

1	Hotel: Holiday Inn Albarsha	Date: 20 <sup>th</sup> April 2017
	Department/Location: Engineering	Assessor: Mukhtar Hussain

2	Outline the location / activity / work activity	<b>Manual Handling</b>
<b>Now go to 3</b>		

3 Hazard											
Building		Environmental		Substances		Biological/ Other		Equipment		Ergonomic	
Access	X	Cold		Alcohol		Animals - bites		Contact		Fatigue	X
Car parks		Confined space	X	Asbestos		Animals - disease		Crushing		Hearing impaired	
Ceilings	X	Electricity	X	Chemicals		Body fluid		Display screens		Limited space	
Design	X	Explosion		Drugs	X	Micro-organisms		Ejection of material	X	Physical disability	X
Doors - Main	X	Falls - from height	X	Dust		People - disease		Entanglement		Poor layout	X
Drives		Falls - same level	X	Electricity		Plants		Entrapment		Poor posture	X
Egress	X	Fire		Fibres		Contractors	X	Furniture	x	Poor seating	X
Fire		First Aid	x	Fume		Lone working	X	Hand tools	X	Poor seating	
Floors	X	Hot	X	Gases		Manual handling	X	Impact		Repetitive tasks	X
Grounds		Housekeeping		Liquid		Night worker	X	Ladders	X	Restricted sight	
High level work	X	Lighting	X	Mist		Pregnant worker		Lifts	x	Stress	
Kitchen	X	Noise		Nuisance dust		Stress	X	Mobile		Manual Handling	x
Layout/ Set-up	X	Pressure	X	Sensitizers		Violence		Power tools	X	Emergency plans	
Motor rooms	x	Protruding items		Smoking		Young worker	x	Scaffolds	x	Leisure facilities	
Plant rooms	x	Slips	X	Solid		Insects		Storage	X	Staff facilities	
Public area		Trips	X	Vapour				Vehicles			
Shared areas		Water quality						Vehicles routes			
Stairs	x	Weather	x					Vibration			

**Now go to 4**

<b>4</b>	<p><b>Provide details of the hazards identified</b></p> <p><b>How may people be harmed?</b></p>	<ul style="list-style-type: none"> <li>• <i>Unclear access to the area can cause injury to staff.</i></li> <li>• <i>Confined space, wet floor high and low level work are hazard for manual handling task for worker.</i></li> <li>• <i>Excessive movement, for example, lifting, lowering, carrying distance, pushing, pulling, sudden movement, frequent prolonged effort, insufficient rest is hazard to health.</i></li> <li>• <i>Space constraints uneven/slippery/unstable floor, storage etc</i></li> <li>• <i>Awkward postures and movement</i></li> <li>• <i>It can result in fatigue, and lead to injuries of the back, neck, shoulders, arms or other body parts.</i></li> <li>• <i>Insufficient lighting may increase the risk of accidents when handling loads.</i></li> </ul>
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**Now go to 5**

<b>5</b>	<b>Who will be affected</b>	Employee	x	Guest		Contractor	x	Visitor	
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**Now go to 6**

<b>6</b>	<p><b>Name the role or the individual(s) affected:</b></p>	<b>Engineering staff on duty or contractor</b>
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**Now go to 7**

<b>7</b>	Potential severity	A	Likelihood of occurrence	B	<b>Degree of risk</b> <b>A x B =</b>
	Major	<b>3</b>	High	<b>3</b>	<b>3*2=6</b>
	Serious	2	Medium	<b>2</b>	
	Slight	1	Low	1	

**Now go to 8**

<b>8</b>	<b>Can one or more of the hazard(s) be completely eliminated?</b>	
	No	
	<b>Now go to 9</b>	<b><i>End of assessment process. Record action ensuring all who could possibly be affected have been informed.</i></b>



	<b>List the existing control measures</b>	<ul style="list-style-type: none"> <li>• Staffs are trained to look for the hazards that could cause accidents, injuries or ill health, taking into account the load, the task, the environment and the operator</li> <li>• Manual handling requires technique and planning to avoid injury and staffs are trained on it.</li> <li>• Safety posters serve as a visual reminder of important safety topics which are placed on departmental safety notice board.</li> <li>• Staffs are trained to avoid spine injury by following the guideline and proper body posture.</li> <li>• Staffs are trained to use the correct equipment for the task such as trolley, container etc.</li> <li>• They inspect the path of travel for obstacles and the lighting level.</li> <li>• They are testing the load for weight and balance and preparing the body.</li> <li>• They get the assistance of colleagues if required.</li> <li>• Staffs are trained to decide who might be harmed and how: They evaluate the potential consequences of the hazards</li> <li>• Staffs decide whether the existing precautions are adequate or whether more should be done: finding ways to reduce the risk</li> <li>• They make sure that doors are open and there is nothing on the floor that could trip someone or make them slip</li> </ul>
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**Now go to 10**

<b>10</b>	<b>Are the existing control measures adequate?</b>	
	<b>No: Now go to 11</b>	<b>Yes: Now go to 12 - YES</b>
<b>11</b>	Identify and list the additional control measures required for safe working using the following hierarchy: 1 Eliminate hazard 2 Reduce hazard 3 Remove employee from situation 4 Contain hazard 5 Reduce exposure	

**Now go to 12**

<b>12</b>	<b>Revise the degree of risk:</b>	<b>A x B = 2X1=2</b>
	<b>Now go to 13</b>	

<b>13</b>	<b>Risk assessment sheet completed</b>	<b>All who could possibly be affected have been informed/trained in controls</b>	<b>Action taken to minimise risks from this hazard was completed on</b>
	Signed: 	Signed: 	Signed: 
	Date: 23 <sup>rd</sup> April 2017	Date: 24th April 2017	Date: 24 <sup>th</sup> April 2017

14	Degree of risk	Action must be taken	Risk
	9	Immediately	High
	6	Today	
	4	This week	Medium
	3	Revisit and/or revise control measures	
	2	Revisit and/or revise control measures	Low
	1	Review annually	
	0	Record assessment but take no further action	