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| **Department:** | **Service:** | | **Reference:** | |
| **Activity:*****Management of storage areas*** | | **Site:** | | |
| **People at Risk:*****Children, Teachers, Non-teaching staff*** | | **Additional Information:** | | |
| **Name of Person Completing Form: Job Title: Date:** | | | | **Review Date:** |

| **Hazard** | **Risk** | **Initial Rating**  **L, M, H** | **Existing Control Measures** | **Final Rating**  **L, M, H** | **Additional Action Required**  **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| ***Access to storage***  ***Untidy storage area or obstructed access to stored items*** | ***Back injury***  ***Muscle strains*** | *H* | ***The Head of Department for each area arranges for a periodic rationalisation and tidying of items being stored.***  ***Storage is organised to allow access to heavy items and those which are frequently required*** | *M* |  |
| ***Storage of heavy items*** | ***Back injury and***  ***muscle strains due to stretching*** | *H* | ***Where possible, heavy items are stored as close as possible to waist height. They should not be stored at height or on the floor.***  ***Wherever possible, heavy loads should be broken down into smaller units or quantities*** | *M* |  |
| ***Storage at a height*** | ***Falling materials***  ***Back injury***  ***Muscle strains*** | *H* | ***Storage at a height is avoided where possible. Where this is not possible lighter objects which are used infrequently e.g. Christmas decorations could be stored at this level. Safe methods of access such as using a step ladder or portable foot stool should be employed to gain access to items stored at height.*** | *M* |  |
| ***Storage of combustible materials*** | ***Fire*** | *H* | ***All combustible materials have been removed from high risk areas such as the boiler room and the cupboard containing the electrical switch gear.***  ***All flammable liquids are kept in a metal cabinet located XXX.***  ***Paint and paper are stored in XXX location.*** | *M* |  |
| ***Storage of breakable materials*** | ***Lacerations*** | *M* | ***Storage of breakable materials such as glass containers should be reduced.***  ***Breakable materials should be stored away from traffic routes and kept at the back of shelves.***  ***If there is a breakage then any broken glass should be disposed of safely and not put into bin bags*** | *L* | ***Lacerations*** |
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