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| If control measures aren’t implemented and effectiveit 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 itemsfalling 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 unnecessarypackaging.• 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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