 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/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 | | | | | | |
|  | | | | | | | |
| **Questions to consider** | | | Level of Risk (If Yes tick ‘High’  If ‘No tick ‘Low’) | | Possible Remedial Action (Consider changing the PERSON / TASK / LOAD properties / ENVIRONMENT) | | |
| **1. The task – does it involve:** | | | **Low** | **High** |  | | |
| Holding the loads away from the trunk | | |  | **√** | **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. | | |
| 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 | | |  | **√** | Break down items before lifting  Ensure to unload from the top down | | |
| 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 | | | **√** |  | Ensure to unload from the top down | | |
| 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. | | |  | **√** | For further information please refer to risk assessment Man 09- Manual Handling | | |
| 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? | | |  |  |  | | |
| (Add:) | | |  |  |

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