

Risk Assessment

Deliveries and Movement of Stock and Supplies									
Venue		Buxton Opera House							
Department		GENERAL			Category			General	
RA Reference		BUXOPGEN0025			Review			1 months	
Date of RA/review		26/06/2023			Next review			26/07/2023	
Assessor/Reviewer		Wmercer							
People at risk (estimated numbers of people at risk)									
Employees		11-50			Contractors			6-10	
Visitors		0			Members of the Public			0	
Production staff		11-50			Others			0	
Client employees		6-10			Students			0	
Activity									
Receiving and processing deliveries of stock and supplies at Buxton, including bar stocks, and the transfer of stock items and supplies around the venues.									
Any other relevant information									
Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
			L	S	RR		L	S	RR
Contact with broken glass from dropped or damaged deliveries.	Potential for severe laceration or puncture injuries.	1: Broken glass cleared from the floor as soon as staff are alerted to the breakage 2: If the broken glass cannot be cleared immediately the area is to be cordoned off 3: Suitable PPE (cut proof gloves) to be provided in case of breakage.	2	4	8				
Manual handling of potentially heavy and unstable loads including up and down stairs, and in narrow corridors.	Potential for musculoskeletal, impact and abrasive injuries to persons whilst moving and carrying awkward and heavy loads.	1: All staff receive regular recorded and refreshed manual handling training 2: Staff supervised and reminded that they must be aware of their own capabilities and not carry more than they can manage	2	4	8				

		<p>3: Loads broken down into manageable weights and sizes where possible</p> <p>4: Mechanical aids such as goods lift stair climbers or sack barrows used to move stock if possible</p> <p>5: Where a delivery or individual load is large additional staff may be required to assist</p>						
Pre-existing injuries or conditions which may be aggravated by manual handling.	Staff may aggravate pre-existing injuries when lifting and carrying stock.	<p>1: Staff supervised and reminded that they must be aware of their own capabilities and not carry more than they can manage</p> <p>2: Staff advised to inform management of any existing injuries that may be made worse by manual handling activities</p> <p>3: Supervisors aware of and take account of pre existing injuries when allocating tasks to employees.</p>	2	4	8			
Sharp edges on packaging or straps.	Staff member may receive cuts or scrapes when handling packaging.	<p>1: Load inspected before handling to identify if there are any sharp edges or if strapping may cause injury</p> <p>2: PPE such as suitable gloves issued where appropriate</p>	1	3	3			
Slips, trips and falls.	Potential for musculoskeletal or impact injuries due to slips, trips and falls.	<p>1: Manual handling assessment for all loads that may put staff at risk due to the weight or size of the load or the nature of the task taking into account the working environment</p> <p>2: Staff walk the route to ensure they are aware of the risk areas remove all potential trip hazards and ensure that good vision is maintained throughout the task</p> <p>3: Mechanical aids such as trollies dollies and barrows to be used where available and appropriate to the load s</p> <p>4: Suitable PPE worn such as boots and gloves as required</p> <p>5: Regular maintenance checks of step nosings to be carried out to highlight any defects which could become a hazard</p>	2	4	8			

