

	General storage	
Establishment: Dowse Premises	Assessment by: Paul Mansfield	No.31
Date: 14-8-2015		Review Date: 14-12-2015



Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Cleaner/caretaker storage areas Access to potentially hazardous equipment/materials		<ul style="list-style-type: none"> • Hazardous substances to be stored according to guidance in COSHH assessment and/or Material Safety Data Sheet provided by supplier • Substances to be in original container with clear labels and hazard warnings – no decanting • Restricted access. Store to be locked except when in use • Switch rooms and boiler rooms kept clear of storage and locked when not in use 		
Flammable substances / fire, explosion		<ul style="list-style-type: none"> • Flammable substances to be stored in a purpose-made, lockable fire-resisting cabinet, labelled with hazard warnings • Minimise amount stored and used. • Lids to be kept on containers • No smoking or other sources of ignition permitted in areas where flammable vapours may be present • Dispose of flammable waste including contaminated cloths etc. safely 		

<p>Falling objects Not secured, poorly installed. Sited too high /overloaded</p>		<ul style="list-style-type: none"> • Shelving etc. properly installed, secure fixings in place • Shelves not overloaded • Storage to be organised with heavy objects at lower levels • Restricted access to pupils. • Provision of access equipment nearby or in place. • Controlled limits of items stored. 		
<p>Reaching high shelves / Falls, strains</p>		<ul style="list-style-type: none"> • Appropriate steps, kick stools etc provided to reach high shelves • Store frequently used items at easily accessible locations • Store heavy items on lower levels, preferably at about waist height to reduce risk of manual handling injuries 		
<p>Cleanliness/tidiness Fire Tripping Struck by falling object</p>		<ul style="list-style-type: none"> • Rubbish is regularly removed. • Recycling bins provided and used. 		

REVIEWS:

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