



CONTINENTAL SPORTS LIMITED

The Manual Handling Operations Regulations 1992

External Installations

Review : 17 February 2010

Manual Handling – External Installations – February 2010

ASSESSMENT OF PRODUCTS

Description

The Company is a manufacturer and supplier of Physical Education and Sports Equipment

The Company's products can be classified under the following categories:-

1. Fixed equipment (installed above 2.0 metres)
2. Fixed equipment (installed up to 2.0 metres)
3. Portable equipment

Task

The movement of equipment involving loading, delivery and unloading at customer's premises/sites, installation of equipment and commissioning.

Employees Affected

Warehouse staff, installation engineers and maintenance fitters. Occasionally office staff and management may be involved in manual handling when requested.

Handling Aids

Counter balance fork-trucks, pallet trucks, multi-purpose sack trucks, mobile access platforms, block and tackle (manual type), 2 and 3 section ladders and portable vehicle tail ramps.

Loading

All products are normally loaded onto the vehicle by manual handling and secured in the vehicle as required. The portable vehicle tail ramps are normally utilised for this operation. Occasionally items are loaded by forktruck and the pallet truck is occasionally utilised for movement of loads on the vehicle.

Delivery and Unloading to Customer Premises/Sites

The delivery vehicle will always be positioned as near as practicable to the locations of the premises to which the products/equipment are being delivered/installed. Offloading will be carried out by manual handling, utilising the vehicle tail ramps where appropriate. Occasionally products may be off-loaded from the vehicle by fork-truck.

Installation

Installation of the products will involve manual handling, erecting and positioning of scaffolding towers and 2/3 section ladders, the use of manually operated block and tackle.

Fixed Equipment (Installed Above 2.0 metres)

The manual handling and movement of this type of equipment is carried out manually. The majority of equipment can be carried or moved by one person, but in the case of bulky or awkward items, these are to be carried by two or more persons.

Mobile access platforms must be utilised, as appropriate, in all applications where installation occurs above 2.0 metres from ground level.

Fixed Equipment (Installed Up To 2.0 Metres)

The manual handling and movement of this type of equipment is carried out manually. The majority of equipment can be carried or moved by one person, but in the case of bulky or awkward items, these are to be carried or moved by two or more persons.

Portable Equipment

The manual handling of this type of equipment can be carried out by one or more persons where required.

SUMMARY OF MANUAL HANDLING ON EXTERNAL INSTALLATIONS

The Task

1. The movement of equipment involving loading, delivery and unloading at customer's premises/sites, installation of equipment and commissioning will involve many different handling operations. Most of these operations can only be performed by manual handling with assistance by other personnel or handling aids.
2. Manual handling of most of the equipment will mean periods of stooping, twisting, bending and reaching above shoulder height and occasionally involve awkward movements.
3. When manually handling, it is usually necessary to carry the load and may involve changing grip. Carrying distances are not excessive to the load.
4. Manually handling intermittent and variable. Frequency and type are intermittent throughout the working day. Personnel are instructed to seek assistance/wait for assistance where necessary.

Potential Harm - Medium

Actual Harm - Low

The Load

Loads can be bulky/awkward and must be gripped correctly. The weights of the loads vary from light to heavy.

All personnel are instructed in handling techniques and are provided with the appropriate protective equipment where necessary.

The products are not hazardous.

Potential Harm - Medium

Actual Harm - Low

The Individual

Age is not relevant, but some operations could be a hazard to employees with certain health problems that might affect their ability to manually handle some products because of size and weight restrictions. The Management are aware of this risk and take it into consideration when selecting personnel for external installations.

It is possible that some manual handling operations could overtax and overstretch some employees. Personnel are aware of this possibility and are instructed to seek help and assistance if faced with a difficult handling operation.

Potential Harm - Medium

Actual Harm - Low

Working Environment

During the course of the day there can be a build up of various items. Good housekeeping is essential to minimise and eliminate these hazards to prevent the risk of trips and falls.

Potential Harm - Medium

Actual Harm - Low

SUMMARY AND CONCLUSION

There is, by the nature of the business, a considerable amount of Manual Handling, Mechanical Handling Equipment is provided and is used whenever possible. All necessary personnel protective equipment is provided and it is the policy of the Company that it must be used.

Training in manual handling techniques is particularly important and every employee, regardless of position, is introduced to and receives basic instruction in this discipline through the Company Induction Programme and via the Company Handbook and "Safe at Work Guidelines". Explanatory posters and ongoing training are being used to re-inform employees.

All employees are informed of any subsequent assessments, instructed to comply with any of its findings and asked to advise management on any details where they feel the risks from manual handling hazards may be reasonably reduced.

R GREEN
Operations Manager

17 February 2010