|  |  |  |  |
| --- | --- | --- | --- |
| Garage/ storage space:  |  | Address: |  |
| Name of person completing risk assessment: |  | Date of RA: |  |
| Description of Risk assessment: | To reduce the likelihood of accidents and incidents by reviewing all areas of risk in the garage/ storage space |
| People at Risk: | PaMS: | **Y/ N** | Employee: | **Y/ N** | Vulnerable person: | **Y/ N** | Lone workers: | **Y/ N** | Visitor: | **Y/ N** |
| Injuries: | Anxiety, back/head problems, bruise/cut, burn, choke, ear problems, eye problems, fatality, fracture, musculoskeletal issues, puncture wound, sprain/strain, suffocate |

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| To be completed by the person responsible for health and safety (from this point known as the “responsible person”) at the MS Society garage/ storage space**.** Thereafter to be reviewed if the document is no longer valid, if there have been major changes within the garage/ storage space or annually whichever is soonest. To complete the risk assessment:* Look at each statement and answer is Yes, No or N/A.
* If all answers are ‘Yes’ or ‘N/A’, complete the back page stating “Risk assessment reviewed, no action needed” sign and date.
* If there are any ‘No’s’ list the actions needed, person responsible and completion date in the table on the last page.
* Once actions are complete, sign and date the “Actions complete” box.

If you would like further information on the MS Society organisational risk assessment for properties, copies can be obtained from healthandsafety@mssociety.org.uk  |

