Risk assessment

Please be aware that this a template document which has tried to cover the majority of hazards that will occur in a storage area. When using this document, please ensure that any hazards or control measures not relevant are removed. Alternatively if there are hazards or control measures that are not on this template, please include them as well. Please ensure that the risk rating has been reviewed also.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of activity / area being assessed** | **Please describe the storage area(s) being assessed** | **Location** | **Please describe where the storage area(s) are located** |
| **Manager responsible** | Name of manager responsible for this area | **Signature & date** | **Manager responsible signature** |
| **Assessed by (name & role)** | **Name of person completing this assessment** | **Signature & assessment date** | **Assessor’s signature** |

| **Hazard (H)****hazardous event (HE)****consequence (C)** | **Who might be harmed** | **Current controls** | **Current risk****LxC=R** | **Additional controls needed to reduce risk** | **Residual** **risk****LxC=R** | **Target Date**  | **Date achieved** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **H – Falling objects****HE – Struck by falling object****C – Head trauma, bruising / cuts** | Staff, Students and Contractors | * Objects not stored on high shelving. Where this is not possible, items such as foot stools and step ladders provided
* Step ladders and foot stools undergo annual inspection
* Heavy objects not stored on top shelf
 | Unlikely x Major = Medium |  |  |  |  |
| **H – Working at height****HE – Falling from height****C – Fracture, cut** | Staff, Students and Contractors | * Work carried out at ground level whenever possible
* Equipment used to work at height inspected according to relevant regulations
* Ladders and foot stools inspected annually by competent staff
* Items stored on shelving not accessible or identifiable without extended reaching or stretching to be off limits for storage without a clear SSOW and/or mechanical aids.
 | Unlikely x Major = Medium |  |  |  |  |
| **H – Heavy items****HE – Heavy items stored on unsuitable racking****C – Racking collapsing causing crush injuries** | Staff, Students and Contractors | * SWL clearly identified on all shelves and loading is not exceeded.
* Racking fixed to floor – and wall
* Heavy items not to be stored on high shelving so that it is not top-heavy and unstable
* If member of staff spots any damaged racking, to be reported to appropriate person
* SEMA inspection carried out by qualified inspector on racking to ensure it is in good condition and suitable for the items stored on racking
 | Unlikely x Major = Medium |  |  |  |  |
| **H – Chemical spillage****HE – Chemicals producing toxic fumes****C - Asphyxiation** | Staff, students and contractors | * Procedure in place in the event of a chemical spillage and the process to be followed
* COSHH assessments available detailing how chemical spillages in that area should be managed
* Ventilation in place to ventilate toxic fumes from the room
* LEV regularly serviced. Interim checks in place to ensure LEV works effectively
* Chemical storage managed so that chemicals that could react with another chemical and produce toxic fumes are not stored near one another, as stated on COSHH assessment
* Chemicals past their expiration date removed
* Chemicals stored at temperature stated on COSHH assessment
* Substances without clear and legible labels are removed
* Where containers become damaged or there is potential for leakage /seepage items are removed for disposal
 | Very unlikely x Catastrophic = Medium |  |  |  |  |
| **H – Chemical spillage****HE – Spillage producing wet floor****C – Slip or fall on wet floor causing cut or possible fracture** | Staff, Students and Contractors | * Procedure in place in the event of a chemical spillage and the process to follow
* Store room is bunded to ensure chemical spillage does not leave store room
* Substances are bunded to ensure containment of leaks with quantity or profile requirement identified in COSHH assessment (with capacity to contain 110% of contents).
* Bunding trays regularly inspected to ensure in good condition
* Spill kit available to help clean up any chemical spillage
* Drainage in place to help ensure chemical spillage does not overflow
* Chemical waste disposed of at regular intervals by contracted hazardous waste company
* COSHH assessments available detailing how chemical spillages in that area should be managed
* Training in place for staff members who would be needed in potential cleaning up
* Security trained in First Aid
 | Very unlikely x Major = Low |  |  |  |  |
| **H – Combustibles items****HE – Ignition of combustible items****C - Fire** | Staff, Students and Contractors | * Store room kept tidy to ensure there is not an accumulation of combustible items
* PAT testing routinely carried out to ensure electrical items are safe and do not provide ignition source including chargers for electronic items.
