

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 6
Risk Assessment	Shelving, Racking & Storage	Created	26/8/2022
Workplace Sector	Kitchen	Reviewed	26/8/2024
Hazards	Items stored at height, Falling items, Overloaded/Damaged shelving units, Manual Handling, Spillage – Wet floors/slip hazard	Next Annual Review	26/8/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

The main hazards associated with racking, shelving and storage are items stored at height falling and Manual Handling injuries when loading/unloading. Slips, trips and falls from spills in storage areas, good housekeeping practice to be maintained at all times in storage areas. We will consider the following risk factors and hazards and identify all persons who may be at risk.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Stacking & Storing items at Height	<p>Staff, Visitors</p> <p>Falling Objects</p> <ul style="list-style-type: none"> Crush injury Bruising Fractures Serious injury 	<ul style="list-style-type: none"> As far as possible avoid storing items at height: Consider safer alternatives wherever possible. Don't store heavy objects above shoulder height: More dangerous if they fall and more difficult to move safely at height 				
Placing & Collecting items at Height (Work at Height)	<p>Staff, Visitors</p> <p>Fall from height, falling objects</p> <ul style="list-style-type: none"> Crush injury Bruising Fractures Serious injury 	<ul style="list-style-type: none"> Train staff in safe procedures for accessing storage areas. Provide access to stepladders when required and instruct in the correct and safe use to avoid stretching/over-reaching leading to lack of balance 				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Placing & Collecting items at Height (Manual Handling)	Staff, Overexertion, overreaching, twisting, Handling awkward loads, loads with shifting C.O.G <ul style="list-style-type: none"> • <i>Back injury</i> • <i>Fall from height</i> • <i>MSD</i> 	<ul style="list-style-type: none"> • Train staff in correct manual handling techniques • Assure that stock is neatly arranged on the shelves • Ensure heavier items are stocked at waist height • Keep walkways free of stock • Great care must be taken stacking items at a height, especially containers of liquid likely to slosh around when moved 				
Wet or slippery floors in storage areas (Liquid & Food)	Staff, Visitors (delivery operatives) Slips on water, food or liquids Trips over boxes or other items being stored on the floor Unsuitable footwear <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> 	<ul style="list-style-type: none"> • Spillages must be cleaned up immediately, ensuring floor areas are completely clean and dry. • Ensure that adequate lighting is in place and fully functional. • Keep walkways free of stock • Provide non-slip footwear to relevant staff 				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Storage of Unstable Loads & Awkward items:	Staff, Visitors (delivery operatives) Falling loads, manual handling injuries, falls from height <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> • <i>Property damage</i> 	<ul style="list-style-type: none"> • Do not store unstable loads, e.g. sacks of foodstuffs, above shoulder height • Never store unsealed liquid at height • Label unstable loads when required • Do not stack lids on top of saucepans on high shelving • Provide separate storage area for awkward items 				
Overloaded or damaged shelving	Staff, Visitors (delivery operatives) Falling objects, shelving collapse <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> • <i>Property damage</i> 	<ul style="list-style-type: none"> • Inspect Racking & Shelving regularly • Make sure shelves are stable • Ensure shelves are properly supported • Check no overloading • Ensure items stored in proper areas • Report damaged shelving – do not use until repaired 				

Further Control Measures

Information, Instruction & Training

- Working at Height
- Manual Handling Training
- Train staff in ladder safety
- Train staff to report defects in equipment or shelving immediately

Personal Safety

Falling objects may be particularly dangerous. As far as possible avoid storing items at height – consider safer alternatives wherever possible. Great care must be taken stacking items at a height, especially containers of liquid likely to slosh around when moved or heavy or awkward items.

- Spillages are managed immediately
- Wear PPE to protect yourself from injury
- Use Ladders/Steps when required
- Ensure ladders/steps are safe and secure
- Report damaged/overloaded shelving to supervisor
- Do not overload shelving
- Do not presume someone else will report damaged shelving
- Physically show manager the damaged area
- Don't use damaged shelving until it is repaired

Standard Operating Procedure

Shelving, Racking & Storage

- | | |
|---|--|
| <ol style="list-style-type: none">1. Don't overload shelving2. Ensure shelving can support the weight of the load3. Mark shelving with their maximum weight capacity4. Don't store heavy items above shoulder height5. Conduct regular inspections of storage areas:6. Ensure shelves are stable7. Check for overloading8. Ensure shelves have good support9. Ensure shelving is in good condition10. Report damaged shelving and repair immediately | <ol style="list-style-type: none">11. Do not use damaged shelving12. Store awkward items in a separate area13. Label storage areas14. Do not store unstable loads at height15. Never store unsealed liquids at height16. Label unstable loads where required17. Ensure the correct PPE is issued and used when required:<ol style="list-style-type: none">a. Steel toe shoesb. Non-slip shoes |
|---|--|

Action List

Hazard	Control Required	Assigned to (name):	Action By (date):	Completed	Date Completed