

**To:** Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers

**For Action**

## Office Shelving Fall risk

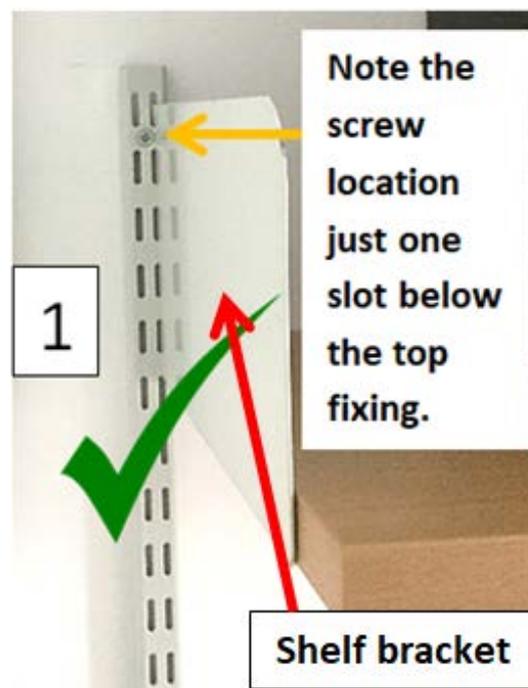
There have been two recent incidences of shelves falling from office walls. The shelves were fully loaded and came away from the walls due to the wall brackets not being correctly fixed. To prevent similar incidents occurring again; please read through all the information found in this bulletin.

### What you will need to do

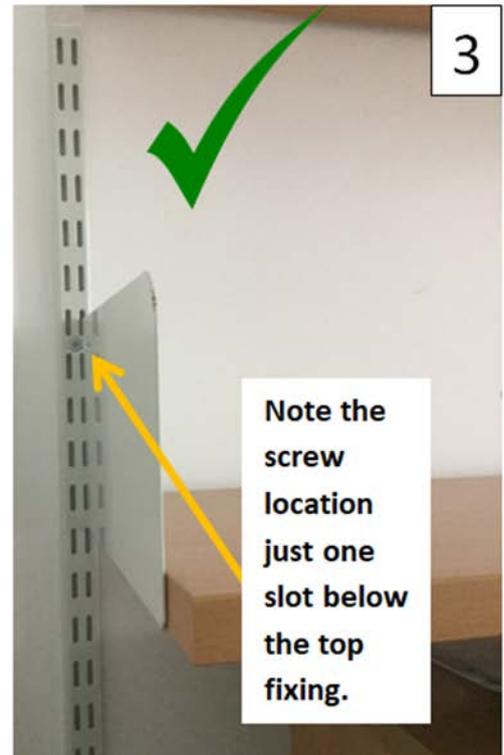
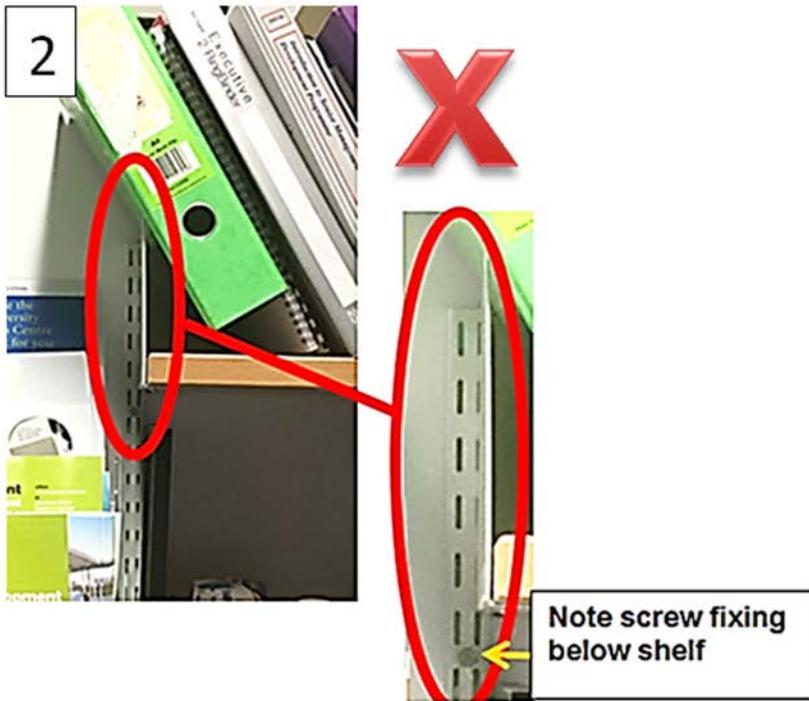
All departments need to check shelves in their offices, labs and storage areas etc., and take action as required. Action could involve moving a shelf to a lower height or, reducing the load on a shelf. If you have any concerns, please report details to the Estates Helpdesk ([ems-helpdesk@essex.ac.uk](mailto:ems-helpdesk@essex.ac.uk)).

### Check your shelving for the following

- 1) The screw found at the top of the wall bracket must be located within 2.5cm of the top of the bracket (see image 1).



2) Your top shelf must NOT be mounted higher than the highest screw, otherwise this can cause the wall bracket to bow away from the wall (see images 2 & 3).



If a shelf wall bracket is not fixed at the top then please move the top shelf to the position as shown in picture 3 and email the Estates Helpdesk ([ems-helpdesk@essex.ac.uk](mailto:ems-helpdesk@essex.ac.uk)) to have the brackets correctly re-fixed. *Note that it will take some time for all shelf brackets to be correctly fixed, but this will not be a safety concern as long as the top shelf is positioned as shown in picture 3.*

3) Overloading of shelving units can lead to collapse and must be prevented (see image 4).



4) Look for any signs of bracket movement from the wall, in particular at the top.