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| Ref. IRE 07 | **Task/Activity:**  Unloading of Delivery Trolley**Description:** Unloading Delivery Trolley which can be on site two to three times a week**Technical Data:** Items in bulk, weighing form 1 to 25 kg, sizes vary and load may be unstable | Assessment date: |
| Unit No: | Unit name/location: | Assessed by: |
| **Hazard** | **Safety Risk** | Safe System of Work / Control Measures |
| Lifting product from trolley into storage areas  | Risk of back or musculoskeletal injury when lifting goods | **Delivery cage to storage/ pantry**Ensure the delivery driver leaves the trolley as close to the area where the items will be stored/used. Move delivery trolley as close to storage area as possible and apply break on trolley.Two people must lift heavy/ bulkier items directly onto shelf or onto trolley to be brought to storage area. Decant/ open bulk products form trolley where possible.Remove packaging and cardboard from products and place in recycling or waste bins**Notes**Items may be unstable and may move when unloaded.Many items need to be broken down before lifting.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. If bag is too heavy for you, or there is only one person the bag should be decanted by using a small vessel into the storage bins until the bag is lifted easily.  |
| **Who may be affected by the task/activity?****(Tick all applicable boxes)** |
| Compass employees/Agency staff |  |
| Customers / Client staff |  |
| Visitors / Members of the Public |  |
| Maintenance personnel |  |
| Delivery personnel |  |
| Other (specify below) |  |
| **IMPORTANT - This risk assessment should be reviewed every 3 years, or whenever there is a significant change in the task or activity and following any accident or incident involving this task or activity. This risk assessment must be retained for a period of 6 years.** |