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| If control measures aren’t implemented and effective  it is rated  **MEDIUM RISK** (25): Severity(5) x Likelihood(5) |

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| Groups at risk  • All Club Members  • Persons in the vicinity | Hazards  • Manual handling injuries  • Obstacles on the floor  • Slips and trips  • Injury from damaged boxes  • Impact injury from items  falling out of the boxes | Practices resulting in hazards  • Unsecured loads  • Lifting items onto high shelves  • Lowering items from high shelves |

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| Control Measures  • Manual handling training completed as part of induction to ensure all personnel are aware of and follow correct procedures and lifting techniques.  • Pesonnel must follow the correct lifting techniques at all times.  • Ensure the load and its contents are secure before lifting or lowering.  • If possible lighten the load by breaking it into smaller objects or removing any unnecessary  packaging.  • Ensure you are standing on an even or sturdy surface with one foot placed in front of the other,  unless using a ladder.  • If using a ladder ensure the ladder faces the direction the load is to be placed, not side on.  • Follow the controls in the Ladder and Steps Risk Assessment.  • Test the load first by pushing up on it to ensure it is within your capabilities.  • Check if there is anything stacked on top that may fall when you move the load.  • Stand directly in front of the load and take a firm grip at its base.  • Lower the load slowly sliding it down your body.  • If the load is awkward or heavy use a mechanical aid or obtain help. |

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| **After Control Measures:** Severity(5 ) x Likelihood(2 )  LOW RISK(10 ) |

Responsible Person: T P Aston. Responsible Person Signature: Tim Aston

Date 03 December 2021 – To be reviewed annually.

Review Date:

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