

## RISK ASSESSMENT

<b>Title:</b>	Moving Covers Over 0.5m Diameter From Covers to Warehouse			<b>Date of Assessment:</b>	16/03/18	<b>Risk Assessor:</b>	Clare Crouch, Tim Higgins and Stewart Grimmer	
<b>Reference Number:</b>	RA37		<b>Version Number:</b>	3	<b>People involved in making this assessment:</b>		Clare Crouch, Tim Higgins and Stewart Grimmer	
<b>Task/Process:</b>	Moving covers over 0.5m diameter from Covers to Warehouse			<b>People at Risk:</b>	Employees, Visitors and Contractors			
<b>Documents Associated with this Risk Assessment:</b>				SSW WHS 06 Using the Hoist Operating and Safety Instructions				
<b>Review Date:</b>	18/04/24		<b>Reviewer:</b>	Ian Warne			<b>Next Review Date:</b>	18/04/25

<b>Hazard:</b> Working at Height	Risk of musculoskeletal injuries, crushing causing injury, bone fracture or death. Risk of falling from mezzanine causing injury, bone fracture or death. Risk to employees, visitors and contractors.
<b>Control Measures:</b>	
1.	Ensure all remain behind loading gates and do not lean over
2.	Longer stops to be used for larger diameter
3.	Clearance between gate and hoist to be confirmed prior to move
4.	Cordon off the section in Wooden Pools under the mezzanine ensuring no-one enters this area during the move
5.	Only enter area when cover at waist height
6.	Only trained, competent and approved staff to use hoist
7.	Instruction, information, training and supervision

<b>Hazard:</b> Manual Handling	Risk of musculoskeletal injuries and crush injuries from poor manual handling. Risk to employees.
<b>Control Measures:</b>	
1.	Ensure enough staff to lift depending on weight and length
2.	Use pneumatic pump truck to lift to loading gate
3.	Use 4 trolleys to move cover to yard
4.	Use 2 forklifts to lift covers onto vehicle
5.	Ensure all lifters are physically fit to do the work required
6.	Plan the route and briefing all staff on the route prior to the lift/move
7.	Ensure the working zone is clear and tidy and has plenty of light
8.	All staff trained in manual handling (training reviewed)
9.	Protective shoes to be worn at all times
10.	Instruction, information, training and supervision

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<b>Hazard:</b> Slips and Trips	Risk of musculoskeletal injuries and crush injuries. Risk to employees.
<b>Control Measures:</b>	
1.	Ensure the working zones are clear, tidy and have plenty of light
2.	Plan the route and briefing all staff on the route prior to the lift/move
3.	Protective shoes to be worn at all times
4.	Instruction, information, training and supervision

<b>Hazard:</b> Hoist	Risk of death, crush injuries, musculoskeletal injuries. Risk to employees, visitors and contractors.
<b>Control Measures:</b>	
1.	Only trained, competent and approved staff to use hoist
2.	Signed SSW WHS 06 Using the Hoist Operating and Safety Instructions (reviewed)
3.	Cordon off the section in Wooden Pools under the mezzanine ensuring no-one enters this area during the move
4.	Ensure all remain behind loading gates and do not lean over
5.	Only enter area when cover at waist height
6.	Annual LOLER inspection

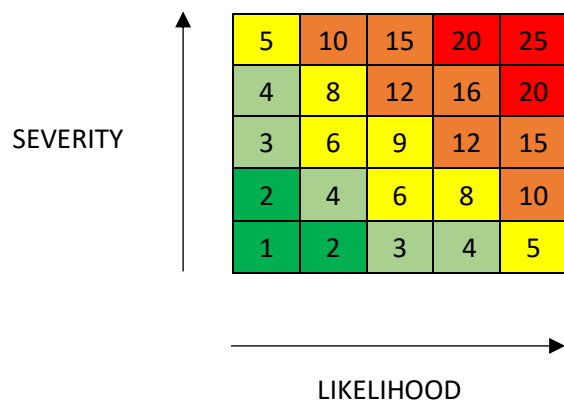
<b>Hazard:</b> Electricity	Risk of electric shocks and burns. Electrical faults could lead to fires. Death. Risk to employees.
<b>Control Measures:</b>	
1.	Fixed wiring inspected every 3 years
2.	All faults to be reported to a supervisor/manager immediately
3.	Instruction, information, training and supervision

I ..... (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: ..... Date: .....

## RISK ASSESSMENT

### HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	<b>Unacceptable</b> Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	<b>Tolerable</b> Additional controls must be introduced as soon as possible.
5-8	<b>Tolerable</b> Additional controls may be needed
4 or below	<b>Acceptable</b>

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk