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:** Movement of trays of crockery- full  **Description:** Trays of cups, plates and saucers clean or soiled are moved to and from front of house to back of house and around the kitchen several times on a daily basis.  **Technical Data:** Trays are up to approx 20-40ins in length and can weigh up to 8kg depending on the load. | | | | | | |
|  | | | | | | | |
| **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 trays of crockery are filled in a safe manner with the load evenly distributed. Do not over stack.  Ensure the route is reviewed and lifting only undertaken during quiet periods where possible. | | |
| 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, 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 | | | **√** |  | Before carrying a load ensure that the route is clear from obstruction. | | |
| 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. | | |  |  | Use trolley provided to move heavy containers.  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. | | |
| (Add:) | | |  |  |

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