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| --- | --- | --- |
| **Department:** | **Service:** | **Reference:** |
| **Activity:*****Receiving and distribution of deliveries e.g. stationery, clay, parcels, milk*** | **Site:** |
| **People at Risk:*****Teaching staff, non-teaching staff, children in vicinity*** | **Additional Information:*****Good Back Care & The Moving and Handling of Loads - Guidelines for Northumberland County Council Employees issued to all*** ***staff*** |
| **Name of Person Completing Form: Job Title: Date:** | **Review Date:** |

| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| ***Distribution of deliveries*** | ***Muscle injury******Back strain*** | *H* | ***Where possible, the movement of any items delivered will be carried out by the caretaker who has received moving and handling training.******Any lifting aids available (sack barrows and trolleys) will be used.******The movement of deliveries are planned so that break times can be avoided when corridors and staircases are busy. A route is planned which is free from slipping and tripping hazards. Any obstacles will be removed as necessary.*** | *M* |  |
| ***Distribution of deliveries******(continued)*** | ***Muscle injury******Back strain*** | *H* | ***An extra person is available to hold open doors where this is necessary.******Where lifting is necessary, the correct lifting techniques as set out in the Good Back Care Booklet are used:******Deliveries are split into manageable loads.*** | *M* |  |
| ***Temporary storage of deliveries*** | ***Trips and falls*** | *H* | ***Where deliveries are split into manageable loads to deliver to parts of the school, it is likely that some items may be left behind. These must be kept out of traffic routes and must not cause an obstruction.******A convenient time is arranged with suppliers to deliver goods so that distribution can take place as soon as possible.*** | *M* |  |
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