

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 7
<b>Risk Assessment</b>	<b>Manual Handling</b>	Created	10/04/2022
Workplace Sector	Housekeeping	Reviewed	10/04/2024
Hazards	Moving large/heavy loads, repetitive tasks, overreaching, stretching, bending, twisting.	Next Annual Review	10/04/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

The main injuries associated with Manual Handling hazards in the housekeeping sector are Back Injuries, MSD, Sprains & Strains, Worn Joints.

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 Operations	<p>Staff</p> <p>Failure to assess risk factors: Back &amp; Musculoskeletal injuries</p> <ul style="list-style-type: none"> <li>• <i>Sprains &amp; Strains</i></li> <li>• <i>Lower Back Injury</i></li> <li>• <i>Disc Damage</i></li> </ul>	<ul style="list-style-type: none"> <li>• Always carry out a TILE Assessment before moving a load</li> <li>• Use of safe Manual Handling techniques</li> <li>• Training in correct techniques</li> <li>• Request assistance when required</li> <li>• Use mechanical equipment when required</li> </ul>				
Heavy, Large or Awkward loads	<p>Staff</p> <p>Awkward posture, Overexertion, Loss of balance,</p> <ul style="list-style-type: none"> <li>• <i>Sprains &amp; Strains</i></li> <li>• <i>Lower Back Injury</i></li> <li>• <i>Disc Damage</i></li> <li>• <i>Cuts/bruises</i></li> </ul>	<ul style="list-style-type: none"> <li>• Assess the task before you start</li> <li>• Organise the task to allow use of mechanical aids</li> <li>• Ask for help, organise a team lift</li> <li>• Break down the size of the load</li> </ul>				

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
<b>Holding loads away from the body</b>	<p><b>Staff</b></p> <p>Holding loads away from the body puts a strain on the lower back and may result in loss of balance</p> <ul style="list-style-type: none"> <li>• <i>MSD</i></li> <li>• <i>Lower Back Pain</i></li> <li>• <i>Slips and falls</i></li> <li>• <i>Disc damage</i></li> </ul>	<p>Use correct technique:</p> <ul style="list-style-type: none"> <li>• Get close to the load before lifting,</li> <li>• carry the load next to the body ideally at waist height, or between waist and shoulder height</li> <li>• Put the load down close to the body using the legs</li> <li>• Push/pull loads using weight transference to position the load for lifting/placing load</li> </ul>				
<p><b>Transporting loads over long distance</b></p> <p>Changes in floor level</p> <p>Uneven floors</p>	<p><b>Staff</b></p> <p>Carrying heavy load over long distance, changes in floor level may result in trips and falls if not assessed</p> <ul style="list-style-type: none"> <li>• <i>Sprains &amp; Strains</i></li> <li>• <i>Lower Back Injury</i></li> <li>• <i>Muscle fatigue</i></li> <li>• <i>Serious injury (falls)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Organise the task to allow the use of mechanical equipment</li> <li>• Use trolleys</li> <li>• Ask for help</li> <li>• Keep walkways clear, assess the route before handling the load</li> <li>• If you start to lose your grip, put the load down and get a better grip do not try to adjust grip while carrying</li> </ul>				
<p><b>Loads with potential to harm</b></p> <p>Sharp edges</p> <p>Hot or very cold</p>	<p><b>Staff</b></p> <p>Not using correct PPE, no TILE assessment of the task. Contact with heat/cold/sharp edges</p> <ul style="list-style-type: none"> <li>• <i>Cuts</i></li> <li>• <i>Burns/Cold Burns</i></li> <li>• <i>Disc Damage</i></li> </ul>	<ul style="list-style-type: none"> <li>• Assess the task</li> <li>• Inspect the load</li> <li>• Wear correct PPE</li> <li>• Use trolley/mechanical aids where possible</li> </ul>				

