

Location :	Leicester Outdoor Pursuits Centre	Date of Assessment:	20/12/12	Last Reviewed: November 2019	Name of Assessor:	Ed Sibson
Activity:	Manual Handling	Assessment Reference Number:	4.52		Signature of Assessor:	<i>E. Sibson</i>

ITEM/ HAZARD	CONTROL MEASURES
General heavy items	<ul style="list-style-type: none"> ▪ Where possible avoid lifting the object ▪ Where possible use mechanical aids ▪ Plan the lift by considering, Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip. ▪ Ensure route to travel is clear from unnecessary obstructions ▪ Where possible lift as part of a coordinated team ▪ Ensure a good grip on the object is achievable ▪ Follow manual handling guidelines and training. ▪ Carry routes and plans to be shared with participants prior to lifting. ▪ Participants should be given clear instructions on how to carry heavy objects. ▪ Participants should be supervised whilst carrying heavy objects.
Climbing wall tarpaulins	<ul style="list-style-type: none"> ▪ Lower and raise the tarpaulin using the ropes provided. ▪ Roll up and move out of the way when not in use.
Canoes	<ul style="list-style-type: none"> ▪ Use designated carrying or lifting handles ▪ Known techniques covered in paddlesport courses should be used at all times ▪ For children under 12, canoes should be carried as a minimum ratio of one canoe to four children
Kayaks	<ul style="list-style-type: none"> ▪ Use designated carrying or lifting handles ▪ Known techniques covered in paddlesport courses should be used at all times ▪ Single person lift can be achieved by using the shoulder inside the cockpit rim with the boat on its end as covered in basic paddlesport and coach education courses ▪ For children, kayak should be carried at a minimum ratio of one kayak to two children.
Canoe and kayak rescues	<ul style="list-style-type: none"> ▪ All rescuers are trained in rescue techniques ▪ When performing a rescue appropriate techniques as covered in training should be applied taking into consideration good manual handling principles
Jacob's Ladder logs	<ul style="list-style-type: none"> ▪ Logs should be kept on the shelf in the Tower cupboard.