

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:** Stacking & Movement of Restaurant Trolley  **Description:** Pushing, food hot or cold and also crockery and cutlery to and from restaurant with clean and soiled cutlery  **Technical Data:** Trolley is on wheels, weight of items are very light | | | | | | |
|  | | | | | | | |
| **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 | | | **√** |  | Ensure trolley is maintained in good working order. Ensure wheels & shelving is checked before stacking.  Trolleys must not be overloaded to prevent the risk of it collapsing.  Loaded trolleys to be moved by pushing rather than by pulling whenever possible.  Two people to move trolleys with heavy loads, over uneven surfaces, over slopes and kerbs, through heavy or narrow doorways and passageways or through crowded areas.  Hot food and liquids to be securely contained on trolleys to prevent spillage where they are to be taken over uneven or sloping surfaces.  Ensure hands are placed on the handles and not along the sides of the trolley to reduce the risk of trap injuries. | | |
| 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 | | | **√** |  | Do not lift heavy items, always ask for help.  Assess items before attempting to lift to ensure they are safe to lift. Ensure the load is stable before lifting and the trays are not over filled.  Ensure you adopt a firm palmer grip before commencing the lift.  Use relevant PPE is worn, 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 | | | **√** |  | Ensure doors are open when moving from the kitchen/ food prep area to the service area.  Never lift trolleys up or down stairs to the basement area.  Care should be taken when moving trolleys up the ramp at the basement level to the storage area. Heavy loads should be moved by two people. | | |
| 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. | | |  |  | Ensure only trained employee operate trolleys.  Manual handling training should be carried out. | | |
| 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 Trolley/ Sack truck Risk assessment- Com 13 | | |
| (Add:) | | |  |  |

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