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| Ref. IRE 05 | Task/Activity:  **Task**: Decanting dry products Sugar 25kg  **Description:** Dry products flour and sugar arrive into the unit in bulk. These products are then decanted into bin for use in the kitchen area. Technical Data: Bags 25kg. Delivered 2/3 times per week. Deliveries are usually placed on delivery trolley at unit. Bags are usually stored in store room. Load is uneven. | | | | Assessment date: |
| Unit No: | Unit name/location: | | | | Assessed by: |
| **Hazard** | | | **Safety Risk** | Safe System of Work / Control Measures | |
| Lifting bags of sugar up to 25kg | | | Risk of a manual handling injury | **Delivery cage to storage**  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 and apply break on trolley.  The employees then lift the bag to the middle shelf on storage rack using safe lifting principles.  **Decanting sugar into flour bin**  Get trolley and line it up as close as possible to sugar bag  Using two people lift bag from shelf onto the trolley using safe lifting principles  Release the break on the trolley  Push the trolley into kitchen area. Apply the break.  1.Open the sugar bag, With two people lower the sugar bag into the container and pull up the bag slowly emptying the contents into the container.  Dispose of bag and unlock the breaks on the trolley and put back into storage  If there is only one person available to do this task, use a smaller vessel to decant sugar from bag into container.  **Notes**  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.** | | | | | |  |  |