

Steve Mitchell Wedding DJ & MC
RISK ASSESSMENT - Unloading equipment from company vehicle

HAZARD	WHO IS AT RISK	RISK LEVEL	PROPOSED CONTROL	ACTION REQUIRED
Position of van	Staff	Low	Park in designated area for unloading	Ensure designated space is kept free
	Visitors		and loading	Cordon off area
Unloading equipment	Steve Mitchell	Medium	Lift equipment appropriately	Follow manual handling policy
	Company employees		Use trollies	Ensure trolley available and working
			Use 2 or more persons when lifting	
Slippy/wet flags	Steve Mitchell	Low	Signs visible	Signs available
	Company employees			
	Visitors			
	Staff			
Uneven flags	Steve Mitchell	Low	Signs visible	Signs available
	Company employees			
	Visitors			
	Staff			
Steps	Steve Mitchell	Low	Use lift if available	If no lift, reduce load lifting
	Company employees		Use ramps	Make sure ramp available and in
				working order

Signed:

Date: