







ACTIVITY / TASK	Lifting, Carrying & Lowering a box	
DEPARTMENT:		
SERVICE:	Volunteers	
REFERENCE NO.	DATE OF ASSESSMENT	DATE OF REVIEW
Other safety documentation related to this Activity (if applicable): <ul style="list-style-type: none"> • Risk Assessments, • Safe Systems of Work, • Procedures • Guidance etc. 	TITLE	REFERENCE
	Safe System of work	
	Method videos	

	GENERAL SAFETY REQUIREMENTS	
<ul style="list-style-type: none"> • Staff to report any ill health or injury to their line managers prior to starting • All staff involved in this activity should have viewed the appropriate video provided as part of the online Essential Skills Package • Staff to ensure that they are wearing loose comfortable clothing and flat enclosed foot ware to undertake this task. • Staff to carry out a 'Personal Risk Assessment' prior to task - TILEO - consider Task, Individual, Load, Environment, Other; • Staff to apply the 'Principles of Safe Manual handling' whilst undertaking any manual handling activities. <p>Report any manual handling difficulties or concerns to your line manager.</p>		

	COMPETENCY / TRAINING	
The below training is required to carry out the activity		
TRAINING	COURSE / CERTIFIED / QUALIFICATION / EXPERIENCE	
Manual Handling bespoke contingency planning Training	Working Safely Team	

	LEGISLATION / MANAGEMENT STANDARDS	
The activity / task should be carried out in accordance with the legislation /standards listed below		
<ul style="list-style-type: none"> ✓ Health and Safety at Work Act 1974 ✓ Management of Health and Safety at Work Regulations 1999 ✓ Manual Handling Operations Regulations 1992 amended 2002 (MHOR) 		

METHOD STATEMENT

How to carry out the task and use relevant work equipment safely
(The method should be outlined in numbered steps)



(Squat technique)



Lifting the box from floor and placing it on a table Before you begin undertake a personal risk assessment (TILEO)

If using the squat technique position your feet as stated below

Lifting - stand close to the box with your feet flat either side of the box.

Lowering - stand with your feet flat on the floor shoulder width apart

(Ensure your feet remain flat on the floor through the whole process)

- Face the way you are travelling
- Stand close to the box, with your feet shoulder width apart on either side of the box. Then place your weaker leg slightly forward
- Bend your knees and lower yourself to the floor (**Do not bend forward, forward foot to remain flat on the floor, back foot heel off the floor**)
- Place one hand underneath the box and the other hand to the side, Pull the box in close to your body and ensure you are supporting the box comfortably
- Look straight ahead and stand (**Do not bend forward or look down whilst standing**)
- Readjust your posture and hand hold (if needed). Keep the box close to your body as you walk towards the table.
- Upon reaching the table, look down to see where you are going to place the box. Get close to the table and reposition your body ready to lower
- Stand with your feet flat on the floor shoulder width apart, place your weaker leg slightly forward
(If using squat technique stand with your feet flat on the floor shoulder width apart. Keep your feet flat on the floor as you lower)



- Look straight ahead, bend your knees and lower yourself until the box is placed on the table (**Do not bend forward or look down whilst lowering**)
- If you need to reposition the box on the table, push it by using your body weight (**Transfer your body weight from your back to your front leg**)

Lifting the box from the table and placing it in your car boot

Before you begin undertake a personal risk assessment (TILEO) Ensure you have planned your route and opened all doors and car boot



- Stand close to the table, with your feet shoulder width apart place your weaker leg slightly forward (**squat method documented on page 1**)
- Bring the box close to your body by pulling it to you by using your body weight (**transfer your body weight from front to back leg**)
- Bend your knees and lower yourself to the table (**Do not bend forward, forward foot to remain flat on the floor, back foot heel off the floor**)
- Place one hand underneath the box and the other hand to the side, Pull the box in close to your body and ensure you are supporting the box comfortably
- Look straight ahead and stand (**Do not bend forward or look down whilst standing**)
- Readjust your posture and hand hold if needed. (**Do not twist, move your feet to move**) Keep the box close to your body as you walk towards the car.





- Upon reaching the car boot, look down to see where you are going to place the box. Get close to the boot and reposition your body ready to lower
- Stand with your feet flat on the floor shoulder width apart, place your weaker leg slightly forward **(squat method documented on page 1)**
- Look straight ahead, bend your knees and lower yourself until the box is placed on lip of the boot **(Do not bend forward or look down whilst lowering)**
- Reposition your body and hand hold and place the box into the boot by using your body weight **(transfer your body weight from your back to your front leg)**
- Close your car boot and you are ready to take the box to the required destination



Taking the box out of boot and delivering to the doorstep

Before you begin undertake a personal risk assessment (TILEO) Ensure you have planned your route and opened your car boot and gate to access the property

- Stand close to the boot, with your feet shoulder width apart place your weaker leg slightly forward (**squat method documented on page 1**)
 - Bring the box close to the front of the boot by using your body weight (**transfer your body weight from front to back leg**)
 - Bend your knees and lower yourself to the lip of the boot (**Do not bend forward, forward foot to remain flat on the floor, back foot heel off the floor**)
 - Place one hand underneath the box and the other hand to the side, Pull the box in close to your body and ensure you are supporting the box comfortably
 - Look straight ahead and stand (**Do not bend forward or look down whilst standing**)
 - Lift the box up and place onto the lip of the boot, readjust your posture and hand hold and prepare to lift again.
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- Readjust your posture and hand hold if needed. (**Do not twist, move your feet to move**) Keep the box close to your body as you walk towards the property.

SAFE SYSTEM OF WORK (SSW)



- Upon reaching doorstep, look down to see where you are going to place the box.
- Stand with your feet flat on the floor shoulder width apart, place your weaker leg slightly forward
(squat method documented on page 1)
- Look straight ahead, bend your knees and lower yourself until the box is placed on the floor (**Do not bend forward or look down whilst lowering**)
- Whilst lowering, keep the box close to your body, after you've reached the floor, lower the box between your knees and place on the floor

Leave the box on the floor, close the gate upon leaving the property, close your car boot

The task has been completed.

Please follow these instructions every time you undertake this task.

A copy of this Safe System of Work should be retained in the work area for reference.

SAFE SYSTEM OF WORK (SSW)

Name of Assessor(s)	Job Title:	Signature(s) of Assessor(s)

EMPLOYEE CONFIRMATION OF RECEIPT

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This safe system of work must be followed at all times and relates to advice given in operator training and operations manuals. Any problems should be reported to your line manager immediately.

It is the legal responsibility of every employee at work to:

- take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- report defective or faulty equipment immediately.

I confirm that I have received instruction on the content of this Safe System of Work and I retain a copy for my information.

EMPLOYEE NAME	
EMPLOYEE NO.	
JOB TITLE	
SIGNATURE	
DATE	

A copy of this Safe System of Work should be retained in the work area for reference.