

AU General Risk Assessment

<u>Brief Description of Activity:</u> MANUAL HANDLING OF DELIVERIES To move to storage area after delivery, and subsequent movement to areas where supplies are required for use.				<u>Assessor/s:</u>	<u>Date:</u>	
<u>Hazard:</u> <i>List what could cause harm from this activity, use appendix A to assist in identifying hazards</i>	<u>Persons at risk:</u> <i>List who might be harmed eg staff, students, visitors</i>	<u>Risk factor:</u> <i>For each hazard, decide level of risk as if you were to do the activity without controls, see appendix B</i>			<u>Control measures required:</u> <i>For each hazard. List the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment</i>	<u>Residual Risk:</u> <i>For each hazard now decide the residual risk after the control measures are in place</i>
		<i>Severity</i>	<i>Likelihood</i>	<i>Risk</i>		
Work Related Musculoskeletal Disorders (MSDs)	All	Moderate	Possible	Medium	Apply controls as indicated through a manual handling assessment of the task (e.g. using the HSE MAC tool). Limit the size of the load to be carried by one person; store supplies at an appropriate height; do not store loads which would require reaching; stretching or bending down. Appropriate access equipment must be provided and the amount of movement must be minimised, for example, deliveries should be dropped close to a store. Trolleys and lifts should be made available. Suitable and sufficient manual handling training should be provided.	Very Low
Spillages	All, environmental	Moderate	Unlikely	Medium	Live loads should be clearly indicated and suitable equipment provided for the movement of these. Packaging should be checked for damage and rectified before being moved. Hazardous deliveries should be clearly marked and any necessary PPE provided. There should be a procedure in place for the movement of hazardous and restricted substances.	Very Low
Movement of Delivery Vehicle	All	Very Severe	Very Unlikely	Medium	Deliveries should be received in allocated delivery bays, away from general pedestrian access. A high-visibility tabard should be worn by those accepting a delivery.	Low
Slips, Trips and Falls	All	Slight	Unlikely	Low	Those working in the warehouse and accepting deliveries should wear steel toe-capped boots. Good housekeeping measures applied to the site. List of trained first aid contacts made readily available.	Very Low
<i>Signed</i>		<i>Date</i>			<i>Date for review of risk assessment:</i>	

Appendix A

Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form					
Situational hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attacked by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Lack of food / water	
Cold environment		Contact with hot surface		Lack of oxygen	
Crush by load		Electric shock		Physical fatigue	
Drowning		Explosive blast		Repetitive action	
Entanglement in moving machinery		Explosive release of stored pressure		Static body posture	
High atmospheric pressure		Fire		Stress	
Hot environment		Hazardous substance		Venom poisoning	
Intimidation		Ionising radiation			
Manual handling		Laser light		Environmental hazards	
Object falling, moving or flying		Lightning strike		Litter	
Obstruction / exposed feature		Noise		Nuisance noise / vibration	
Sharp object / material		Non-ionising radiation		Physical damage	
Shot by firearm		Stroboscopic light		Waste substance released into air	
Slippery surface		Vibration		Waste substance released into soil / water	
Trap in moving machinery					
Trip hazard		Managerial / organisational hazards			
Vehicle impact / collision		Management factors			
Working at height					

Risk matrix – use this to determine risk for each hazard i.e. ‘how bad and how likely’	Likelihood of Harm				
	Remote	Very unlikely	Unlikely	Possible	Likely
Severity of Harm					
Negligible e.g. small bruise	Very low	Very low	Very low	Low	Low
Slight e.g. small cut, deep bruise	Very low	Very low	Low	Low	Medium
Moderate e.g. deep cut, torn muscle	Very low	Low	Medium	Medium	High
Severe e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
Very Severe e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high

Appendix B