

Great Dawley Town Council

Dawley Town Hall, New Street,, Dawley, Telford, TF4 3JR

Location: Dawley Town Hall, Various locations around Dawley

Title : Manual Handling	Date of Assessment : 26/06/2017	Risk Assessor : Claire Morris
Risk Assessment Reference : GDTC008	People involved in making this assessment : Chris Woodman, Hazel Broderick, Claire Morris, Shelley Everton, Chloe Whitehouse, Colin Smith, Sophie Hodgkinson, Sarah Houlston, Andrea Craig, Clare Turner, Rebecca Bradbury, Paul Murray, Maria Bickerton, Graham Weston, Simon Eccleston, Ellie Town, Kyle Parry (Great Dawley Town Council, Volunteer), Amelia Finn (Great Dawley Town Council, Volunteer)	
Task/ Process : Various Manual Handling tasks	People at Risk : Employees, Contractors, Members of the Public, Residents, Volunteers, Service Users	

Hazard : Manual handling 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

Control Measures:

1. Identify and report hazards and issues immediately
2. Undertake site specific assessment when necessary
3. Use PPE if necessary e.g. heavy duty gloves
4. Only lift to your own capabilities
5. Manual handling activities must be carried out in a suitable environment free from obstructions, good flooring and lighting conditions, plan and check your route first to ensure it is safe and suitable.
6. Where staff are unaware of the weight of a particular load or item they should seek assistance before attempting to move it.
7. New starters undertake induction training, all staff given Great Dawley Town Council safety handbook on commencement of employment.
8. Wherever possible mechanical manual handling aids are used. e.g. sack truck, trolleys
9. Wherever practically possible manual handling activities should be avoided.

Documents Associated with this Risk Assessment:	
Review Date : 08/07/2021	Reviewer : Claire Morris