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
<p><b>Cleaning Bathrooms</b></p>	<p><b>Staff</b></p> <p>Overreaching, Bending Stretching, twisting, Reaching upwards Repetitive tasks, contact with wet/slippery surfaces</p> <ul style="list-style-type: none"> <li>• <i>MSD</i></li> <li>• <i>Sprains &amp; Strains</i></li> <li>• <i>Lower Back Pain</i></li> <li>• <i>Slips and falls</i></li> <li>• <i>Serious injury</i></li> </ul>	<ul style="list-style-type: none"> <li>• Organise the workplace:</li> <li>• Adequate space and suitable equipment can prevent twisting postures and over-reaching and bending.</li> <li>• Use kick stools and stepladders where possible to access higher surfaces/items -</li> <li>• Use sponge with extended handle,</li> <li>• Clean far side of bathrooms first to avoid contact with wet surfaces</li> </ul>				
<p><b>Repetitive Tasks</b></p> <p><i>Vacuuming</i> <i>Mopping</i> <i>Polishing</i></p>	<p><b>Staff</b></p> <p>Overreaching, Stretching, twisting, Bending, inadequate rest periods from repetitive tasks</p> <ul style="list-style-type: none"> <li>• <i>MSD</i></li> <li>• <i>Lower Back Pain</i></li> <li>• <i>Sprains &amp; Strains</i></li> </ul>	<ul style="list-style-type: none"> <li>• Correct techniques,</li> <li>• Task rotation where possible</li> <li>• Try to rotate/mix tasks within the cleaning operation, to avoid prolonged use of one area of the body</li> </ul>				
	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>				

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Incorrect Lifting Techniques	<p><b>Staff</b></p> <p>Twisting, Overreaching, Holding loads away from the body, Stooping, Bending, Repetitive tasks without adequate rest breaks,</p> <ul style="list-style-type: none"> <li>• Lower Back injury,</li> <li>• sprains &amp; strains,</li> <li>• damage to discs, ligaments and tendons</li> <li>• loss of balance(fall)</li> <li>• Serious injury (falls)</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the Task, Individual, Load and the Environment</li> <li>• Get close to the load,</li> <li>• Check the weight</li> <li>• lift with your legs</li> <li>• Carry the load close to you, next to your centre of gravity (waist high)</li> <li>• Avoid twisting, change direction using your feet</li> <li>• Put the loads down using your legs</li> <li>• Move smoothly</li> </ul>				

### Manual Handling Safeguards

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| <ul style="list-style-type: none"><li>• Wherever possible, avoid handling loads</li><li>• Always assess the task using TILE assessment</li><li>• Can you push or pull instead of lifting?</li><li>• Be aware of mechanical aids available</li><li>• Use trolleys, ensure trolley is suitable for the task</li><li>• Check the weight</li><li>• Check for sharp edges</li><li>• Check your route and putdown point</li><li>• Break loads down into smaller loads where possible</li><li>• If you need help ask for help</li><li>• If lifting with a colleague agree the technique before hand</li><li>• Ask people to hold doors</li><li>• Do not handle loads you know are too heavy for you</li><li>• Hold the load close to you</li></ul> | <ul style="list-style-type: none"><li>• Avoid twisting</li><li>• Make sure you can see where you are going</li><li>• Keep walkways clear</li><li>• Get a broad stable base before lifting and putting down</li><li>• Get in close to the load before lifting</li><li>• Look straight ahead</li><li>• Bend your knees not your back</li><li>• Lift smoothly using the legs</li><li>• Ensure adequate lighting</li><li>• Organise the workplace with frequently handled loads stored between waist and shoulder height to avoid twisting, bending and over-reaching</li><li>• Make sure you use the equipment available to minimise risk</li></ul> |
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## Further Control Measures

Information, Instruction & Training	Managerial Controls
<ul style="list-style-type: none"> <li>• Manual Handling Training</li> <li>• Train staff in safe lifting techniques</li> <li>• Train staff to report maintenance issues or any problems they experience when using mechanical aids</li> <li>• Fire Safety Awareness Training</li> <li>• Ladder safety training (Stepladders &amp; Kick stools)</li> </ul>	<ul style="list-style-type: none"> <li>• Manual Handling instruction and training for all staff</li> <li>• Carry out risk assessments in order to:               <ul style="list-style-type: none"> <li>○ Eliminate manual handling tasks</li> <li>○ Avoid Manual Handling tasks by using:</li> <li>○ Mechanisation or automation</li> <li>○ Reduce Manual Handling risks to employees</li> </ul> </li> <li>• Provide necessary equipment to avoid or reduce manual handling</li> <li>• Provide safe systems of work</li> <li>• Provide PPE</li> <li>• Use castors on furniture where possible</li> </ul>
<b>Legislative Controls</b>	
<ul style="list-style-type: none"> <li>• Safety Health &amp; Welfare at Work Act 2005</li> <li>• General Applications 2007 Chapter 4 Manual Handling of Loads</li> </ul> <p>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:</p> <p>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, <b>which by reason of its characteristics or unfavourable ergonomic conditions, involves risk</b>, particularly of back injury, to employees.”</p> <p>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.</p>	

## Action List

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