 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 liftingEnsure 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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