

3. Location of storage area					
3.3	<p>Proximity to labs and workshops:</p> <p>Laboratories and workshops can experience overflowing sinks, fires and chemical spills. To minimise risks associated with possible damage to records, they should not be stored in or adjacent to laboratories or workshops. If storage in these areas is necessary, appropriate strategies should be in place to ensure records are protected through storing them in appropriate storage cabinets (e.g. if there is the possibility of fire within a laboratory, more so than in any other areas, a fireproof cabinet should be used).</p> <p>See also the Safety and Wellbeing website in relation to the management of chemicals and other laboratory issues</p>	<p>Is this location next to or within laboratories or workshops?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<ul style="list-style-type: none"> - Relocate records to areas not directly within or adjacent to laboratories and workshops where there is an identified risk of fire, flooding or chemical spills, or, if not practical, ensure records are stored in suitable cabinets to minimise any damage if a disaster occurs.
4. Method of storage					
4.2	<p>Use as dumping grounds:</p> <p>Dumping records or other items into the records' storage area without proper management and appropriate disposal practices in place can lead to other risk factors, such as infestation and vermin, and may increase the effect of water or fire-based disasters.</p> <p>It is also good practice to organise the destruction of records when they have satisfied UTS business needs and legal retention requirements.</p>	<p>Is this location a "dumping ground" for all types of material and equipment, including records that are not managed appropriately?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<ul style="list-style-type: none"> - Implement a regular records' disposal program. - Delegate the management of records' storage areas to Records Contact and where possible limit access and the use of storage areas as "dumping grounds". - Box and/or list all records held within records' storage areas.