

## Flammable Liquids Safe Storage, Handling and Use Checklist

Use this checklist, to ensure that your systems and procedures minimize the risk of exposure of your staff to harmful materials in their working environment and that your precautionary measures comply with the key requirements of the COSHH Regulations 2002.

For support in carrying out a COSHH assessment, please contact the Health, Safety and Welfare Team by e-mailing: [safetyadvice@gov.im](mailto:safetyadvice@gov.im)

**Department:**

**Address:**

**Useful Links:**

- HSE COSHH - <https://www.hse.gov.uk/coshh/>

<b>Bulk Storage</b>	
Do you check your tanks regularly to check for leaks and condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are your tanks and filling points clearly labeled to indicate contents and hazard?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are your tanks surrounded by bunded areas able to hold 110% of the tank contents in case of spillage/leakage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do you have effective means of earthing to minimise the risk of static discharge when deliveries are made or flammable liquids are loaded?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Is any electrical equipment suitable for use in the area concerned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Have you ensured there are no other sources of ignition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Comments:	
<b>Drum and Other Storage</b>	
Are drums and other containers kept in a well-ventilated area?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	<input type="checkbox"/> Unsure
Are all containers clearly labeled to show the contents?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do you keep flammable materials away from corrosive materials (which could damage containers) and oxidizing substances (which could add to the severity of a fire)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Is all storage in suitable containers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Is your storage constructed so as to contain spills and leaks (e.g. with raised lip around the outside)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Is any electrical equipment suitable for use in the area concerned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Have you ensured there are no other sources of ignition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Comments:	
<b>Use</b>	
Have you considered the use of non-flammable or less flammable alternatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do you have in the workplace only the minimum quantity of flammables needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Where flammable are stored in the workplace, do you use fire resistant cupboards and containers, all marked to show they contain flammable liquids?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Have you designated hazardous areas (zones 0, 1, 2) as required by the Dangerous Substances Explosive Atmospheres Regulations (DSEAR)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are all liquids kept in their original container?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are containers kept lidded or otherwise sealed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
If liquids are decanted into other containers, is the new container suitable and properly labeled?	<input type="checkbox"/> Yes



	<input type="checkbox"/> No <input type="checkbox"/> Unsure
Is your electrical equipment suitable for use in a flammables area, and have you eliminated or minimised the risk from other sources of ignition, such as static electricity, sparks from tools, hot work (cutting, burning, welding, grinding etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are flammables always used in well-ventilated areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do staff know what they need to do to handle flammables safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do they understand the significance of flashpoint in determining the flammability of these materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do they know what action to take if there is a spill, leak or other emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do you have suitable spill kits, absorbent materials etc to deal promptly with spills and leaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Comments:	
<b>Disposal</b>	
Is all flammable waste held securely pending disposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Is it labeled as flammable/highly flammable etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do you use a specialist hazardous waste contractor to remove flammables from site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Comments:	
<b>Records</b>	
Do you have an inventory of all flammable materials on site (this will help with your fire risk and DSEAR assessments)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Do you have an audit trail showing that all hazardous waste (including flammable materials) was removed from site by a licensed contractor to a site suitable for its disposal/reuse/recycling?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Comments:	



### HSE Guidance

Have you checked the HSE guidance relevant to your operations? See especially (all available on free download at the HSE web site [www.hse.gov.uk](http://www.hse.gov.uk)):

- HSG51 'The storage of flammable liquids in containers'
- HSG71 'Chemical warehousing: the storage of packaged dangerous substances'
- HSG140 'Safe use and handling of flammable liquids'
- HSG158 'Flame arresters: Preventing the spread of fires and explosions in equipment that contains flammable gases and vapours'
- HSG176 'The storage of flammable liquids in tanks'
- INDG370 'Controlling fire and explosion risks in the workplace'
- Consolidated Approved Code under DSEAR (published December 2013)

Note: some of the above contain references to superseded legislation such as the Highly Flammable Liquids and LPG Regulations 1972; the technical content is still valid though.

