

Manual Handling Risk Assessment

Department/Personnel Involved **Food Service (Waitress)**

Assessment Date **Today's Date**

Location of Operation. **Restaurant; Public Areas**

Operations Covered by this Assessment

General movement of loads including linen, furniture, food products (some hot) and chemicals within original containers

Weights will Vary – No person should attempt to lift awkward or unwieldy loads (see maximum suggested weights below) Individual, visual assessments will be made but general maximum weights (with item held close to the body) are as follows –

	Female	Male
Shoulder Height	7kg	10kg
Elbow Height	16kg	25kg
Knuckle Height	13kg	20kg
Mid Lower Leg	7kg	10kg

Individual, visual assessments are more accurate – The weights published on container labels should be observed. The HSE provides these suggested maximum weights

Do these Operations involve a significant risk of injury? **Yes/No**

If “No” proceed no further If “Yes” complete part two (overleaf) then part three below

Part Three

Complete the second part of this assessment and then decide **the overall risk of injury** –

Insignificant **Low** **Medium** **High**

What further action should be taken in order to reduce the risk of injury to a reasonable level?

Staff should only take amounts the individual is comfortable with – Avoid carrying loads (particularly hot objects) unless trained and only then with the correct protection in small loads.

Trays should be no more than three quarters full (maximum) – Carry only one item at a time

Staff will be made aware of the risks involved and given training as necessary

Those employees with injuries to their back should inform their supervisor and are strictly advised not to lift or carry unsuitable loads. (those ignoring safety rules may be disciplined)

Always refer to training information and the manual handling policy

Questions to consider (If the answer to a question is 'Yes' place a tick as appropriate against it and then consider the level of risk)	Levels of Risk (Tick as appropriate)				Remedial Action (Possible action notes)
	Yes	No	Med	High	
The Tasks – Do they involve -					
Holding loads away from the trunk?		✓			
Twisting?		✓			
Stooping?	✓		✓		To reach certain delivery items
Reaching upwards?	✓		✓		When storing foodstuffs and utensils. Lighter items are stored on the higher shelves
Large vertical movement?		✓			
Long carrying distance?		✓			The use of a trolley should be available
Strenuous pulling or pushing?		✓			No large amounts involved
Unpredictable movement of loads?	✓		✓		Some liquids (never hot) – These should be carried out in small amounts only
Repetitive handling?	✓		✓		Certain items may be repetitive when unloading from a tray
Insufficient rest or recovery?		✓			
A work rate imposed by a process?		✓			
The loads - are they -		✓			
Heavy?		✓			Under suggested weights
Bulky/unwieldy?		✓			
Difficult to grasp?		✓			
Unstable/unpredictable ?		✓			Some liquids may shift in weight (smaller loads)
Intrinsically harmful (e.g. sharp/hot?)		✓			Movement of hot liquids (or harmful chemicals to be avoided)
The working environment - are there -					
Constraints on posture?		✓			
Poor floors?		✓			Floors may become slippery ensure suitable footwear
Variations in levels?		✓			
Hot/cold/humid conditions?	✓		✓		The kitchen may become hot during service
Strong air movements?		✓			
Poor lighting conditions?		✓			
Individual capability - does the job -					
Require unusual capability?	✓		✓		Employee must be physically fit and capable of handling the load.
Hazard to those with a health problem?		✓			Only to an existing injury
Hazard those who are pregnant?	✓		✓		No loads to be carried
Call for special information/training?					
Other factors					
Is movement or posture hindered by clothing or personal protective equipment?		✓			Where appropriate PPE will be provided.

Further Measures

- **Larger loads will be divided into smaller amounts or a trolley used. (in certain cases a team lift might be considered)**
- **When carrying trays ensure they are evenly loaded with liquids emptied (any hot liquids should be carried separately)**
- **This Assessment should be read in conjunction with Manual Handling Policy which all staff should read**
- **No one should lift or carry objects if they are likely to cause harm**
- **Supervisors should make regular checks to ensure safe practice is being carried out**
- **Care should be taken carrying food to the restaurant or bar from the main kitchen. Do not overload trays and ensure stairs and pathway is free**
- **Whenever a case or bag is carried the approximate weight should be assessed before being transported when possible a trolley should be used**

This assessment should be read in conjunction with the Manual handling policy.

N.B – No one should lift or carry objects that are likely to cause harm;

Pregnant Women should not lift heavy weights