

### What are the hazards and how might they harm?



Back and muscle strain  
from manual handling



Trip injuries from  
obstructions



Electrocution from  
faulty equipment



Cuts/lacerations from  
broken glass and crockery



Inhalation injury, chemical burns or  
skin irritation from cleaning chemicals

### What PPE should the individual wear?



### What other precautions should be taken?



Visually inspect equipment and cable for any damage or  
defects, such as burn marks or frayed cables before use

## Setting up meeting or conference rooms

Safety Task Card  
**STCBO 09**

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

### Safe System of Work

1. Follow manual handling guidelines when moving furniture.
2. Where available use manual handling aids, such as table or chair trolleys, to transport items to and from rooms.
3. Wear appropriate PPE, reinforced toe capped safety shoes and rigger gloves when moving furniture forms a significant part of your duties.
4. Check that electrical equipment is in good condition and that cables and plugs are free from damage.
5. Do not daisy chain extension leads or overload sockets.
6. Equipment should be set up to avoid cables crossing walkways. Where this can't be avoided, cables must be covered with cable covers or suitably secured with hazard tape.
7. Make sure all walkways are free from obstructions and that fire exits are clear.
8. Broken glass and crockery should be cleared up using a dustpan and brush and disposed of in a broken glass/crockery bin, not directly into general waste bags.

If you have any concerns, stop and speak with your line manager before proceeding.

