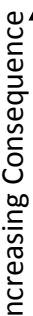
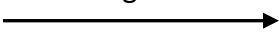


Task/Activity/Environment: MANUAL HANDLING – GENERAL MOVING, LIFTING AND HANDLING OF PACKAGES		Location: Student Life		Date of Assessment: 11 Aug 2015	
Identify Hazards which could cause harm:			Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk		
1	Lifting and moving heavy boxes / packages	1	Strains to limbs and body, slips and falls due to over stretching.		
2	Tripping over boxes / packages	2	Trips/Falls resulting in strain, sprain, bruising or head injuries		
3	Leaking fluid from packages	3	Slips and falls resulting in strain, sprain, bruising or head injuries		
List groups of people who could be affected: All Student Life Staff					What numbers of people are involved? 80-90
What risk controls are in place to reduce risks?					Risk level with risk controls
No.	Risk Control				8
1	Staff training at induction on safe system of work and manual handling training				
2	Shelving provided for storage of packages				
3	Staff training at induction on safe system of work and manual handling training.				
What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further?					Risk level with additional risk controls
No.					
1	Safety Officer to run regular training sessions for required staff				4
2	Continuous monitoring that all staff are working to the SSW, and review the risk annually.				
3	Continuous monitoring that all staff are working to the SSW, and review the risk annually.				
Is health surveillance required?			If YES, please detail:		
YES/NO					
Who will be responsible for implementing risk controls: Line Manager, H&S Co-ordinator and Deputy H&S Co-ordinator					By When: Regular Intervals

Completed by: Jane HopkinsonSigned: J.L. HopkinsonRecord of annual review: 11 Aug 2016

Risk Rating:

Increasing Consequence 	5	10	15	20	25	17-25 Unacceptable – Stop activity and make immediate improvements/seek further advice
	4	8	12	16	20	10-16 Tolerable – look to improve within specified timescale
	3	6	9	12	15	5-9 Adequate – Look to improve at next review
	2	4	6	8	10	
	1	2	3	4	5	1-4 Acceptable - No further action, but ensure controls are maintained
	Increasing Likelihood 					

Guide to using the risk rating table:

Consequences	Likelihood
1 Insignificant – no injury	1 Very unlikely – 1 in a million chance of it happening
2 Minor – minor injuries	2 Unlikely – 1 in 100,000 chance of it happening
3 Moderate – up to three days absence	3 Fairly likely – 1 in 10,000 chance of it happening
4 Major – more than three days absence	4 Likely – 1 in 1,000 chance of it happening
5 Catastrophic – death or disabling	5 Very likely – 1 in 100 chance of it happening