

RISK ASSESSMENT	Tool store
LOCATION	

Assessment of hazards associated with using a conservation group tool store.

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Lone working	Injury Personal attack	Person using tool store	Lone working should be discouraged where possible, including when using the tool store; Always carry a charged mobile phone; Ensure others know where you are and when to expect you back; Keep store doors shut when returning to vehicle to prevent showing contents to public; Avoid confrontation and attempt to leave the scene of any potential aggressive situation (do not try to stop tools from being stolen if you are at risk of harm); Violent or aggressive incidents should be reported immediately to the Police.	1	4	4	Person using tool store
Traffic	Collision Death	Person using tool store	Unload/load tool store so that people and equipment are away from traffic; Erect warning signage and wear high vis if necessary; Be cautious if carrying tools across site carparks to/from tool stores.	1	4	4	Person using tool store
Poor house-keeping	Slips, trips, falls Bruising	Person using tool store	All unused equipment to be stored in a designated place; Ensure cables/ropes are not left trailing; Don't over-fill tool store – share equipment across stores if space is tight; Maintain a clear access route.	2	3	6	Person using tool store

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Manual handling	Musculo-skeletal disorders	Person using tool store	When loading/unloading tools, follow manual handling techniques (avoid heavy loads/twisting/straining/carrying weight away from body); Don't over-exert – work within your means; Ensure clear access to shelving to avoid over-stretching whilst carrying weight; Use mechanical aids or get help when moving heavy loads.	2	3	6	Person using tool store
Uneven flooring	Slips, trips and falls	Person using tool store	Tool stores to have flat, smooth floor surfaces where possible; Store user to wear sensible, sturdy footwear; Mark, or cordon off, any major trip hazards that cannot be removed or filled in.	2	3	6	Person using tool store
Shelving	Head injury Crushing Bruising	Person using tool store	Ensure shelving is strong enough for necessary tools and equipment; If shelving is free-standing, secure it to the walls or weight the shelving to prevent it toppling; Place heaviest items on lower shelves; Only very light items to be stored above shoulder height; Shelving must be low enough to not require the use of a ladder.	1	4	4	Person using tool store
Poor lighting	Slips, trips and falls Injury from tools	Person using tool store	If tool store does not have natural light, lighting to be installed where possible; Tool store user to have a torch in case of lighting failure; Avoid visits to tool store outside of daylight hours; Keep tool store tidy with good access/wear sturdy boots to prevent trips hazards if lighting is poor.	2	3	6	Person using tool store
Poor ventilation	Breathing problems	Person using tool store	Tool store to have adequate ventilation in the form of vents/windows where possible. If only a small shed/store, keep door propped open when inside to aid ventilation; Clean store and tools regularly to prevent build-up of dust and dirt particles; Asthma sufferers not to lone work in tool store and to use inhalers.	1	4	4	Person using tool store

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Low ceiling	Head injury	Person using tool store	Warning tape/signage to alert users to areas with a lower ceiling; Where feasible, do not store tools or heavy equipment in an area with a low ceiling; Adequate lighting in place to illuminate low ceilings.	2	2	4	Person using tool store
Steps	Slips, trips and falls	Person using tool store	Where possible, tool stores should not require a step(s) to access; If store has a small entrance step, mark with hazard tape or reflective strips; Users to wear sturdy footwear; Ensure all users aware of hidden steps, especially when carrying tools that may block view.	2	3	6	Person using tool store
Door	Bruising Crushing	Person using tool store	Ensure door can open freely at all times; If door doesn't stay open, use a door-stop or latch to prop open when inside tool store; Ensure door isn't self-locking, or use Yale latch when using store to avoid becoming locked in/out; Keep fingers out of door hinges and wear gloves when inside store.	2	2	4	Person using tool store
Loose/old masonry	Head injury Crushing Bruising	Person using tool store	Check store for any loose bricks/stone etc and secure where possible; Do not store tools underneath areas where masonry could become loose; If walls are old and falling masonry/plaster may occur, wear a hard hat whenever in store.	1	4	4	Person using tool store
Flammable items	Fire Burns	Person using tool store	COSHH safety sheets available for all hazardous substances in store; Flammable items (e.g. spray paint/WD40) to be kept away from sources of ignition; Do not smoke inside store; Keep flammable items out of direct sunlight and do not store in temperatures above 50 degrees; Only store flammables in cool, dry, well-ventilated spaces.	1	5	5	Person using tool store

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Animal nests	Bites Stings	Person using tool store	Check store for presence of any nests; If stinging insects (e.g. wasps) become a nuisance, get nests professionally removed; People with known allergies to stings not to use store when lone working; If stung, seek medical attention if symptoms persist.	1	4	4	Person using tool store

RISK ASSESSMENT FOR: Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	ASSESSMENT UNDERTAKEN BY: NAME: Charlie Cutt SIGNED: CC DATE: 30/4/20	LAST UPDATED ON: DATE: DATE: DATE:
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RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
Likelihood of occurrence	1	Unlikely	Injury may occur less than once in a lifetime	1	2	3	4	5
	2	Possible	Injury may occur less than once a year	2	4	6	8	10
	3	Occasional	Injury may occur two-three times per year	3	6	9	12	15
	4	Likely	Injury will occur more than three times per year	4	8	12	16	20
	5	Very likely	Injury is probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.