

SHELVING SYSTEMS INSTALLATION **RISK ASSESSMENT**



Single Tier Shelving Systems

(up to 2200mm high)

Working at Height

This risk assessment has been evaluated for the installation on shelving up to 2200mm high, if the shelving is higher an additional Risk Assessment will need to apply.

The Use of Electrical Equipment

This risk assessment has been evaluated for the installation of shelving using hand tools or pre-charged battery operated drills. If electrical supply is to be used within the Workplace a separate Risk Assessment will need to be provided by the installation contractor.

Personal Protective Equipment

High visibility jackets, Safety Shoes, Gloves, Glasses and Hats should be worn at all times.

1. Workplace

This should be read in conjunction with the Site drawings and Method Statement

▲ Risk Injury to other personnel within the workplace.

➡ Action The installation should not commence until all personnel not involved in the installation procedure are no longer within the area that the installation is taking place in. The use of a warning notice is recommended.

▲ Risk Tripping from materials left within the area installation is being completed.

➡ Action Remove all materials, plant and/or equipment that will affect the safe and efficient installation of the system.

2. Unloading Materials

▲ Risk Injury could occur whilst manually unloading materials from delivery vehicle.

➡ Action Use mechanical lifting equipment operated by qualified personnel within the organisation. If manually unloading make sure than no loads over 25kgs are lifted by any single individual who has been suitably trained in the guidelines laid down by the current Manual Handling regulations.

▲ Risk Tripping over stored material prior to installation.

➡ Action Place all materials for installation away from main access ways and in the designated storage area that all personnel involved in the installation are aware of prior to installation.

▲ Risk Product or components falling over after unloading.

➡ Action Never stand long items against walls, lay all materials and components on a flat and level surface following the guideline above.

3. Unpacking of Materials

▲ Risk Cutting hands whilst opening materials. Dropping components on feet whilst removing from packaging.

➡ Action Only authorised personnel allowed within the area. Wear protective equipment such Safety shoes, gloves, safety glasses and safety hats to be worn at all times.

▲ Risk Tripping over packaging that has been removed from materials.

➡ Action Immediately place any packaging material in the appropriate on site waste facility

4. Installation of Shelving

The shelving should be installed by fully trained certified SIERS installers who are familiar with manufacturers installation procedures and guidance.

⚠ Risk Personnel being injured by falling uprights and trapping fingers.

➡ Action All work to be carried out within the secure area and uprights to be held in position by one operative whilst 2nd person places shelves into position. Safety shoes / gloves, safety glasses and safety hats to be worn at all times.

⚠ Risk Cuts from handling of un-painted galvanised components

➡ Action Lay the packaged components on the ground or flat surface, remove the packaging of the components and do not remove the components from packaging.

➡ Action Hold components firmly and do not allow the component to slide whilst being held. Care should also be taken not to slide hands or other body parts across galvanised items. Safety shoes / gloves, safety glasses and safety hats to be worn at all times.

⚠ Risk Noise exposure

➡ Action The use of ear plugs or ear defenders whilst using electric drills

⚠ Risk Dust Exposure

➡ Action The use of dust masks whilst drilling into material that produces a fine material that could be inhaled. All material should be vacuumed prior to the next operation.

We the undersigned have both read and understand the Risk Assessment and Method Statement and will carry out the detailed works as specified.

Employee Name	Company	Signature	Time/Date