

Appendix 4. Shelving and Racking within STFC

It has been agreed that in STFC the definition of racking and shelving will be:

- Racking – mechanical aids such as fork lift trucks and pallet trucks are used to place items onto racks, items are often situated on wooden pallets.
- Shelving – items are placed by hand onto shelves.

Where items are placed by hand and by mechanical aids, the storage will be deemed to be 'racking'.

Legal requirements

The Management of Health and Safety at Work Regulations 1999 require employers to put in place appropriate health and safety arrangements. The Provision and Use of Work Equipment Regulations 1998 state that all work equipment should be suitable for use, maintained in a safe condition and inspected by a competent person (record kept until the next inspection).

Requirements for racking

1. All items at height are secured, e.g. shrink wrapped.
2. Safe working load is displayed on each racking unit.
3. Impact protection at each support is in place.
4. Any damaged pallets are identified and removed.
5. Each support is securely fitted to the floor.
6. All fork lift trucks are operated by trained individuals.
7. Racking inspections carried out at intervals by a competent person.
8. Any damage should be reported promptly to the relevant line manager and items on racking removed until racking is repaired.
9. Each racking system should have its own risk assessment (copy stored on SHE Assure).
10. It is recommended that each racking unit is given a unique identifying number.

Requirements for shelving

The risks associated with shelving units should be addressed by each department in either a dedicated risk assessment or as part of a risk assessment covering the activities within the room. The risk assessment should cover the following points:

- Access to shelves should never be by climbing the shelving unit (person can be injured by pulling the shelving unit on top of themselves).
- Heavy items should be stored either at low height or the average waist height (never at head height due to risk of musculoskeletal injury).
- Any shelving exceeding a height to depth ration of 4:1 to the top loaded shelf is adequately secured to another surface such as the wall behind the shelving unit or the floor (due to the risk of the shelving unit falling onto a person).

- The safe working load of each shelf should be taken into consideration when items are stored (risk of sudden failure should weight exceed the safe working load). It is recommended that the safe working load information which is available from the manufacturer at time of purchase is displayed on each shelving unit.