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|  | | |  |  |  |  | | --- | --- | --- | --- | | **Risk assessment name** | General Manual Handling (TILE) | **Assessment type** | General | | **Assessor name** | Gareth Lewis | **Affected site(s)** | Elite Services Holdings Limited (CV21 2NP) | | **Assessment date** | 01/05/2024 | **Review period** | Annually | | **Approved by** | Gareth Lewis | **Review date** | 01/05/2025 | | **Approved date** | 01/05/2024 | **Reference** | ELI010 | | | | |
| **Description** | | | | |
| A suitable and sufficient risk assessment is required when hazardous manual handling cannot be avoided. The assessment should identify where the risk of injury lies and identify appropriate ways to reduce that risk. A checklist can help with this process by helping you to systematically examine all the possible risk elements. Involving employees and safety representatives in the risk assessment process is a highly effective way of identifying hazards and developing solutions that work. The Appendix in L23 Manual handling includes more information on choosing the right level of detail for your manual handling risk assessment – you may not need to carry out a full risk assessment. | | | | |
| **Hazard** | | **Who could be harmed and how?** | **Existing controls** | **Risk rating (L x S)** |

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| General Manual Handling Activities  Risk of injury whilst undertaking general manual handing activities. | All staff  How?  Risk of injury whilst undertaking general manual handing activities. | **Aisles & Gangways Kept Clear For Good Housekeeping**  All aisles and gangways kept clear to avoid slips and trips  **Manual Handling Procedures In Place**  Relevant employees have been given training in safe lifting practices commensurate with the tasks.  **Protective Footwear Worn Whilst Manual Handling**  Suitable protective footwear is worn whilst carrying out manual handling activity.  **Task Specific Manual Handling Training Given**  All relevant employees have received training on correct manual handling techniques on the specific task |  | **Safety Gloves Worn**  Safety Gloves Worn when handling waste  **Manual Handling Risk Assessment Carried Out**  An assessment of the manual handling risk has been carried out for the task  **Suitable & Sufficient Lighting Provided**  Suitable & sufficient lighting provided for the workplace activities | 1  x  7  7  Low |

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| **Hazard** | **Who could be harmed and how?** | **Existing controls** |  |  | **Risk rating (L x S)** |
| Manual Handling - Environmental  Considerations  Risk of injury whilst undertaking the manual handing of materials & hazards along the route | All staff  How?  Risk of injury whilst undertaking the manual handing of materials & hazards along the route | **Aisles & Gangways Kept Clear For Good Housekeeping**  All aisles and gangways kept clear to avoid slips and trips  **Changes In Level & Steps Are Highlighted**  Changes in level and steps are highlighted to reduce the risk of slips, trips & falls  **Regular Housekeeping Inspections Are Carried Out**  Regular housekeeping inspections are carried out in the workplace.  **Suitable & Sufficient Lighting Provided**  Suitable & sufficient lighting provided for the workplace activities  **Wet Floors Are Taken Out Of Traffic**  **Routes**  During cleaning operations, wet surfaces are kept from traffic routes by barriers and/or signage |  | **All Staff Trained In Good**  **Housekeeping Techniques**  All staff are trained in good housekeeping techniques & the standards expected in the workplace  **Protective Footwear Worn Whilst Manual Handling**  Suitable protective footwear is worn whilst carrying out manual handling activity.  **Segregated Vehicle & Pedestrian Routes**  Pedestrian and vehicle routes are marked and physically separated where possible  **Suitable Handrails**  **Provided/Installed**  Suitable handrails provided for guidance & support to reduce the risk of slips, trips & falls | 1  x  7  7  Low |

