



Company:	Fire Queen Ltd	Prepared By (Inc Designation):	Adi Dean
Address:	Identified Sites	Date Prepared or Reviewed:	03/11/2021
Persons Affected	FQL Service Technicians	Review Date (If Applicable):	03/11/2024
Area or Department:	As Required	Signature of Assessor:	Adi Dean
Work Activity:	Using Hand Trolley to Move Equipment		

Hazard	Risks	Risk Rating (Severity x Likelihood)			Existing Control Measures	Additional Control Measures required to Reduce the Risk	Revised Risk Rating (Severity x Likelihood)		
		Severity (1 - 5) x Likelihood (1 – 5) = Risk   0 – 4 = <b>Tolerable/Low</b>   5 – 14 = <b>Moderate/Medium</b>   15 – 25 = <b>Intolerable/High</b>							
		S	L	RR			S	L	RR
Manual Handling	Musculoskeletal Injuries.	3	3	9	1. All staff are manual handling trained 2. Good manual handling techniques used when lifting the trolley in & out of vehicles 3. The need for trolley use will be identified when it is a large site; parking close may not be an option or on large fit out projects 4. The trolley is used to reduce manual handling 5. Staff can limit the amount of equipment loaded onto the trolley 6. Safe system of work instructs to limit the amount of weight loaded onto the trolley to ensure that people are moving within their capability	1. Operator must complete a pre-use check.	3	1	3
Slips Trips & Falls	Bruises, Broken Bones etc	4	3	12	1. Position the trolley in a safe area which does not obstruct walkways etc 2. Safety footwear will be worn at all times 3. The area & route of travel will be inspected before moving the trolley	1. N/A	4	1	4
Failure of the Trolley	Bruises, Broken Bones etc	4	2	8	1. The trolley is rated to 350kg which will be over the weight that could be safely stacked on it 2. Trolleys are new & in full working order	1. Operators to carry out pre-use check.	4	1	4



Falling Items	Bruises, Broken Bones etc	4	3	12	1. Trolley must not be overloaded 2. Safe system of work includes how to correctly load the trolley 3. Do not stack items higher than the handle of the trolley 4. If items are likely to fall or roll off, secure them with a strap or bungee cord	1. Ensure that all staff receive information on the safe use of the trolley	4	1	4
Trolley Rolling Away	Damage to Property, Impact & Crush Injuries	4	3	12	1. Safe system of work instructs on how to safely position the trolley	1. Ensure that all staff receive information on the safe use of the trolley	4	1	4
Collision with a Person or Object	Damage to Property, Impact & Crush Injuries	4	3	12	1. Operator must only use the trolley in a safe area & give way to pedestrians	1. Operator must only add enough weight to where the trolley is still controllable	4	1	4
Horseplay	Various Injuries	4	2	8	1. Staff must not carry people on the trolley under any circumstances, which is also indicated in the safe system of work	1. Ensure that all staff receive information on the safe use of the trolley	4	1	4



### Risk Rating Indicator

Severity		Likelihood	
1	Treatment Not Required	1	Very Unlikely
2	Minor Injury   First Aid Required	2	Unlikely
3	First Aid & Hospital Treatment Required	3	Likely
4	Major Injury	4	Will Happen
5	Fatality	5	Will happen Often

  

Severity	Likelihood				
	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

### Risk Rating Method

Risk Rating = Severity x Likelihood

Tolerable/Low	Moderate/Medium	Intolerable/High
---------------	-----------------	------------------

0 – 4 | **Tolerable/Low**

No Current Action Required

5 – 14 | **Moderate/Medium**

Implement Controls where Practicable to Reduce the Risk Further

15 – 25 | **Intolerable/High**

Stop the Task Immediately & Implement Controls until a Rating of at Least Moderate/Medium is Achieved