

Specific Hazards

The following is a breakdown of the main areas of concern within the company, and staff are advised to follow its guidance wherever practicable. If not then Senior Management should be informed immediately.

| <u>Locations</u> | <u>Specific Hazard</u> | <u>Required Actions</u> |
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| Offices | Solvents Glues | Keep in small quantities Bulk to be stored in Stationary cupboard |
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| Workshop areas | Solvents Glues Solder Plastics Silcones Inflammable substances | Keep in small quantities Bulk to be stored in COSHH cupboard or warehouse |
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| Boiler Room | | |
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| Compressor Area | | No Chemicals to be stored |
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| Kitchen | | Small quantities to be kept in cupboard Bulk to be stored in COSHH cupboard or warehouse |
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| Toilets | Domestic chemicals | Small quantities to be kept in cupboard Bulk to be stored in COSHH cupboard or warehouse |
| All Areas | All Substances | MSDS Material Safety Data Sheets must be obtained for all substances and be stored centrally so that they are available at all times to all employees |
| COSHH Cupboard | All chemicals and paints | Cupboard in metal and is to be kept closed at all times |