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| **Hazard** | **Who could be harmed and how?** | **Existing controls** |  |  | **Risk rating (L x S)** |
| Manual Handling - Individual  Considerations  Risk of injury whilst undertaking manual handling tasks | All staff  How?  Risk of injury whilst undertaking manual handling tasks | **Individual Manual Handling Risk Assessment Carried Out**  An assessment of the manual handling risk has been carried out for the individual.  **Young Person's Risk Assessment Carried Out**  Young Person's RA is carried out c/w the company's induction & information on their specific role. |  | **New & Expectant Mother Risk Assessment Carried Out** New & Expectant Mother Risk  Assessment Carried Out | 1  x  7  7  Low |
| Manual Handling - Load  Considerations  Risk of injury whilst undertaking the manual handing of heavy, bulky or  unwieldy loads | All staff  How?  Risk of injury whilst undertaking the manual handing of heavy, bulky or unwieldy loads | **Do Not Lift Beyond Capacity** Do Not Lift Beyond Capacity  **Gloves Worn - EN 388 Mechanical Risks (Cut Resist)**  Gloves Worn - EN 388 Mechanical Risks (Cut Resistant)  **Mechanical Lifting Aids Provided**  Mechanical lifting aids are provided & used for the task  **Split Loads To Reduce The Manual Handling Risks**  Loads are split into lighter load weights to reduce manual handling risks |  | **Do Not Touch Hot Surfaces** Operatives should not come in to contact with hot surfaces.  **Manual Handling - Team Lifting**  Team lifting will be applied as required  **Smaller Packages To Help Manual Handling Tasks**  Packs are broken down into smaller units/packages to make them easier to store and carry | 1  x  7  7  Low |

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| **Hazard** | **Who could be harmed and how?** | **Existing controls** |  |  | **Risk rating (L x S)** |
| Manual Handling - Repetitive Work (Task)  Risk of repetitive strain injury (RSI)  & Upper Limb Disorders (ULDs) whilst carrying out repetitive manual handling activities. | All staff  How?  Risk of repetitive strain injury (RSI) & Upper Limb Disorders (ULDs) whilst carrying out repetitive manual handling activities. | **Job Rotation In The Event Of Repetitive Tasks**  Formal procedure implemented to enforce team work to ensure repetitive tasks do not affect the health, safety & welfare of employees  **Replace Operation With**  **Automation/Alternate Workplace Design**  The operation (or part of it) is replaced with automation or alternate workplace design |  | **Regular Breaks Taken**  Regular Breaks Taken  **Supervision Provided For The Task**  Supervision provided for the task | 1  x  8  8  Low |
| Manual Handling - Stacking  Activities (Task)  Risk of injury during stacking activities | All staff  How?  Risk of injury during stacking activities | **Good Manual Handling**  **Techniques/Postures Used**  All staff are provided training on safe lifting techniques and recommended postures  **Team Work System Operated**  Team Work System Operated |  | **Storage Plan To Reduce Manual Handling Operations**  Storage plan in place to reduce the risk from manual handling operations whilst picking stock. | 1  x  7  7  Low |
| Manual Handling - Use of Handling  Equipment (Task)  Risk of injury/property damage whilst using lifting equipment/aids. | All staff  How?  Risk of injury/property damage whilst using lifting equipment/aids. | **Lifting Equipment Provided & Used - Lifting Tables**  Lifting Equipment Provided & Used Lifting Tables  **Manual Handling - Trolley Truck Provided & Used**  Manual Handling - Trolley Truck  Provided & Used |  | **Lifting Equipment Used By**  **Competent Persons**  All mechanical lifting aids are used by competent persons who have received adequate training.  **Mechanical Lifting Aids Provided**  Mechanical lifting aids are provided & used for the task | 1  x  8  8  Low |

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| **Hazard** | **Who could be harmed and how?** | **Existing controls** |  | **Risk rating (L x S)** |
| Manual Handling Activities - Picking  & Packing (Task)  Risk of injury during picking & packing activities | All staff  How?  Risk of injury during picking & packing activities | **Smaller Packages To Help Manual Handling Tasks**  Packs are broken down into smaller units/packages to make them easier to store and carry | **Storage Plan To Reduce Manual Handling Operations**  Storage plan in place to reduce the risk from manual handling operations whilst picking stock. | 1  x  7  7  Low |
| **Further control measures** | | | |  |
| None required | | | |  |
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| **Operating procedures** | | | |  |
| This is a general manual handling assessment with suggested control measures for relevant manual handling tasks.  Please complete the specific manual handling risk assessment form available within 'Useful Documents & Templates' for specific manual handling tasks. | | | |  |
| Assessor's signature: Gareth Lewis Approved by signature: Gareth Lewis | | | |  |