMENDATION :

ADDITIONAL COMMENTS :

SIGNED: \_\_\_\_\_  
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DATE: