

HEALTH & SAFETY RISK ASSESSMENT FOR:

Storage

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment	01.09.2022	Date of Issue	
Assessment carried out by	K Magner	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients ☐ Staff ☐ Visitors ☐ Contractor ☐ Others (specify)

Name of Manager confirming and agreeing Assessment:	K Magner
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Storage of hazardous substances	Hazardous substances to be stored only as indicated on their COSHH assessment	Y	All	➤		
	Ensure incompatible substances are not stored together and in such a way that if they leak/are spilled, they cannot come into contact with each other (eg bund tanks or separate store rooms).					
	Access to hazardous substance stores to be restricted only to authorised personnel.					
	Someone to be designated to periodically monitor these store areas and record compliance.					
	A copy of all COSHH assessments for stored substances to be kept in store area					
Inappropriate storage	Electrical items not to be stored where they could easily come into contact with water	Y	All	➤		
	Items not to be stored where they block fire escape routes.					
	Items not to be stored where they obscure safety signs.					
	Items not to be stored where they obscure/block fire alarm or emergency stop points					
	Items not to be stored where they could restrict access to/around and hence affect the safe operation of machinery.					
	Items containing water (eg kettles, fish tanks) not to be located above electrical equipment.					
Fire	Do not store combustible materials adjacent to heat sources.	Y	All	Risk assessed in Fire Risk Assessment- moved as much as reasonably possible from school. CT- caretaker		
	Do not allow rubbish to accumulate.	Y	All			
	Ensure moveable refuse bins are secured away from the school building.	N	CT			
	Skips if used to store waste should be located away from the school or be lockable.	Y	All			
	Boiler houses must not be used as store rooms and should be kept free of stored items/equipment. See fire risk assessment	Y	CT			

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Housekeeping	Do not allow walkways to be used as storage areas	Y	CT/HT	➤ CT- caretaker ➤ HT- headteacher		
	Designate specific storage areas and only allow these to be used for storage.					
	Avoid hoarding, periodically review what is stored and if it is still needed, if it is not required, dispose of it.					
	Implement a system of stock control to avoid over-ordering which can lead to messy storage areas and storage in inappropriate locations.					
	Designate a specific person to be responsible for monitoring storage areas on a regular basis to ensure they remain tidy and that all items are appropriately stored. These checks should be periodically recorded					
Unauthorised access to storeroom	Ensure that where access to a store area needs to be restricted the store area is lockable.	Y	All	➤		
	Give written authorisation to staff who may use a facility.					
	Only issue keys to a store area to those authorised to use it.					
	Store areas with restricted access to be kept locked at all times when authorised staff are not in them.					
	Ensure authorised staff never give keys to unauthorised persons for any reason.					
	Ensure access routes to store areas are kept clear					
Signage	Appropriate signage to be displayed, eg, warning of hazardous chemicals on exterior of door.	Y	CT	➤		
	Signs on shelving denoting which items should be stored there (to prevent incompatible items/substances coming together).	Y	CT			