

Part B: About the incident

Summary of incident:

Describe what happened or what was observed. Indicate what task was being carried out at the time and include details of any witnesses involved and any control measures (e.g. PPE) that were in place at the time.

Member of staff suffered lower back pain when moving into stooping or sitting position.

Condition became evident after the person had carried out the task of delivering leaflets under 200 doors within the residence. This involved carrying a considerable volume of paperwork and a repetitive bending action to slip the leaflets beneath the doors.

The task is within the persons normal job remit and similar tasks are carried out periodically (~ once a month). The person is also required to undertake other manual handling tasks.


Part C: About the follow-up

Immediate action taken:

Describe what action was taken to bring the situation under control. First aid treatment and details of first aiders should be included in this section.

Person visited GP that afternoon.

The GP advised that only light duties should be undertaken during the forthcoming week and that the person should return if no improvement became evident.

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- Details of accident are clearly described
 - It is made clear that the task being carried out was within the persons remit i.e. it was not a case of them doing something that they should not have been.
 - It is made clear that the job was not a 'one-off' and that similar tasks would be expected to be carried out in the future.
 - It has been noted that the person also carries out other manual handling tasks – this is relevant since the injury may preclude them from engaging in these tasks.
 - A brief medical opinion is included which advises temporary alterations to the persons job and a requirement to monitor the situation.

Remedial action taken by Department: (please note – the term 'Department' is used in the broadest sense and includes non-academic entities such as support services, residences etc.)
Describe what action was or will be taken to prevent or minimise the risk of recurrence.

- *Manager advised that this duty should be shared with other departmental staff on a rota basis.*
- *Members of staff who carry out this operation to undergo formal manual handling training - booked onto Safety Department course 5 march '04.*
- *Manager to investigate option of purchasing stair-climbing trolley.*
- *Manager to monitor condition of individual to ascertain whether improvement or deterioration is evident. Seek involvement of Occupational Health if necessary.*
- *Formal risk assessment for procedure to be carried out and recorded.*



A variety of remedial actions are considered:

1. Changes to the task – the risk to individuals is reduced by sharing the load.
2. A training need is identified and a definite date set.
3. The option of employing equipment to assist with the task is suggested.
4. It is recognised that the persons condition may improve or deteriorate and that this may impact on the persons ability to do particular tasks.
5. It is recognised that further specialist advice may need to be sought if the persons condition does not improve.
6. The need to formally record a risk assessment for this task is identified.
7. The manager is identified as the person to ensure that the recommendations are implemented.