**Generic Load Moving and Handling Risk Assessment Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Site / Hospital** | | NHSGGC | | | | | | | | **Reference No.** | | | | | | Example | | |
| **Department** | | General Ward Areas | | | | | | | | **Date of Assessment** | | | | | | June 2014 | | |
| **Assessor** | | Example | | | | | **Local Manager** | | | | | Example | | | | | | |
| **Operation / Activity Being Assessed** | | | | | | | | | | | | | | | | | | |
| Removal of waste from ward & department | | | | | | | | | | | | | | | | | | |
| **Manual Handling Risks Associated With The Activity**  List hazards associated with lifting, lowering, pushing, pulling, twisting, carrying and working in an awkward posture. The risks involved may include issues relating to; the **Task** – carrying long distances, stooping twisting etc or involving equipment – is it maintained, in good working order etc; the  **Individual** – previous / current health problems, pregnancy etc; the **Load** – heavy, unstable, sharp, hot etc; the **Environment** – space, flooring, lighting etc; **Other** Factors including | | | | | | | | | | | | | | | | | | |
| All hospital wards and departments within NHS GGC will have a significant volume of domestic, clinical and confidential waste. Throughout the journey of the waste, staff will be required at varying points to lift, lower, carry, push and / or pull either waste bags or associated equipment.  Potential hazards include:   1. Sealing of bags incorrectly (possibly due to overfilling) – can cause bags to open during handling / transporting and be unstable to handler 2. Lifting bags out of ward based bin if over filled, can require excessive effort to pull and lifting 3. Transportation of bags to designated containers e.g. Eurobins can be located over significant distances, varying terrain and require multiple doors to be opened potentially involving rotated postures 4. The Eurobins have front opening and / or top opening lids which can be heavy and awkward with the potential for lids to fall and strike staff whilst loading if not held up securely. For containers with top openings in particular, staff may over reach, adopt twisting and top heavy postures to lower bags into the bin. 5. Eurobins are generally designed to be emptied by mechanical tippers. Manually emptying Eurobins either from the top or front opening doors, may require staff to over reach and adopt twisted and top heavy postures. 6. If Eurobins are not regularly emptied, rubbish bags are left on the floor or on the Eurobin lid 7. Risk of sharp injuries and contamination from waste materials inappropriately disposed of. | | | | | | | | | | | | | | | | | | |
| **Current Control Measures**  Only mention those control measure currently in place and not what you intend to put in place. In addition to noting the current control measures, you should identify any problems associated with the measure e.g. a task previously assessed and communicated to staff as requiring 2 people that is still often done by one person | | | | | | | | | | | | | | | | | | |
| 1. Bags should be a maximum of two thirds full (if heavy items being disposed of bag should be filled less than this) and comply with [NHS GGC Waste Management Policy](https://www.nhsggc.scot/downloads/waste-management/?wpdmdl=67783&refresh=63f5eac9542981677060809&ind=1677060531853&filename=nhsggc-waste-management-policy.pdf). 2. Where bags have been overfilled this should be reported to the Local Manager for the area 3. Depending on local assessment this may be a 1 or 2 person job 4. Where Eurobins with front doors have been assessed as not being able to be emptied mechanically, prior to manually emptying, ensure both lid and front doors are opened fully 5. Ward / department staff wear appropriate protective equipment, as a minimum, apron and gloves ([Infection Control Practice Guidelines](http://www.staffnet.ggc.scot.nhs.uk/Partnerships/CHPs/Documents/Green%20Practice%20Protocols%20and%20policies/Infection%20Control%20Guidelines.doc)) 6. Lift bag by top knot (swan neck), holding elbow distance away from body | | | | | | | | | | | | | | | | | | |
| **Further Control measures Required** | | | | | | | | | | | | | | | | | | |
| 1. All larger ward based Eurobins to be have front openings for ease of removal of bags 2. A suitable trolley to be available for the transfer of bags from ward to Eurobin 3. Designated pick up times for Eurobins to be agreed locally 4. Top opening Eurobins to be mechanically emptied, where this is not possible in situ an exchange system should be instigated. Where this is not possible replace with front opening bins 5. Monitor staff compliance | | | | | | | | | | | | | | | | | | |
| **Risk Level** | **LOW** | | |  | **MEDIUM** | | | **x** | **HIGH** | | | |  | **Very High** | | |  |  |
| **Date** | | | June 14 | | |  | | | | |  | | | |  | | | |
| **Signature** | | | V Cuthill | | |  | | | | |  | | | |  | | | |
| **Proposed review date** | | | Moving & Handling | | |  | | | | |  | | | |  | | | |