



UPPSALA  
UNIVERSITET

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# Guidelines for the Handling of Flammable Products

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Uppsala University

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# Guidelines for the Handling of Flammable Products

## Responsibility

Everyone at Uppsala University who comes into contact with flammable products in their work or studies must adhere to these guidelines and applicable legislation.

The head of department/equivalent is, according to the head of department delegation guidelines, responsible for ensuring that flammable products are handled in accordance with applicable legislation and guidelines issued by Uppsala University. The head of department/equivalent is also the director for the handling of flammable products handled at the department/equivalent. To assist the head of department/equivalent is a chemicals representative, who is tasked with ensuring that guidelines and procedures regarding the handling of flammable products are followed. The chemicals representative is thus deputy director for the handling of flammable products.

Pursuant to Vice-Chancellor decision UFV 2016/667, the campus managers are responsible for the coordination of flammable products handling at their properties. As coordinators, they have the responsibility for conducting fire drills/evacuation drills and for maintaining an overview of all areas in which flammable products are stored. Major changes, such as the relocation of activities or a change in the quantity of flammable products, must be communicated to the coordinator. The coordinator can then assist with adaptations to minimise the impact of major changes on other activities.

The Environment and Safety Division and the Security and Safety Division are tasked with providing information on applicable legislation concerning fire protection, formulating guidelines and providing advice and assistance to relevant individuals and divisions within the University.

## Definitions

### **Flammable products**

Flammable products is an umbrella term for flammable gases, flammable liquids and fire-reactive substances. All flammable products are subject to compliance with the Act (2010:1011) on Flammable and Explosive Goods (LBE) and the Ordinance on flammable and explosive products (2010:1075).

### **Flammable gases**

Gases or gas mixtures that can form an ignitable mixture in air at 20 °C and a standard pressure of 101.3 kPa.

### **Flammable liquids**

Liquids that have a flash point of no more than 100 °C.

### **Fire-reactive substances**

Materials or mixtures that can cause or exacerbate a fire but which are not flammable gases or liquids. The fire-reactive substances that the Swedish Civil Contingencies Agency defines as substances subject to compliance with the Act (2010:1011) on Flammable and Explosive Goods (LBE) are the following:

- Hydrogen peroxide
- Organic peroxides

- Ammonium nitrate
- Weakly nitrated nitrocellulose

### Flash point

Flash point is the liquid temperature at which a flammable liquid gives off an ignitable vapour-air mixture. Flammable liquids are divided into different classes based on their flash point (see Table 1).

*Table 1. Categories of flammable liquids according to flash point and initial boiling point*

Category	Flash point range, $t_{fp}$ (°C)	Initial boiling point (°C)
1	< 23	$\leq 35$
2	< 23	> 35
3	$\geq 23$ and $\leq 60$	-

### Fire compartment

Part of building, such as a room or floor, that is constructionally separated into sub-divisions to restrict the spread of fire and smoke to another part of the building for a period of time, determined according to the building's purpose and number of floors.

### Permits and director

Handling large quantities of flammable goods requires a permit.<sup>1</sup> Permits are granted for a limited period of time and are applied for in the municipality in which the handling takes place.

For “professional, non-public activities indoors”, permits are required for volumes over the following amounts.<sup>3</sup> “Outdoors” shown in parentheses. Volumes shown in litres.

- |   |        |          |
|---|--------|----------|
| • Flammable gases                           | 250    | (1000)   |
| • Extremely flammable or flammable aerosols | 500    | (3000)   |
| • Flammable liquids fp <60°C                | 500    | (3000)   |
| • Flammable liquids fp 60-100°C             | 10 000 | (50 000) |

If the volumes of any of the products are exceeded, the amounts of other products that do not exceed the limits must also be included.

Uppsala University has permits to handle flammable liquids and gases for the properties in which amounts over the limits are handled. The permits are connected to the property, which effectively means that each campus area in which the University handles flammable goods has its own permit (see Annex 1). The permit stipulates the volumes of flammable liquids and gases that may be handled within the property covered by the permit.

The Vice-Chancellor is the permit holder for all of the University's permits. The permit holder must designate a director within the organisation covered by the permit, and the Vice-Chancellor has

<sup>1</sup> Pursuant to Act (2010:1011) on Flammable and Explosive Goods (LBE).

designated<sup>2</sup> the relevant head of department/equivalent as the director for handling within his or her department/equivalent. The director is the person who, under the responsibility of the permit holder, ensures that all handling complies with applicable legislation and with the terms and conditions of the permit.

The director shall be highly knowledgeable regarding:

- the risks associated with handling,
- the flammable goods handled within the department/equivalent and
- relevant legislation.

To assist the director is a chemicals representative, who is tasked with ensuring that guidelines and procedures regarding the handling of flammable goods are followed.<sup>3</sup> The chemicals representative also serves as the deputy director.

### **Permit terms and conditions**

To handle flammable products, Uppsala University must comply with the terms and conditions of the permit. Annex 2 provides a summary of the general requirements of the University's permits. All of the terms and conditions of the permit are stated on the permit for that property.

### **Risk assessment and measures**

The director for flammable products, i.e. the head of department/equivalent, shall ensure that a risk assessment is performed to determine the risk of accident, personal injury and damage to health, property or the environment in the event of fire or explosion caused by flammable products. This risk assessment must also include the consequences of such events.

Any person handling flammable products must, based on the risk assessment above, take the measures needed to avoid, prevent and limit accidents, personal injury, and damage to health, property and the environment.

A property-wide risk assessment has been performed and a classification plan prepared for each property at Uppsala University holding permits for the handling of flammable products (UFV 2016/335-339).

Handling instructions according to the above risk assessments must be available at the departments in which flammable products are handled. The instructions must take the following points into consideration:

- minimizing the number of ignition sources
- performing all open handling in a fume cupboard with spill guards, if possible
- emphasising the risks associated with washing laboratory counters with flammable products
- ensuring that everyone who works with flammable products knows where firefighting equipment is located
- not storing flammable materials near places where work with flammable products is conducted

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<sup>2</sup> Pursuant to decision 11 March 1994 (Doc no. 1127/94).

<sup>3</sup> As laid down in the Chemical Representative Job Description, Doc no. UFV 2007/1610.

- ensuring procedures for taking care of any spills or rapid discharges, e.g. due to a dropped bottle
- providing orientations for new employees
- checking what type of equipment is used in fume cupboards with non-interlocked sockets
- checking quantities of flammable products stored in each fire compartment
- checking the ventilation of storage areas
- taking into account that persons other than employees may work in the premises (e.g. cleaners, electricians, painters, etc.)
- ensuring proper signage, and taking into account people who do not work daily in the premises (e.g. fire prevention/protection in the event of an accident)
- providing classification plans to people working in applicable areas
- referring to the University's common guidelines for the handling of flammable goods (UFV 2010/1666)

## Classification of hazardous areas

Explosive areas must be classed according to risk of fire or explosion. Areas in which flammable products are handled must therefore be designated a class. Classification is a risk assessment and is needed for selecting, installing and using electrical equipment. It can also provide a basis for assessing risks from other ignition sources. This classification breaks down hazardous areas into zones:

- Zone 0: Constant risk of explosion
- Zone 1: Occasional risk of explosion in normal operation
- Zone 2: Rare explosion risk, and when applicable, only for a short period of time

A number of handling operations have been identified at Uppsala University and classification plans have been drawn up (see description in Table 2). Also see risk assessment and classification plans with drawings on the Employee Portal (UFV 2016/335-339).

*Table 2. Description of classification plans with explanations and comments regarding handling*

<b>Operation</b>	<b>Handling</b>
Work in fume cupboard with interlocked sockets	Interlocked sockets mean that power is switched off when ventilation flow falls below the minimum limit. If work is performed in fume cupboards and measures are taken to prevent leakage to the floor, no classification is required. Otherwise, classification follows the classification plan on the Employee Portal.
Work in fume cupboard without interlocked sockets	If electrical equipment is connected to non-interlocked sockets, the equipment must be protected against explosion. For other work, see "work in fume cupboard with interlocked sockets" above.
Work on downdraught bench	If work is performed on a downdraught bench and measures are taken to prevent leakage to the floor, no classification is

