






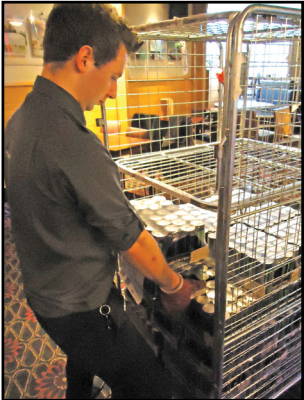
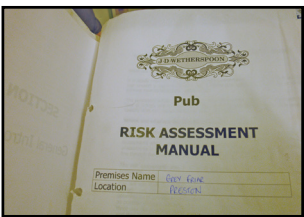



Cloth	N/A
PPE	• Safety gloves • Apron  
Chemicals	N/A
Reference	• Safety policies • Risk assessment manual • SOP C0002 - Manual handling in the cellar • SOP OF0004 - Reducing the risk of slips, trips and falls • SOP OF0005 - Accident & Incident procedures • SOP OF0007 - Inducting and training an associate • SOP OF0041 - Handling a roll cage
VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1	<div style="border: 1px solid red; padding: 10px; text-align: center;"> Load + Individual + Task + Environment </div>	<ul style="list-style-type: none"> • All employees must be trained in manual handling procedures during their first shift in the pub. Refer to SOP OF0007 - Inducting and training an associate. • Prior to lifting, pushing, pulling or moving any item a simple safety assessment must be carried out. • Assessments must consider the load, the individual, the nature of the task and the surrounding environment. • Do not carry out the task until this assessment has been completed.
Step 2	 	<p>The load:</p> <ul style="list-style-type: none"> • Carry out an initial check to assess how heavy the load is, eg weights noted on packaging, and how easy it will be to move, eg is it on wheels? • If the item is potentially too heavy, large or awkward, consider using a trolley or ask a colleague to help. • Always check that any lifting equipment is in good condition prior to use. • Consider breaking the load into smaller more manageable packages if possible. • Check the condition of the load. • If a box is wet or damaged and likely to break, remove and transport the contents individually.
Step 3		<p>The individual (employee):</p> <ul style="list-style-type: none"> • Employees must not attempt to undertake manual handling tasks until they have been properly trained on how to do it safely. • Ensure employees undertaking any task involving manual handling are physically able to complete the task. • Employees who are unable to carry out manual handling tasks due to injury or limited ability must tell the duty manager immediately.
Step 4		<p>The task:</p> <ul style="list-style-type: none"> • Step close to the item keeping feet apart. Bend knees, keep a straight back and lift through the legs. • Lift in one smooth movement and avoid twisting the body during the lift. • Maintain a firm grip, keeping the load as close to the body as possible without obstructing the view of the person completing the task. • Move carefully to the required location without rushing. Set down the load if required during the transit and repeat the same process when ready to continue. • Maintain a straight back during transit. When turning always move the feet and avoid twisting the upper body. This is particularly important when lifting or setting down the load. • When setting any load down, keep feet apart, straight back and bend knees. Squat down slowly and put the load down gently.

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Step 5		<p>The environment:</p> <ul style="list-style-type: none"> • Check all routes are clear and free from obstruction including the area where the load is being moved to. • Ensure there is enough space to perform the task safely. • Identify and remedy any issues likely to increase the risk of slips, trips or falls. • Ensure that all areas are well lit so that potential hazards can be seen.
Step 6		<p>A risk assessment must be available for any manual handling tasks involving:</p> <ul style="list-style-type: none"> • Manual handling of heavy loads, eg >15kg. • Repetitive manual handling tasks involving lighter loads. • Tasks which involve two or more employees. <p>A site specific risk assessment must be available for any manual handling tasks involving:</p> <ul style="list-style-type: none"> • Lifting and moving items between levels, eg steps. • Provisions if mechanical lifting equipment is out of order.
Step 7		<ul style="list-style-type: none"> • Do not attempt to move casks or kegs if not trained to do so. Refer to SOP C0002 - Manual handling in the cellar. • Never stack boxes more than five high or above shoulder height. • An A & I form must be completed for any incidents or accidents resulting from manual handling. Refer to SOP OF0005 - Accident & Incident procedures. • Always consider whether a lifting or carrying aid could be used before attempting any manual handling task. • Always check the condition of any equipment to be used for lifting - do not use if any issue is noted. • Report all maintenance issues immediately via the property maintenance system.