| **Hazard** | **Prevention** | **Y/ N/ NA** |
| --- | --- | --- |
| 1 | Signage and documents(Risk factor –  3 Low) | [MS Society public liability insurance](https://volunteers.mssociety.org.uk/resources/public-liability-insurance) displayed |  |
| Health and safety law poster with contact details completed and displayed |  |
| [MS Society’s health and safety policy statement](https://volunteers.mssociety.org.uk/resources/health-safety-policy) displayed |  |
| Responsible person ensures:  |  |
| * Safety checks completed in line with [Safety checklist HSV: 112](https://volunteers.mssociety.org.uk/resources/HSV-112garage)
 |  |
| * Faults reported using [Defect report form HSV: 113](https://volunteers.mssociety.org.uk/resources/hsv113garage)
 |  |
| * Competent person checks completed in line with [Competent person checks form HSV: 114](https://volunteers.mssociety.org.uk/resources/hsv114garage)
 |  |
| 2/ 10/ 11/ 13.1/ 16.1 | Training (RF – 3 Low) | Users complete [Property induction HSV: 132](https://volunteers.mssociety.org.uk/resources/hsv132garage) with refresher training every three years |  |
| Users who are to operate fire-fighting equipment have attended fire awareness training, with refresher training every three years |  |
| Users who carry out manual handling daily encouraged to attend moving and handling training, with refresher training every three years |  |
| If there is a plan for young people (under 18), vulnerable adults, pregnant workers to volunteer at the garage/ storage space the right induction can be found on the volunteer website [here](https://volunteers.mssociety.org.uk/property-risk-assessment-garages) |  |
| Where contractors are being used: |  |
| * They have the right skills and level of competence for the task
 |  |
| * They complete the [Contractor induction HSV: 132D](https://volunteers.mssociety.org.uk/resources/hsv-132d)
 |  |
| * They are supervised if vulnerable people are in the garage/ storage space
 |  |
| 3/ 4 | Accident/ incident reporting(RF – 3 Low) | [HSV: 122 – Accident report](https://volunteers.mssociety.org.uk/resources/HSV-122) is completed where a person is injured, however minor the injury and returned in line with the instructions on the form |  |
| [HSV: 123 – Incident report](https://volunteers.mssociety.org.uk/resources/HSV-123) is completed where there is a near miss but no one is injured and returned in line with the instructions on the form |  |
| 5 | First aid(RF – 3 Low) | Appropriately stocked first aid kit available, well signposted, contents checked every quarter, recorded in line with HSV: 112 |  |
| [HSV: 124 - Emergency aid notice](https://volunteers.mssociety.org.uk/resources/hsv-124) completed and displayed in a prominent position – all users know what action to take in an emergency |  |
| 7/8/9 | Security, lone working (RF – 3 Low) | Users working alone at the garage/ storage space follow the guidance available [here](https://volunteers.mssociety.org.uk/lone-volunteering) |  |
| Garage/ storage space secured on leaving  |  |
| 12 | Equipment (RF – 3 Low) | If any tools or equipment are stored or used in the garage/ storage space, email: healthandsafety@mssociety.org.uk for advice |
| **Section 13:** this section of the risk assessment looks at hazards associated with fire |
| 13.2 | Fire safety plan signage(RF – 3 Low) | [Fire safety plan HSV: 125](https://volunteers.mssociety.org.uk/resources/hsv-125) complete and posted in prominent position – all users know what action to take in an emergency |  |
| No smoking signage in place |  |
| 13.3/ 13.6 | Fire/ smoke alarm, emergency lighting(RF – 3 Low) | If wired or manual fire alarm, smoke alarm or emergency lighting in place they are: |  |
| * tested and recorded in line with HSV: 112
 |  |
| * inspected annually by competent person, recorded in line with HSV: 114
 |  |
| If no emergency lighting, torch available, accessible, checked and recorded in line with HSV: 112 |  |
| 13.4 | Fire-fighting equipment (RF – 3 Low) | Clearly marked, easily accessible, appropriate fire extinguishers in the garage/ storage space |  |
| Fire extinguishers checked for use/ damage and recorded in line with HSV: 112 |  |
| Fire extinguishers serviced/ tagged by a competent person annually, recorded in line with HSV: 114 |  |
| 13.5 | Emergency exits and routes(RF – 3 Low) | Emergency routes and exits clearly signposted and functional for all users  |  |
| Fire exits kept closed but not locked at all times |  |
| Routes and exits checked and recorded in line with HSV: 112 |  |
| 13.7 | Services(RF – 3 Low) | Users in the garage/ storage space know how to turn off service supplies |  |
| Gas appliances inspected by Gas Safe engineer annually and recorded in line with HSV: 114 |  |
| Fixed electrical installation inspected by competent person every five years, recorded in line with HSV: 114 |  |
| Where any fault occurs, area cordoned off and owner of the property contacted |  |
| 13.8 | Heating, ventilation, lighting(RF – 3 Low) | Heating, ventilation and lighting suitable and sufficient with no naked flames |  |
| Tasks kept short in areas prone to extremes of temperature |  |
| Equipment likely to become hot kept labelled as such, never covered, kept away from combustibles  |  |
| **Section 14:** this section of the risk assessment looks at hazards associated with hazardous substances  |
| 14.2 | Building structure (RF – 3 Low) | If building owned: responsible person has inspection and maintenance schedule in place |  |
| If building leased: owner of the property carries out regular inspections and maintenance |  |
| 14.3 | Asbestos (RF – 3 Low) | Asbestos survey has been completed |  |
| No asbestos present - no further action needed |  |
| If asbestos present: |  |
| * asbestos register available showing its location
 |  |
| * plan available detailing how risk from this material is to be managed
 |  |
| * contractor reads the asbestos register before starting work
 |  |
| Where no asbestos survey: |  |
| * no work is being carried out that could disturb the structural material
 |  |
| * responsible person has liaised with the landlord about an asbestos survey
 |  |
| 14.4 | Hazardous products(RF – 2 Low) | If the garage/ storage space stores any flammable, corrosive, toxic or substances that might be harmful such as fuel, oil, aerosols, hazardous cleaning products; they must email: healthandsafety@mssociety.org.uk for advice |
| 14.5 | Sharps, waste (RF – 3 Low) | No sharps or sharp boxes stored in the property |  |
| All waste removed on leaving the property |  |
| 14.6 | Legionnaire disease (RF – 3 Low) | If the garage/ storage space has a water supply that provides hot water or cold water that is not fed not directly from the mains, they must email: healthandsafety@mssociety.org.uk for advice |
| 14.7 | COVID(RF – 3 Low) | Check COVID-19 requirements including test and trace regularly, both nationally (links via [HSV: 921B - COVID-19 guidance sheet](https://volunteers.mssociety.org.uk/resources/hsv-921b)) and locally (via news outlets) and follow government guidance accordingly |  |
| Staff/ Volunteers are provided with a copy of [HSV: 921B COVID-19 Guidance Sheet](https://volunteers.mssociety.org.uk/resources/hsv-921b) |  |
| If staff/ volunteers fall into the [“COVID-19 Clinically Vulnerable”](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#clinically-extremely-vulnerable-children-and-young-people-0-to-18) category, check with their manager/ group if any precautions need to be taken before returning to the property |  |
| Keep spare masks and hand sanitizer in the garage/ storage space |  |
| If restrictions are brought back into force, the groups will contact the health and safety team with regards to whether or not a stand-alone a COVID risk assessment is needed |  |
| **Section 15:** this section of the risk assessment looks at hazards associated with slips, trips and falls  |
| 15.2 | Outside(RF – 2 Low) | Appropriate access available all users |  |
| Outside areas sufficiently lit, free from trip hazards and all users made aware if uneven underfoot |  |
| 15.3 | Inside (RF – 2 Low) | Floor surface suitable for tasks being carried out, clearly marked, kept clear and cleaned regularly |  |
| Low doorways/ ceilings along with stairways are marked with signage or contrasting tape |  |
| 15.4 | Fixtures, fittings and furniture(RF – 2 Low) | All storage areas, fittings. fixtures and furniture: |  |
| * adequate for the task and free from obvious defects or damage
 |  |
| * securely installed, items used most often stored to hand and heavier items stored at low level
 |  |
| * inspected in line with HSV: 112 and maintained as necessary
 |  |
| Layout of storage and work areas designed so sufficient space for users to manoeuvre comfortably |  |
| 15.5 | Working at height(RF – 3 Low) | Suitable alternatives for retrieving objects from height available |  |
| Where ladders used: |  |
| * Follow [HSE guidance–safe use of ladders and stepladders](https://volunteers.mssociety.org.uk/resources/node261) for pre-use checks and methods of use
 |  |
| * Ladders inspected every six months, recorded on [HSV: 117](https://volunteers.mssociety.org.uk/resources/hsv-117)
 |  |
| Where a garage/ storage space is planning to replace their stepladders, email: healthandsafety@mssociety.org.uk for advice |
| **Section 16:** this section of the risk assessment looks at hazards associated with manual handling  |
| 16.3 | Moving and handling loads(RF – 2 Low) | [HSV: 146 Safe lifting and carrying poster](https://volunteers.mssociety.org.uk/resources/hsv-146) displayed |  |
| Users know how to use the [manual handling assessment tool HSV: 141](https://volunteers.mssociety.org.uk/resources/hsv-141) |  |
| Users follow lifting technique laid out in HSV: 146, using mechanical means where possible |  |
| Users are rotated if task is long duration or long distances need to be covered |  |

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| **ACTION PLAN** |
| **Hazard No.** | **Action Needed** | **Responsible Person** | **Completion Date** | **Actions complete****Sign and date** |
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