	required. Otherwise, classification follows the classification plan on the Employee Portal.
Storage in cupboard	When large quantities of flammable products are stored in a cupboard, the area inside the cupboard is classed as Zone 1 and the area outside the cupboard is classed as Zone 2. Sign indicating that there are flammable products in the area and prohibition against open flames posted on the cupboard door. However, no sign warning of explosive atmosphere is required because the risk of any ignition source put into the cupboard is considered minimal.
Storage in rooms intended for large quantities of flammable products	The storage of large quantities of flammable products in rooms is normally classed as Zone 2 if bottles or containers are inadequately closed. Sign indicating that there are flammable products in the area, prohibition against open flames, and warning for explosive atmosphere posted on the cupboard door. If the products are stored in ventilated cupboards in these rooms, a general sign for the entire area can be posted on the door to the room.
Open tapping: with and without local exhaust ventilation	Areas in which flammable products are tapped are usually classed as Zone 2 for a radius of 1.5 metres around the tap. If local exhaust ventilation is used, the radius is usually reduced to 0.25 m around the tap. Sign warning of explosive atmosphere posted on the door to the tapping area.
Gas cylinders	Areas in which gas cylinders with flammable gas are handled are normally classed as Zone 1 (explosive atmosphere) for a radius of 0.5 m around the valve. Zone 2 is normally prescribed for a radius of 2 metres around the valve of the gas cylinder, 1.5 metres around a regulator with safety valve or 0.5 metres around a gas outlet. Sign indicating that there are flammable products in the area and a prohibition against open flames is posted on the door into the area and at the location of the gas bottle. Sign warning of gas under pressure. Warning for explosive atmosphere is not required if there are only a few gas cylinders.

Central gas manifold systems	Central gas manifold systems smaller than 8 m <sup>2</sup> in which flammable gas is stored are usually classed as Zone 1 (explosive atmosphere) for a radius of 0.5 m around the valve during normal operation. An explosive atmosphere is not expected in the rest of the room during normal operation. If this were to occur, it is expected to be brief (Zone 2). Sign indicating that there are flammable products in the area, prohibition against open flames, and warning for explosive atmosphere posted on the door to the central gas manifold system. Sign warning of gas under pressure also posted.
Museum of Evolution storage showcases	Where museum objects are stored in ethanol in cupboards, an explosive atmosphere could be expected to occur occasionally within the cupboard due to continuous evaporation (Zone 1). If the doors to the cupboard are opened, a brief explosive atmosphere could be expected to occur 1.5 metres in front of the door opening from the top of the cabinet to the floor (Zone 2). Clear signage indicating that there are flammable products in the area and prohibition against open flames. Flammable products must not be tapped in these areas.
Fuel tanks with petrol in Botanical Garden	Explosive atmosphere could be expected in tanks (Zone 0). Zone 1 normally prescribed for a radius of 1 metre around the banded area containing the tanks. Explosive gas atmosphere not likely to occur or if it does, will only exist for a short time. (Zone 2).

It is important to eliminate any ignition sources in areas classed as hazardous areas. Access to extinguishing materials such as fire extinguishers and absorbent materials are also required to absorb spills of flammable products. Hazardous areas in which there is a risk of ignition sources, such as in storage spaces where electricity is installed, may need to be equipped with signs warning of explosive atmosphere, and a sign prohibiting open flames. See Table 2 for information on signposting for the various identified handling situations.

The classification plans must be easily accessible so that relevant staff can easily familiarise themselves with the required procedures and risks associated with handling flammable products.

## Labelling

Flammable products must be labelled with symbols and warning texts to inform the user of the hazards. The labels are determined by the classification of the product. The responsibility for

classifying and labelling flammable products lies with the party releasing the product on the Swedish market, i.e. manufacturers, importers and distributors.

From 1 June 2015, Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures (CLP) applies for the labelling of chemical substances.<sup>4</sup> CLP is a globally harmonised labelling system. From January 2009 to 1 June 2015, CLP applied in tandem with the Swedish Chemicals Agency regulations on the classification and labelling of chemical products (KIFS 2005:7). Products that came out on the supply chain before 1 June 2015 may still be labelled according to the old regulations. After 1 June 2017, everything sold must be labelled according to CLP. At the University, packaging using the old labelling system may remain for a limited period of time. The old packaging must be labelled according to CLP by 1 June 2019.

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<sup>4</sup>The new classification and labelling system is based on Regulation No 1272/2008 (EC) of the European Parliament and Council on classification, labelling and packaging of substances and mixtures (“CLP Regulation”).

Flammable liquids are labelled according to Table 3 or 4.

Table 3. Classification and labelling of flammable liquids based on the new classification and labelling system, CLP.

Category	T (flash point)	Signal word	H code
1	< 23°C and initial boiling point ≤ 35°C	Hazard	Extremely flammable liquid and vapour
2	< 23°C and initial boiling point > 35°C	Hazard	Highly flammable liquid and vapour
3	≥ 23°C and ≤ 60°C	Warning	Flammable liquid and vapour

**All categories are labelled with the Flame hazard pictogram, as shown below, and the relevant signal word and H code.**



Table 4. Classification and labelling of flammable liquids based on the old classification and labelling system.

Class	T (flash point)	Risk code	Risk phrase
1	< 21°C	F+ or F	Extremely flammable or Highly flammable
1	< 21°C	F	Highly flammable
2a	21°C - 30°C	-	Flammable
2b	30°C - 55°C	-	Flammable
3	55°C - 100°C	-	-

**Products with risk code F+ are labelled as shown below**



Extremely flammable

**Products with risk code F are labelled as shown below**



Highly flammable

**Products without risk codes are labelled with the risk phrase Flammable**

Flammable gases are labelled in the old classification and labelling system with the risk phrase “Highly flammable” and with the Flame symbol. One exception to this rule is ammonia gas, which is labelled with the risk phrase “Flammable”. In the new classification and labelling system, flammable gases are labelled according to Table 5.

Table 5. Classification and labelling of flammable gases based on the new classification and labelling system.

Category	Criteria	Signal word	H code
1	Gases, which at 20°C and a standard pressure of 101.3 kPa <ul style="list-style-type: none"> <li>- are ignitable when mixed in a mixture of 13% or less by volume in air; or</li> <li>- have a flammable range with air of at least 12 percentage points regardless of the lower flammable limit.</li> </ul>	Hazard	Extremely flammable gas
2	Gases other than those of Category 1, which at 20 °C and a standard pressure of 101.3 kPa have a flammable range while mixed with air	Warning	Flammable gas
<p><b>Category 1 is labelled with the Flame hazard pictogram, as shown below, and the relevant signal word and H code.</b></p> <div style="text-align: center;">  </div> <p><b>Category 2 is labelled with the relevant signal word and H code</b></p>			

## Signage

Cupboards and storage areas in which flammable products are stored must be signed. The signs inform those handling flammable products at the workplace where those products are. The signs are also important so that fire services and rescue services can quickly find information on where flammable products are stored in the event of an emergency. The signs should make it possible to find the flammable products from the nearest corridor. This means that sometimes signs are not only needed on the door of the storage area or cupboard, but also on the door leading from the corridor to the storage area or cupboard in which the flammable products are stored. All signs must have the requisite resilience for the surrounding environment and be displayed prominently. The signs used are shown in figures 1-5.



Figure 1. The sign “No smoking or open flames” must always be posted where flammable products are stored.



or



until 1 June 2019

Figure 2. The “Flammable materials” sign must be used where flammable liquids are stored.



or



to 1 June 2019

Figure 3. Fire-reactive products are signed according to their danger, e.g. “Oxidising substances” or “Explosive substances”.



Figure 4. Warning sign for gas bottles – “Gas under pressure”.

Preferably with the additional message “Gas cylinders – move to safety in the event of fire”



Figure 1. Warning for explosive atmosphere. Sign used to protect hazardous areas.

## Open handling and tapping

The open handling of flammable products increases the risk of fire or explosion. Closed systems should therefore always be sought. All open handling must take place in a fume cupboard, downdraught bench or with local exhaust ventilation. If fume cupboards without interlocked sockets are used, the electrical equipment used in the fume cupboard must be explosion-proof.

Flammable liquids must only be tapped in special tapping rooms and *not* in cupboards where flammable products are stored. See Table 2 for descriptions of classification.

It is important that the containers into which the flammable liquids are tapped are labelled in the same way as the original packaging (see section “Labelling” above).

## Storage

The amount of flammable products stored at the department/equivalent must always be kept to a minimum, particularly in regard to flammable products stored inside the laboratory. It is not possible to set precise limits on the volume of flammable products that may be stored, but volumes should be limited to only the amount needed for the day’s work.

Flammable products should never be stored or temporarily placed in emergency exit routes.

### Flammable liquids

Up to 50 l of flammable liquids may be stored in one fire compartment in a ventilated metal chemicals cupboard. Larger quantities must be stored in special storage cupboards for flammable products with class EI30<sup>5</sup> fire protection or in storage facilities meeting the requirements in SÄIFS 2000:2. If more than 500 l of flammable liquids are stored within a fire compartment, a storage cupboard with class EI60<sup>6</sup> fire protection must be used.

### Flammable gas

In a fire, all types of gases present a hazard because the heat can cause gas containers to explode. To avoid storing gases in the laboratory, a central gas distribution system should be sought. If possible, flammable gases should be stored outdoors. Flammable gases that must be stored indoors must be placed in a ventilated gas cabinet with class EI30<sup>5</sup> fire protection or in separate gas storage facilities that meet the requirements of SÄIFS 1998:7. If more than 250 l (container volume) is stored within a single fire compartment, ventilated gas cabinets with class EI60<sup>6</sup> fire protection must be used.

Separate gas containers holding flammable gas must be secured with non-combustible chain that is easy to unhook.

### Separate storage

Flammable gases, flammable liquids and fire-reactive substances must be stored separately so as to not exacerbate a fire. Flammable products may not be stored along with products that could increase hazards in a fire, e.g. toxic or corrosive chemicals.

Flammable materials that could exacerbate a fire should never be stored together with flammable products.

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<sup>5</sup> EI30 means that the cabinet can withstand a fire for 30 minutes.

<sup>6</sup> EI60 means that the cabinet can withstand a fire for 60 minutes.

## Refrigerators and freezers

All temperature-controlled devices that are not protected against explosion pose a danger in combination with flammable products. Refrigerators and freezers must therefore be located in “hazardous areas”. An example of a hazardous area is a storage facility containing a large quantity of flammable products. The best option is to choose a cabinet without internal electrical equipment or with explosion-proof electrical equipment.

## Handling of flammable waste and spill

Spills must be taken care of promptly by using a suitable absorbent material. Handle the absorbent material as flammable waste. Flammable liquid waste is handled in the same way as flammable products as concerns amount, ventilation requirements, and emergency preparedness. Materials that have been in contact with flammable products, such as cloths or wipes, should be disposed of in bins with lids.

## KLARA chemical management system

All flammable products and their quantities and storage locations must be registered in KLARA<sup>7</sup>. The list must be kept up to date. An overview of flammable product handling at the department/equivalent is provided in KLARA under the “Results-organisation” tab, “fire class” group. This requires login authorisation to KLARA.

## Supervision

The fire services in Uppsala Municipality and the rescue services in Visby are the University’s supervisory authorities. Supervision consists of verifying compliance with Act (2010:1011) on Flammable and Explosive Goods (LBE) and with the regulations and decisions issued in connection with the law. The fire services/rescue services conduct inspections of our premises where flammable goods are handled and are authorised to issue injunctions if non-compliant handling is observed.

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<sup>7</sup> As stipulated in Instructions for KLARA Users, UFV 2014/1010.

## References

- Act (2010:1011) on Flammable and Explosive Goods (LBE)
- Ordinance on flammable and explosive products (2010:1075)
- Swedish Civil Contingencies Agency (MSB) regulations concerning which goods are to be regarded as flammable or explosive goods (MSBFS 2010:4).
- Swedish Rescue Services Agency regulations on explosive environments when handling flammable gases and liquids, SRVFS 2004:7
- Swedish Work Environment's provisions Chemical Hazards in the Working Environment. Paragraphs on labelling and signage of pipelines, gas cylinders and premises where hazardous chemical products, such as flammable products, are handled, AFS 2014:43.
- National Inspectorate of Explosives and Flammables' regulations (SÄIFS 1998:7) on flammable gas in loose containers
- National Inspectorate of Explosives and Flammables' regulations (2000:2) on the handling of flammable liquids
- Swedish Civil Contingencies Agency's regulations (MSBFS 2013:3) on permits for handling flammable gases and liquids
- Swedish Work Environment Authority's regulations (AFS 2008:13) and general advice on signs and signals
- Swedish Civil Contingencies Agency's handbook on permission to handle flammable gases and liquids (MSB, October 2013)
- The Swedish Rescue Services Agency's handbook on explosive environments when handling flammable gases and liquids (MSB, October 2004)
- Flammable Products – Handling in the laboratory (MSB, November 2013)
- Classification Plan for Properties at Uppsala University, UFV 2016/335-339

