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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Lifting and moving | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk**  **Level**  **(L x C)** | **Control measures** | **Residual Risk Level**  **(L x C)** | **Action by** | **Date to be completed** |
| Lifting/ carrying chairs, tables, pews, church equipment. | Repetitive movement, carrying loads incorrectly (holding loads away from the trunk, twisting, stooping), reaching upwards, large vertical movement, long carrying distances, strenuous pushing or pulling. | Skeletal, spinal or muscular injury. | Staff, church members, visitors. | 5 x 3 = 15 | * Team lifting. * Manual handling training. * Lifting aids or trolleys. * Use of professional movers. | 2 x 3 = 6 | Church Elders to set policy | Immediately |
| Lifting/ carrying. | Heavy, bulky load, difficult to grasp, unstable /  unpredictable load, intrinsically harmful load. | Strain,  injury. | Staff, church members, visitors. | 3 x 3 = 9 | * Consider dividing the load. * Use trolleys to transport the load. | 2 x 3 = 6 | Church Elders to set policy | Immediately |
| Lifting/ carrying. | Insufficient space, poor flooring, variation of levels, hot/cold/humid conditions, strong air movements, poor lighting conditions. | Slips, trips and falls | Staff, church members, visitors. | 4 x 3 = 12 | Risk assess all routes before lifting and if the obstacle / condition cannot be improved, choose the path of least resistance. | 2 x 3 = 6 | Church Elders to set policy and procedure | Immediate |
| Lifting/ carrying. | Individual is under 18 or pregnant | Skeletal, spinal or muscular injury, pregnancy disorders, miscarriage | Staff, church members, visitors who are under 18 or pregnant. | 4 x 4 =16 | * Individual must not be allowed to lift at all. * Specific instruction in pregnant staff / under 18 year olds risk assessment. | 2 x 4 = 8 | Church Elders to set policy | Immediate |

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| Name and position |  | Signature |  | Date completed |  |