

## Risk Assessment / All Projects

### FAIRWAY OFFICE SUPPLIES LTD

#### 20.34 Technical

#### **General Information**

Assessor: **Chris Fairbrass and Installers**

Job Title: **Managing Director**

Date:

Risk Assessment for (provide description of job role / work activity / area): **Installation**

Activity NO.	Outline of Activities	Identification of Hazards and Risk	People at Risk	Risk Rating	Control Measures	Risk Rating (after controls)
<b>1</b>	Use sack trucks to collect product ready to put onto vehicles	a) Lifting injury from loading heavy products onto sack trucks	Employees	<b>B2</b>	Employees trained in manual handling techniques	<b>B3</b>
		b) Injury from pushing sack truck loaded with heavy products		<b>B2</b>	Employees trained in manual handling techniques and correct use of lifting equipment	<b>B3</b>
		c) When the air goes from the tyres product can fall from sack trucks causing injury		<b>C3</b>	Sack trucks have no formal maintenance procedure but are assessed by an outside agency	<b>C3</b>
		d) Injury from products falling off trucks and onto foot		<b>B2</b>	Employees trained in the use of sack trucks Employees wear safety footwear	<b>B3</b>
<b>2</b>	Manually Lift product onto vehicles and tie off to secure load	a) Lifting injury from loading heavy product	Employees	<b>B2</b>	Employees trained in manual handling Employees lift heavier products in pairs	<b>B3</b>
		b) Could drop product onto foot		<b>B2</b>	Employees wear safety footwear	<b>B3</b>
<b>3</b>	Drive to installation premises	See LGV Driver Risk Assessment	Employees – Driver and Passengers General Public Others	<b>C3</b>	See Assessment RISK 1_28_07_05	<b>C3</b>
<b>4</b>	Unload Vehicle	a) Lifting Injury	Employees Others working at site General Public	<b>B2</b>	Installations usually carried out in pairs Lifting equipment available – sack trucks Employees trained in manual handling techniques	<b>C3</b>
		b) Trips or Falls upstairs		<b>B3</b>		<b>C3</b>

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		c) Injury from moving product through confined corridors or doorways		<b>B3</b>	Assessment to be made of installation venue. Supervisor to plan route and organise off loading of vehicle	<b>C3</b>
		d) Injury from moving product through confined stairways where no lifts available		<b>B2</b>	Employees trained in manual handling techniques	<b>C3</b>
		e) Injury from manoeuvring product alone. Lone working.		<b>B2</b>	Employees trained in manual handling techniques	<b>C3</b>
<b>5</b>	Assemble Furniture if flat-packed	a) Injury from unpacking furniture – use of knives	Employees Others working at site	<b>B2</b>	Employees trained in the safe use of knives. Safety cutters to be used where ever practical.	<b>C3</b>
		b) Cuts from cardboard		<b>C1</b>	Employees aware of danger and use necessary care and attention	<b>C3</b>
		c) Injury from use of hand-tools like cordless drills, screwdrivers etc		<b>B2</b>	Employees trained in the safe use of hand-tools	<b>C3</b>
		d) Injury from lifting panels and part assembled products		<b>B2</b>	Employees trained in manual handling techniques	<b>C3</b>
		e) Injury to feet from dropped panels		<b>B2</b>	Employees wear safety footwear	<b>B3</b>
<b>6</b>	Position furniture and adjust	Injury from lifting complete products	Employees	<b>B2</b>	Employees trained in manual handling techniques	<b>C3</b>
<b>7</b>	Remove rubbish and load onto vehicle	Trip or fall (stairways)	Employees	<b>B1</b>	Employees aware of dangers and take due care and attention	<b>C3</b>
<b>8</b>	Drive back to workplace	See LGV Driver Risk Assessment	Employees – Driver and Passengers General Public Others	<b>C3</b>	See Assessment RISK 1-19-11-2001	<b>C3</b>

**Signature Assessor:**.....

**Signature Manager:**.....

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