## Annexes

- Annex 1 List of permits for handling flammable products at Uppsala University
- Annex 2 Permit Terms and Conditions for the Handling of Flammable Goods

## Annex 1

*Uppsala University's permits to use flammable products.*

<b>Permit, property designation</b>	<b>Valid until</b>
Uppsala Biomedical Centre (BMC), KÅBO 1:10 Doc no. UFV 2015/801	15 October 2025
Botanical Garden, KÅBO 5:7 Doc no. UFV 2015/443	2 May 2025
Evolutionary Biology Centre (EBC), KÅBO 34:12 Doc no. UFV 2015/803	15 October 2025
Geocentrum, KÅBO 5.1 Doc no. UFV 2015/804	15 October 2025
Rudbeck Laboratory, KRONÅSEN 1:23 Doc no. UFV 2015/805	15 October 2025
Ångström Laboratory, KRONÅSEN 7.1 Doc no. UFV 2015/802	15 October 2025
Campus Gotland, Visby Kasernen 2	30 April 2024

## Annex 2 (2 pages)

Table 3. General terms and conditions of permit

Requirements	Action	Responsible
A list of directors must be kept up to date and reported to the fire services/rescue services.	An up-to-date list is sent at least once a year to the fire services/rescue services. The list must be continuously updated. Departments/equivalent must notify the chemical registry coordinator when changes are made.	Environment and Safety Division.  Director
The director must be suitable for the assignment and have good knowledge and experience of the products handled.	Training in this area is offered to director and deputy director.	Environment and Safety Division. In cooperation with Security and Safety Division fire protection coordinator.
Serious incidents must be reported to the fire services/rescue services.	Very serious incidents must be reported immediately to the fire services/rescue services. Other incidents are reported according to the University's incident reporting procedures. The chemical registry coordinator will report the incident to the fire services/rescue services as needed.	Director.  Environment and Safety Division.
Changes in handling (e.g. increase in volume, relocation outside the permit area, etc.) are reported to the fire services /rescue services.	The relevant organisation reports changes in handling to the coordinator for the property and to the chemical registry coordinator, who in turn reports the changes to the fire services/rescue services.	Director.  Coordinator and Environment and Safety Division.
The facilities must be designed and executed in compliance with Act (2010:1011) on Flammable and Explosive Goods (LBE) and relevant application regulations.	Risk assessments must be performed for the facilities and measures taken to remedy any deficiencies.	Director in collaboration with campus managers and property owners.
Clear instructions must be provided to persons handling the products.	Guidelines for the Handling of Flammable Goods (UFV 2010/1666) must be kept up to date.  Local instructions must be prepared for handling the flammable goods at the department.	Environment and Safety Division.  Head of department/equivalent

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Uppsala University must be able to demonstrate compliance with SRFVS 2004:7 no later than 16 October 2016. (Regulations on explosive environments when handling flammable gases and liquids)	Prepare classification plans for each property.  Designate coordinators for each property. (SRFVS 2004:7, Section 9)	Environment and Safety Division in cooperation with Director, Security and Safety Division and campus managers for each property.
Uppsala University must be able to present risk assessments for each property subject to Section 7 of the Act (2010:1011) on Flammable and Explosive Goods (LBE) by 16 October 2016.	Perform property-wide risk assessments investigating risks in each department and common risks for the entire property. Investigate accident risks associated with the handling of flammable and explosive products and the consequences of such events.	Environment and Safety Division in cooperation with Director, campus managers and Security and Safety Division.