

Manual Handling of Loads ASSESSMENT CHECKLIST

<p style="text-align: center;"><u>SUMMARY OF ASSESSMENT</u></p> <p>Operation covered by the assessment: Use of electric floor scrubbers</p> <p>Locations: Various</p> <p>Personnel involved: Various</p> <p>Date of assessment:</p>	<p>Overall priority for remedial action: MEDIUM</p> <p>Remedial Action to be taken: See Section D</p> <p>Date by which action to be taken: Prior to commencement of works</p> <p>Date for reassessment: N/A</p> <p>Assessor's Name: Jon Bell</p> <p>Signature:</p> <p>Date:</p>
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Section A – Preliminary:

- Q1 Do the operations involve a significant risk of injury?
If Yes go to Q2. If No the assessment need go no further **Yes**
- Q2 Can the manual handling operation be avoided/
mechanised/automated at reasonable cost? **No**

Section B –Detailed Assessment:

Issues to consider:	Yes	Level of risk:			Possible remedial action:
		Low	Med	High	
The Tasks - do they involve: <ul style="list-style-type: none"> ➤ holding loads away from trunk? ➤ twisting? ➤ stooping? ➤ reaching upwards? ➤ large vertical movement? ➤ long carrying distances? ➤ strenuous pushing or pulling? ➤ unpredictable movement of loads? ➤ repetitive handling? ➤ insufficient rest or recovery? ➤ a work-rate imposed by a process? 	✓ ✓ ✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓	Ensure that good access is provided to the working area to avoid the need for over reaching and stretching etc. Limit the duration of exposure to the use of such equipment and for larger area consider the use of ride-on equipment rather than manually operated equipment.
The Loads – are they: <ul style="list-style-type: none"> ➤ heavy? ➤ bulky/unwieldy? ➤ difficult to grasp? ➤ unstable/unpredictable? ➤ intrinsically harmful eg: hot, sharp? 	✓ ✓	✓ ✓	✓ ✓	✓ ✓	Where practicable, ensure that the equipment purchased is lightweight and easy to manoeuvre.

Issues to consider:	Level of risk:			Possible remedial action:	
	Yes	Low	Med		High
The Working Environment – are there: <ul style="list-style-type: none"> ➤ constraints on posture? ➤ poor floors? ➤ variations in levels? ➤ hot/cold/humid conditions? ➤ strong air movements? ➤ poor lighting conditions? 					The working areas are generally in good condition and do not pose any significant hazards, all staff are trained to ensure that all lighting is used and that any moveable obstructions are cleared from the working area before starting work.
Individual Capability – does the job: <ul style="list-style-type: none"> ➤ require unusual capabilities? ➤ Hazard to those with a health problem? ➤ Hazard to those who are pregnant? ➤ Call for special information/training? 	 ✓ ✓	✓		✓	Those who have poor backs or are pregnant should not be permitted to undertake the works
Other Factors – Is movement or posture hindered by clothing or Personal Protective Equipment?					

Section C – Overall Assessment of Risk:

Q What is your overall assessment of the risk of injury?
Medium

Section D – Remedial Action:

Q What remedial steps should be taken, in order of priority?

1. All operatives to receive basic manual handling training
2. Only those considered fit and healthy shall be used for the works
3. Floor scrubbers are to be fitted with fixed wheels for ease of movement when not in use
4. Keep the working area clean and tidy and free of potential hazards that may cause slips, trips or falls
5. 2 Man lifting to be used to lift floor scrubbers off the ground
6. Ensure satisfactory welfare facilities to enable operatives to completely rest during breaks
7. Ensure suitable clothing and footwear is provided for all staff, including tabards and gloves

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<p style="text-align: center;"><u>SUMMARY OF ASSESSMENT</u></p> <p>Operation covered by the assessment: Carrying cleaning equipment to and around the work area</p> <p>Locations: Various</p> <p>Personnel involved: Various</p> <p>Date of assessment:</p>	<p>Overall priority for remedial action: MEDIUM</p> <p>Remedial Action to be taken: See Section D</p> <p>Date by which action to be taken: Prior to commencement of works</p> <p>Date for reassessment: N/A</p> <p>Assessor's Name: Jon Bell</p> <p>Signature:</p> <p>Date:</p>
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Section A – Preliminary:

- Q1 Do the operations involve a significant risk of injury?
If Yes go to Q2. If No the assessment need go no further **Yes**
- Q2 Can the manual handling operation be avoided/
mechanised/automated at reasonable cost? **No**

Section B –Detailed Assessment:

Issues to consider:	Level of risk:			Possible remedial action:	
	Yes	Low	Med		High
The Tasks - do they involve: <ul style="list-style-type: none"> ➤ holding loads away from trunk? ➤ twisting? ➤ stooping? ➤ reaching upwards? ➤ large vertical movement? ➤ long carrying distances? ➤ strenuous pushing or pulling? ➤ unpredictable movement of loads? ➤ repetitive handling? ➤ insufficient rest or recovery? ➤ a work-rate imposed by a process? 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓			Staff to be provided with cleaning trolleys/carts as opposed to be required to carry everything by hand.
The Loads – are they: <ul style="list-style-type: none"> ➤ heavy? ➤ bulky/unwieldy? ➤ difficult to grasp? ➤ unstable/unpredictable? ➤ intrinsically harmful eg: hot, sharp? 	✓ ✓	✓ ✓			Only the essential equipment required for each site is to be carried around,

Issues to consider:	Level of risk:			Possible remedial action:	
	Yes	Low	Med		High
The Working Environment – are there: <ul style="list-style-type: none"> ➤ constraints on posture? ➤ poor floors? ➤ variations in levels? ➤ hot/cold/humid conditions? ➤ strong air movements? ➤ poor lighting conditions? 	 	 	 	 	All staff are generally familiar with the premises they work in and any defects in the fabric of the building or access to/around it, will be reported to the respective client.
Individual Capability – does the job: <ul style="list-style-type: none"> ➤ require unusual capabilities? ➤ Hazard to those with a health problem? ➤ Hazard to those who are pregnant? ➤ Call for special information/training? 	 	 	 	 	Those who have poor backs or are pregnant should not be permitted to undertake the works.
Other Factors – Is movement or posture hindered by clothing or Personal Protective Equipment?	 	 	 	 	

Section C – Overall Assessment of Risk:

Q What is your overall assessment of the risk of injury?
Medium

Section D – Remedial Action:

Q What remedial steps should be taken, in order of priority?

1. All operatives to receive manual handling training
2. Only those considered fit and healthy shall be used for the works
3. Trolleys and carts to be used to reduce the level of manual handling wherever practicable.
4. Keep the working area clean and tidy and free of potential hazards that may cause slips, trips or falls
5. Ensure satisfactory welfare facilities to enable operatives to completely rest during breaks
6. Ensure suitable clothing and footwear is provided for all staff, including cleaning tabards and footwear