




Checklist for Cabins

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
Posture 	Do you work in awkward postures e.g. when making top bunk?			Care of your back is important - if bending is unavoidable, make sure you straighten up as often as you can to rest your back.	
	Is it difficult to hold the mattress up whilst cleaning under it?			Is it possible to prop the mattress up with something while you clean underneath it?	
Layout 	Look at the position of the washer/dryers - are they at a good height to load/unload? Are the controls within easy reach?			Is it possible to reposition the machines so you do not have to stretch and bend to use them?	

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<p>Manual handling</p> 	<p>How is bedding carried to/from cabins and laundry? Are large containers of chemicals used? How do they get there?</p>			<p>Use trolleys to carry the bedding/clothing between cabins and laundry - where practical. Try and avoid a trolley with a low base - it means the person has to lean right over to reach inside. Try and find one that is easy to use. Reduce handling as much as possible, use trolleys, don't move something more than you have to.</p>	
	<p>Are drinks carried around the accommodation block? Are there spillages?</p>			<p>Consider using cups with lids, e.g. polystyrene. Trays would help for carrying a number of cups.</p>	
	<p>Are buffing machines used? Are they carried between different floors?</p>			<p>Would it be possible to provide a buffer for each floor to cut out the handling?</p>	