* Charging of equipment should not take place in a storeroom
* Fixed wire testing carried out by Estates
* Combustible items not stored near ignition sources such as lights
* Chemical inventory in place to ensure there is not a build up of chemicals
* Chemicals stored according to their COSHH assessment
* Fire detection in vicinity to detect fire and raise alarm
* Security trained in use of fire extinguishers
* Lithium batteries stored in dry, well-ventilated space. Lithium battery charging should not take place in a storeroom and not near or on combustible surfaces
* DSEAR assessment completed for substances that meet DSEAR regulations and present flammable and/or explosive risk
 | Very unlikely x Catastrophic = Medium |  |  |  |  |
| **H – Machinery****HE – Struck by machinery such as traffic****C – Major trauma** | Staff, Students and Contractors | * Access to areas with moving machinery to be restricted to authorised personnel
* Unauthorised access to equipment prevented e.g. removal of keys / secure ‘parking’ area
* If required, staff member to guide vehicle into storage area
* Staff using vehicles such as counterbalance and forklift required to have relevant qualification
* Training provided to staff using certain machinery. For example: use of pallet trucks to ensure stacking to maintain good visibility at all times.
* Vehicles undergo relevant statutory inspections to ensure they are safe to use
* Storage flooring to be clearly marked as to where walkways are and these should be segregated from any equipment or vehicle traffic
* Suitable lighting levels are maintained
* Staff to wear high-visibility clothing when working with vehicles as well as safety boots
* Security trained in First Aid
 | Unlikely x Major = Medium |  |  |  |  |
| H – Poorly maintained electrical itemsHE – Contact with exposed wiring or partsC – Electric shock | Staff, Students and Contractors | * PAT testing and visual inspection by operators routinely carried out to ensure electrical items are safe and do not provide ignition source
* If any electrical item fails PAT, it is clearly identified as unusable and removed from use
* Staff informed ‘daisy chaining’ is not allowed (plugging of one extension lead into another)
* If staff find electrical item that is not fit for use, to be raised with HSLO
* Charging of equipment should take place where it can be monitored.
 | Very unlikely x Major = Low |  |  |  |  |
| H – Lone workingHE – Injured whilst working aloneC – Physical injury | Staff, Students and Contractors | * Staff make other staff aware if they are going to storage area
* Staff trained in emergency procedures. Includes being locked in storage area or suffering an injury
* Staff have access to means to raise an alarm if needed.
* Staff aware of emergency campus number to call in an emergency
* Security trained in First Aid and protocols for entering areas including awareness for hazardous substances and necessary precautions.
 | Unlikely x Major = Medium |  |  |  |  |
| H – Poor housekeepingHE – Poor housekeeping producing trip hazardsC – Cut or potential fracture  | Staff, Students and Contractors | * Only those authorised to have access to store room
* Store room regularly monitored to prevent build-up of combustibles
* Only identified staff order items to be kept in store room to prevent build up of items
* Staff who regularly use store room trained regarding importance of keeping area tidy
* Rubbish placed in appropriate waste bin and removed by Soft FM
* Checks for damage of containers, stored items or racking shelves / edges undertaken regularly e.g. flaps of cardboard, or other items extending beyond shelf edges, and replacements made disposing of replaced items.
* Security trained in First Aid
 | Unlikely x Major = Medium |  |  |  |  |
| H – Heavy itemsHE – Lifting of heavy itemsC – Back, arm or neck injuries | Staff, Students  | * Shelving not accessible without reaching, stretching or requiring manual handling above shoulder height to be off limits for storage without a clear SSOW and/or mechanical aids.
* Awareness in place for all individuals undertaking movement of items to include elements such as: size, weight, centre of gravity, location, manoeuvrability (space available to access items), twisting, reaching etc. in an appropriate manual handling assessment.
* Items such as sack trucks and trolleys provided to staff to help lift and carry items
* Manual handling training provided to staff appropriate for area of work
* Sack trucks and trolleys undergo annual inspections to ensure they are safe to use
* Porters contacted to move any particularly heavy items
 | Unlikely x Moderate = Low |  |  |  |  |

Add more rows if needed

Periodic Review

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| --- | --- | --- | --- | --- | --- |
| **Review date:** |  |  |  |  |  |
| **Review by:** |  |  |  |  |  |
| **Signed:** |  |  |  |  |  |

If there are changes, please save assessment as a new version and archive previous version.