

# Manual Handling Risk Assessment

Primrose Weddings & Events Ltd | t/a The Harrogate Food & Drink Co. | Funky Fridays | Trufflehunters

<b>Document Ref</b>	RA-006
<b>Issue Date</b>	December 2025
<b>Last Review</b>	December 2025 — L. Aikman
<b>Next Review</b>	December 2026
<b>Assessor</b>	Linda Aikman
<b>Applies to</b>	All outdoor catering operations

**Activity:** Manual handling of catering equipment, food supplies, gazebos, tables, cooking equipment, LPG cylinders, and service items during set-up, service, and breakdown at event sites.

Risk Rating = Likelihood (1-5) × Severity (1-5) | **LOW 1-6** | **MEDIUM 7-14** | **HIGH 15-25**

## Hazards, Controls & Residual Risk

Hazard	Who is at Risk	L	S	Initial Risk	Control Measures	L	S	Residual Risk
Lifting/carrying heavy cooking equipment (fryers, grills, ovens)	All staff	4	4	<b>16 HIGH</b>	Two-person lifts mandatory for items >20 kg. Trolleys used where available. No single lifts above shoulder height. Pre-task briefing at each event. Closest possible vehicle access secured.	2	3	<b>6 LOW</b>
Handling LPG cylinders (propane/butane)	All staff	3	4	<b>12 MED</b>	Cylinders handled upright at all times. Cylinder trolley used. Staff trained in safe handling. Cylinders secured before moving. Max 2 cylinders moved at once.	2	3	<b>6 LOW</b>
Carrying gazebo/canopy frames and weights	All staff	3	3	<b>9 MED</b>	Frames carried by minimum 2 persons. Carry bags used. Route to pitch assessed and cleared before carrying. Gazebo weights handled with bent-knee posture.	2	2	<b>4 LOW</b>
Repetitive carrying of food/supply boxes	All staff	3	2	<b>6 LOW</b>	Loads split to <15 kg per box. Wheeled crates used where available. Adequate rest breaks during load-in/out. Staff rotate tasks to reduce repetition.	2	2	<b>4 LOW</b>
Working in confined vehicle/trailer space	All staff	2	3	<b>6 LOW</b>	Organisation of trailer planned in advance. No overhead reaching with heavy loads. Steps used to avoid climbing into trailer. Items positioned at waist height where possible.	1	2	<b>2 LOW</b>
Uneven ground causing strain during lifting	All staff	3	3	<b>9 MED</b>	Ground assessed before unloading. Items not lifted on uneven or sloped surfaces unless unavoidable. Additional assistance called if ground conditions poor.	2	2	<b>4 LOW</b>
Musculoskeletal injury from sustained postures (serving/cooking)	All staff	3	2	<b>6 LOW</b>	Anti-fatigue mats used at static work stations. Regular posture breaks scheduled. Equipment heights adjusted where possible. Heavy items stored at waist level.	2	2	<b>4 LOW</b>

## Training & Instruction

All staff receive manual handling awareness briefing at induction. Staff are instructed to report any injury, near-miss, or task that they feel presents an unacceptable manual handling risk immediately to the event manager. Pregnant workers and those with disclosed health conditions will be given alternative duties.

## Review Triggers

This assessment will be reviewed: annually (December each year); following any manual handling injury; when new equipment or significant change in operations occurs.