COMPASS GROUP UK & IRELAND

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| **Ref. MAN 10 TASK SPECIFIC MANUAL HANDLING RISK ASSESSMENT** | | | | | | | |
| Person’s Name & Job Title | |  | | | | Date |  |
| Site / Unit Name & Location | |  | | | | Unit No |  |
| Name of Manager or Supervisor | |  | | | | | |
| TASK: | **Task**: Decanting dry products into container  **Description:** Dry products arrive into unit in bulk such as flour and sugar- 15kg & 25kg bags- Flour 15kg. These products are then decanted into a bin for use in the kitchen area.  **Technical Data:** Bags15kg caster sugar 25kg. Delivered 2/3 times per week. Deliveries arrive on delivery trolley at unit. Bags are stored in store room. Load is uneven and hard to grip. | | | | | | |
|  | | | | | | | |
| **Questions to consider** | | | Level of Risk (If Yes tick ‘High’  If ‘No tick ‘Low’) | | Possible Remedial Action/ Controls (Consider changing the PERSON / TASK / LOAD properties / ENVIRONMENT) | | |
| **1. The task – does it involve:** | | | **Low** | **High** |  | | |
| Holding the loads away from the trunk | | |  | **√** | Ensure the delivery driver leaves the bags as close to the area where they will be stored/used. Move delivery trolley as close to storage area as possible.  Heavy items should only be lifted by two or more people.  Bags should be stored at waist level in storage racking  Large bags 15kg or greater should be decanted by using a small vessel into the storage bins until the bag is lifted easily.  Ensure trolleys are stable/ locked in position before loading or unloading. This can be achieved by using the break locks or by being held by a second person.  Manual handling and training on the task must be completed before carrying out the task.  i.e keep the back straight, bend the knees & use your legs to lift. | | |
| Twisting | | |  | **√** |
| Stooping | | |  | **√** |
| Reaching upwards | | | **√** |  |
| Large vertical movement | | | **√** |  |
| Long carrying distances | | | **√** |  |
| Strenuous pulling or pushing | | | **√** |  |
| Unpredictable movement of load | | | **√** |  |
| Repetitive handling | | | **√** |  |
| Insufficient rest or recovery | | | **√** |  |
| A work-rate imposed by the process | | | **√** |  |
| **2. The load – is it:** | | | **Low** | **High** |  | | |
| Heavy | | |  | **√** | Assess items before attempting to lift to ensure they are safe to lift. Ensure the load is stable before lifting.  Ensure you adopt a firm palmer grip before commencing the lift.  Use relevant PPE, non slip safety shoes. | | |
| Bulky/unwieldy | | |  | **√** |
| Difficult to grasp | | | **√** |  |
| Unstable/unpredictable/liquids that splash | | | **√** |  |
| Intrinsically harmful (e.g. sharp, hot) | | | **√** |  |
| **3. The working environment – is there:** | | | **Low** | **High** |  | | |
| Constraints on posture | | | **√** |  | Use a trolley.  Ensure lighting is adequate to carry out the task | | |
| Uneven, slippery or unstable floors | | | **√** |  |
| Variations in level | | | **√** |  |
| Hot/cold/humid conditions | | | **√** |  |
| Strong air movements | | | **√** |  |
| Poor lighting conditions | | | **√** |  |
| **4. Individual capabilities – does the job:** | | | **Low** | **High** |  | | |
| Require unusual strength, height etc. | | |  |  | Heavy items should only be lifted by two or more people.  Bags should be decanted into the storage bin to reduce the risk of injury. | | |
| Pose a risk to those with a health problem | | |  |  |
| Pose a risk to those who are pregnant | | |  |  |
| Call for special information/training | | |  |  |
| **5. Other factors** | | | **Low** | **High** |  | | |
| Is the movement or posture hindered by | | |  |  |  | | |
| clothing or personal protective equipment? | | |  |  | Ensure non slip shoes are worn & floor is cleaned on a regular basis throughout the day to reduce slips and falls.  Spillages should be cleared up immediately.  Please refer to the Man 09 Manual handling risk assessment. | | |
| (Add:) | | |  |  |

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