News Security 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 wholesaler and staff	We've ensured the cabinet is sited in the least obstructive position available. It is firmly secured as per the Manufacturer's instructions. 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. Least dangerous site for staff & wholesalers to access has been chosen.	Check the cabinet regularly for signs of damage. 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. Camera and lighting assessment carried out. Adjacent area minimises "hide & surprise" places.			
Product Safety Risk of cuts/scrapes	Wholesaler, staff and public	Cabinet has smoothed edges. Handles retracts in to lock body. Door closes flush in to the body of the cabinet.	Check the cabinet regularly for signs of damage.			
Fire	Staff and public	The cabinets are heat resistant and no material used in their manufacture is toxic, combustible or of an acceleratory matter.				
Manual Handling	Wholesaler and staff	Ri cabinets have a tray inside to allow bundle/ totes 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, lifting advice note in cabinet.	Ensure adequate manual handling training given. Provide trolley for easy movement of totes/bundles. Parcel weights shouldn't exceed18kgs unless labelled otherwise. (PIAC)			

Ri Manufacturing Ltd Chapelbam Yard, Wylye, Wiltshire BA12 0QQ Tel: 01985 248 454 Email: hello@rimanufacturing.com Web: www.rimanufacturing.com