



# HANTS & DORSET

## GARDENING SERVICES LTD

### MANUAL HANDLING RISK ASSESSMENT

<b>Supplier:</b>	<b>Client:</b>
<b>Contact:</b>	<b>Date:</b> <b>Authorised by:</b> <b>Name:</b> <b>Signature:</b>

<b>People at Risk:</b>
Employees

<b>Hazard : Manual handling</b> Untrained staff may not appreciate the risks involved in manual handling, be unaware procedures and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains
<b>Control Measures:</b> <ol style="list-style-type: none"><li>1. Wherever practically possible manual handling activities should be avoided.</li><li>2. Wherever possible mechanical manual handling aids are used. e.g. fork-lift truck; sack truck; pallet truck, conveyor etc.</li><li>3. Light goods are placed on low level shelving (below waist height) or high level (above shoulder height). Heavier items are placed on the middle shelves.</li><li>4. The weight of heaviest cartons will not exceed 25kg; Average weight has been identified at 20kg.</li><li>5. Staff are not involved in repetitive manual handling tasks. Those selecting products for packing and delivery mechanical handling aids (specify) for order picking. All orders are less than 25kg.</li><li>6. New starters undergo manual handling as part of their induction training. Refresher training for all staff is conducted on an annual basis, and the warehouse manager has been trained to deliver this session.</li><li>7. Where staff are unaware of the weight of a particular load they should seek assistance before attempting to move it.</li><li>8. Employees are physically fit, and instructed to report any known medical conditions that may affect their safety.</li><li>9. Manual handling activities must be carried out in a suitable environment free from obstructions, good flooring and lighting conditions</li><li>10. Goods are received from our suppliers in boxes or packages that clearly display gross weight of the contents.</li></ol>

## Responsibilities for this document

The Team Leader is responsible for ensuring that all work is carried out in accordance with the company safe systems of work, statutory requirements and industry best practice.

**ALL OPERATIVES SHOULD, IRRESPECTIVE OF THIS RISK ASSESSMENT, READ AND UNDERSTAND THE SAFETY POLICIES AND SAFETY DOCUMENTS CONTAINED IN THE COMPANY SAFETY HANDBOOK AND FOLLOW ANY RECOMMENDED PROCEDURES AND PRACTICES CONTAINED WITHIN.**

No variation to the detail of the final document must take place without prior advice to and discussion with the senior member of staff on site or client representative.

Any such variations must be formally recorded by both parties; significant variations may require the submission of a fully revised document to the client. Such variations must be formally recorded by both parties.