



Hospitality and Catering

# Manual Handling in Hospitality and Catering

## Lesson 3

This course is appropriate for everyone in the food industry. Ensuring you work safely reducing any risks, understanding correct techniques and practices to follow.





**A hazard is something which has the potential to cause harm and a risk is the likelihood that the hazard will cause harm.**



A risk assessment is used to identify hazards and risks which could cause harm and then determine ways to eliminate or control the hazard or risk.





Risk assessments should be performed on every job role but it may be possible to perform a generic assessment if there are no extra factors which may change the outcome e.g., an employee with a disability.





There are five basic steps to a risk assessment:

1. Find the hazard
2. Decide who and how the harm might occur
3. Evaluate the risk and decide if more needs to be done
4. Record findings
5. Review the risk assessment regularly





If possible, the risk should be avoided. Any manual handling operations which are likely to cause an injury should be avoided.





## **Some solutions to avoiding manual handling are:**

- Ergonomics
- Mechanical assistance
- Automation
- Work routine
- Changing the load
- Workplace layout
- Training and instruction





There are six problems to look for when performing the assessment:

1. Task
2. Loads
3. Working environment
4. Individual capacity
5. Handling aids and equipment
6. Work organisation







# Task

**Does the task involve:**

- Holding loads away from the trunk
- Twisting
- Stooping
- Reaching upwards
- Large vertical movements
- Long carrying distances
- Strenuous pushing or pulling
- Unpredictable movement of loads
- Repetitive handling
- Insufficient rest or recovery
- Inappropriate work rate



# Task

## Reducing the risk by:

- Using a lifting aid
- Changing the workplace layout
- Prevent or reduce twisting and stooping
- Prevent any lifting above the shoulders or from ground level
- Decrease the distance needed to carry goods
- Push where possible instead of pulling
- Stop any repetitive handling
- Vary work



# Loads

**Are the loads:**

- Heavy
- Bulky or unwieldy
- Difficult to hold
- Unstable or unpredictable
- Intrinsically harmful e.g. sharp
- Stacked awkwardly
- Too big to see over



# Loads

**Reduce the risk by:**

- Making it lighter
- Less bulky
- Stable
- Less damaging to hold



# Working environment

**Does the work environment have:**

- Constraints on posture
- Poor floors
- Various levels
- Hot, cold or humid conditions
- Strong air movements
- Poor lighting conditions
- Restrictions on movements  
e.g. from PPE



# Working environment

## Reduce the risk:

- Remove obstructions
- Good flooring
- No steps or steep ramps
- Try to avoid extreme hot and cold
- Good lighting
- Less restrictive PPE
- Appropriate clothing and footwear is worn



# Individual capacity

**Does the job:**

- Require unusual capability  
e.g. large amount of strength
- Hazard those with a health  
problem e.g. disabled
- Hazard those who are  
pregnant
- Call for special information or  
training





# Individual capacity

**Reduce the risk by:**

- Paying attention to people who have a physical weakness
- Take care of pregnant workers
- Supply appropriate information
- Give appropriate training



# Handling aids and equipment

**Are the devices:**

- Appropriate for the job
- Maintained
- Fitted with suitable wheels
- Fitted with free running wheels
- Fitted with a handle height between the waist and shoulders
- Fitted with safe comfortable handle grips
- Fitted with working breaks



# Handling aids and equipment

**Reduce the risk by:**

- Providing suitable equipment
- Perform regular maintenance checks
- Supply free running suitable wheels
- Supply appropriate handles and grips
- Ensure breaks work effectively



# Work organisation

**Is the work  
organisation:**

- Repetitive or boring
- Work machine or system-paced
- Excessive work demand
- Workers have no control over the work and working methods
- Poor communication



# Work organisation

**Reduce the risk by:**

- Change tasks
- Use of workers skills
- Produce achievable workloads
- Promote good communication
- Involve workers in decisions
- Supply appropriate training and information



# Revision Activity 3

**What are the five basic steps in a risk assessment?**