

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 6
Risk Assessment	Manual Handling	Created	26/8/2022
Workplace Sector	Kitchen	Reviewed	26/8/2024
Hazards	Large, Awkward or Heavy Loads, Unsafe lifting technique, Slips & Trips.	Next Annual Review	26/8/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

The main hazards associated with Manual Handling are Back Injuries, MSD, Sprains & Strains, Worn Joints and cuts and bruises.
We will consider the following risk factors and hazards and identify all persons who may be at risk.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Unsafe Operation: Failure to assess risk factors	Staff Dynamic risk assessment not carried out for task: <ul style="list-style-type: none"> • <i>Back injury</i> • <i>Sprains & Strains</i> • <i>MSD</i> 	<ul style="list-style-type: none"> • Staff trained in correct manual handling techniques and TILE assessment • Assess the task before carrying it out 				
Large, Awkward or Heavy Loads	Staff Dynamic risk assessment not carried out for task: <ul style="list-style-type: none"> • <i>Back injury</i> • <i>Sprains & Strains</i> • <i>MSD</i> 	<ul style="list-style-type: none"> • Assess the task before you start • Organise the task to allow use of mechanical aids • Ask for help, organise a team lift • Break down the size of the load the need for moving hot containers 				

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<p>Incorrect Lifting Techniques: Holding loads away from the body</p>	<p>Staff, Holding Loads away from the body</p> <ul style="list-style-type: none"> • Lower back injury • Loss of balance causing fall • Sprains & Strains 	<ul style="list-style-type: none"> • Get close to the load before lifting, carry the load next to the body ideally at waist height, or between waist and shoulder height • Put the load down close to the body using the legs • Push and pull using weight transference to place the load 				
<p>Incorrect Lifting Techniques: Bending, Twisting, Overreaching, Stretching</p>	<p>Staff, Bending, Twisting, Stooping, Overreaching, Stretching while handling loads</p> <ul style="list-style-type: none"> • Lower back injury • Disc damage • Ligament and Tendon damage • Loss of balance causing fall • Sprains & Strains 	<ul style="list-style-type: none"> • Assess the Task, Individual, Load and the Environment • Organise the workplace: • Adequate space and suitable equipment can prevent twisting postures and over-reaching and bending. • Storing materials at waist height can reduce bending and unstable postures • Avoid twisting • Put the load down using your legs • Move smoothly 				
<p>Sharp, hot or very cold loads</p>	<p>Staff, Handling loads that may cause physical damage</p> <ul style="list-style-type: none"> • Cuts • Burns/Cold burns 	<ul style="list-style-type: none"> • Assess the task, inspect the load • Wear correct PPE • Use trolley/mechanical aids where possible 				

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<p>Transporting loads over long distance</p> <p>Changes in Floor level, uneven Floors</p>	<p>Staff,</p> <p>Fatigue, slips and trips, individual not suited to the task, lifting equipment not used.</p> <ul style="list-style-type: none"> • <i>Lower back injury</i> • <i>Loss of balance causing fall</i> • <i>Sprains & Strains</i> 	<ul style="list-style-type: none"> • Organise the task to allow the use of mechanical equipment • Use trolleys, Ask for help • Keep walkways clear, assess the route before handling the load • If you start to lose your grip, put the load down and get a better grip do not try to adjust grip while carrying 				
<p>Repetitive Tasks</p>	<p>Staff,</p> <p>Twisting, awkward postures and insufficient rest breaks during repetitive tasks</p> <ul style="list-style-type: none"> • <i>Lower back injury</i> • <i>MSD</i> • <i>Sprains & Strains</i> 	<ul style="list-style-type: none"> • Practice safe manual handling techniques • Rotate staff where possible for repetitive tasks 				

Further Control Measures

Information, Instruction & Training

- Manual Handling Training
- Train staff in safe lifting techniques
- Train staff to report maintenance issues or any problems they experience when using mechanical aids
- Fire Safety Awareness Training

Managerial Controls

- Manual Handling instruction and training for all staff
- Carry out risk assessments in order to:
 - Eliminate manual handling tasks
 - Avoid Manual Handling tasks by using:
 - Mechanisation or automation
 - Reduce Manual Handling risks to employees
- Provide necessary equipment to avoid or reduce manual handling
- Provide safe systems of work
- Provide PPE

Legislative Controls

- Safety Health & Welfare at Work Act 2005
- General Applications 2007 Chapter 4 Manual Handling of Loads

Manual Handling is a physical activity that takes place in every workplace, and in some cases the activity does not pose problem. However it can be a potential workplace hazard when an employee is required to handled very heavy loads, which could result in a back injury. The type of manual handling activity that needs to be assessed is defined in Regulation 68 of the Safety, Health and Welfare at Work, (General Application) Regulations 2007:

Manual Handling involves any transporting or supporting of any load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, **which by reason of its characteristics or unfavourable ergonomic conditions, involves risk**, particularly of back injury, to employees.”

These characteristics or unfavourable ergonomic conditions are the risk factors which are outlined in Schedule 3 of the 2007 Regulations and have the potential to cause harm.

Manual Handling Safeguards

1. Wherever possible, avoid handling loads
2. Always assess the task using TILE assessment
3. Can you push or pull instead of lifting?
4. Be aware of mechanical aids available
5. Use trolleys, ensure trolley is suitable for the task
6. Check the weight
7. Check for sharp edges
8. Check your route and putdown point
9. Break loads down into smaller loads where possible
10. If you need help ask for help
11. If lifting with a colleague agree the technique before hand
12. Ask people to hold doors
13. Do not handle loads you know are too heavy for you
14. Hold the load close to you
15. Avoid twisting
16. Make sure you can see where you are going
17. Keep walkways clear
18. Get a broad stable base before lifting and putting down
19. Get in close to the load before lifting
20. Look straight ahead
21. Bend your knees not your back
22. Lift smoothly using the legs
23. Ensure adequate lighting
24. Organise the workplace with frequently handled loads stored between waist and shoulder height to avoid twisting, bending and over-reaching
25. Make sure you use the equipment available to minimise risk

Action List

Hazard	Control Required	Assigned to (name):	Action By (date):	Completed	Date Completed