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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.** | | | | | |