



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

KESGRAVE SCOUT HUT				Details: KESGRAVE SCOUT HUT				
Operation:	Manual Handling			Actions controlled by:		Employer or employee or OTHER PERSONS USING CLEANING EQUIPMENT, any volunteer		
Risk Assessment no:	6			Assessed by:		Alan brown		
Reviewed and approved by:	ALAN BROWN Executive committee			Date:	12.4.18	Review Date:	Yearly or changes 4 th dec 2020 review completed	
HAZARDS IDENTIFIED	Persons Affected	RISK(S)	Risk Rating			CONTROL MEASURES		Residual Risk
			S	L	RF			S L RF
Lifting, Lowering and Twisting Operations	Delivery drivers employee, any volunteer	manual handling operations resulting in injury	4	3	12	- Only consider manually handle when mechanical handling is not practicable and as a last resort. - Split loads where possible to reduce weight. - Seek assistance from other Operatives where required and where loads are awkward.		4 1 4

						• Avoid awkward body posture eg twisting, over reaching. • Loads to be reduced when twisting is required. • Roll or slide an object across a surface if possible. • Adjust your work area to reduce manual handling activities. • If in any doubt do not lift a load. • Spot checks and inspections by line management.			
Manual handling large units.	Delivery drivers employee, any volunteer	Musculoskeletal injuries	4	3	12	• All people involved in the task wear correct foot ware (no high heels flip flops as examples and appropriate gloves). • All involved have been trained in Manual Handling • Floors are kept dry as far as is practically possible • Floors are kept clean, and cleared on a regular basis • Adequate space is always available for unloading and moving into racks • Where weight label is attached check weight before moving • Consideration is always given to the type of load and the number of people required. Extra manpower is called in where necessary.	4	1	4
Excessive carrying distances and poor handling techniques.	Delivery drivers employee, any volunteer	Musculoskeletal injuries	4	2	8	• Staff to be trained / made aware of Manual Handling techniques (including team lifting). • Plan work to avoid excessive carrying. • Vehicles to be backed up as near to loading / unloading area as possible.	4	1	4
Slipping and tripping whilst carrying.	Delivery drivers employee, any volunteer	Musculoskeletal injuries	4	3	12	• Check work areas for trip and slip hazards prior to starting • Always look where you are going do not walk backwards for long distances.	4	1	4
Carrying Large items in adverse	Operatives	Musculoskeletal injuries	3	3	9	• Tandem carry. Be aware of the wind factor. (sail effect) Stop if too bad	3	1	3

weather conditions.									
Winter clothing restricting movements.	Operatives	Musculoskeletal injuries	3	2	6	Brief employee, any volunteer that restricted movements can increase handling problems.	3	1	3

NB - Attached Sign off sheet must be completed and returned to office

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very likely Rating 5 = Almost certain Severity Rating 1 = No injury Rating 2 = Minor injury or illness Rating 3 = "3 day" injury or illness Rating 4 = Major injury or illness Rating 5 = Fatality, disabling injury, etc						

<i>Please sign below confirming you have had this risk assessment explained to you and that you fully understand its contents, will comply fully with controls in place and will report any additional hazards to line Manager</i>			<i>Please sign below confirming you have delivered and explained the risk assessment fully in accordance with company policy</i>		
Name (Print)	Signature	Date	Name (Print)	Signature	Date