School Storage Cabinet - Risk Assessment



Complete the following form and add it to your risk assessment folder

Potential hazards?	Who might be harmed?	What are you already doing?	Further action necessary?	Who actions?	Date	Review
Siting position	Wholesaler, staff & public Safe access for staff and children	We've ensured the cabinet is sited in the least obstructive position available.	Periodically visually inspect cabinet for signs of damage.			
		It is firmly secured as per the Manufacturer's instructions.	Ensure that access area is free from rubbish or other obstructions at all times. Check the wall area fixings for any signs of damage. Ensure there is no build up of debris behind the cabinet.			
		Location chosen to ensure position does not allow easy access to roof				
		We chose the most suitable unit from a range of cabinet sizes and shapes to minimise obstruction.				
		If castor kit is fitted, ensure cabinet is secured at all times except when being moved.				
		Ensure the cabinet is secured and moved only on fairly level ground.				
		If the cabinet is fitted with floor bracket option, the brackets do not protrude in to walkway.	Camera and lighting assessment carried out. Adjacent area minimises "hide & surprise" places.			
		Least dangerous site for staff & children to access has been chosen.				
Product Safety	Staff, children and public	Cabinet has smoothed edges.	Check the cabinet regularly for signs			
Risk of cuts/scrapes		Handles retracts in to lock body. Door closes flush in to the body of the cabinet.	of damage.			
Fire	Staff and public	The cabinets are heat resistant and no material used in their manufacture is toxic, compustible or of an acceleratory matter.	Ensure cabinet is secured at night and during the holidays to prevent arson risk			





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Manual Handling	Staff and children	Ri cabinets have a tray inside to allow items to slide out. Ri cabinets open from the front to allow easy access for loading/unloading. Front opening allows us to use best practice lifting techniques, following lifting advice note in cabinet.	Ensure adequate manual handling training given. Provide trolley for easy movement of larger items.			
Shelving	Staff & children	The shelves are held in position between racking which allows for ease of adaptability.	If the shelving is removed or altered, ensure it is stored securely away from children			
Containment	Children	We have fitted a lock which will allow the cabinet to only be locked with the key in position and the lock can be released from inside the cabinet.				

Notes:			