




Checklist for Galley

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
<p>Working height</p> 	<p>Are all work surfaces a comfortable height? E.g. do you have to stoop over to reach into low sink, lean over a worktop, or reach up to use equipment on top of worktop? If the working height is too low, it will put strain on your back</p>			<p>The ideal working height depends on the job. If heavy lifting or using force is involved, the job should be done somewhere between waist and elbow height. This means you can use some body-weight by leaning over it slightly. It helps if you can get your feet under the area you are working - it means you get closer and don't have to lean as much.</p>	

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<p>Manual handling</p> 	<p>What is the maximum weight handled in the galley? Is this manageable for all staff?</p>			<p>Think of ways to avoid or reduce manual handling, especially of heavier items. Conveyor systems are ideal to cut down carrying of stores. Trolleys also help to prevent people from carrying too much!</p>	
	<p>Is there a time pressure for unloading stores, such as food that is frozen or sensitive to a change in temperature e.g. meat?</p>				
<p>Storage</p>	<p>Look at the weight of items and where they are kept? Are the heavier items on the floor?</p>			<p>Don't put heavy items on the floor or too high up, keep them near waist height. Consider purchasing smaller quantities of food, e.g. 10kg bags instead of 25kg is more manageable.</p>	

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<p>Slips, trips, falls</p> 	<p>Do the floors become slippery? Are there steps into stores, or lips on doorways? Are objects left lying around that increase the risk of tripping particularly when carrying things?</p>			<p>Make sure all galley staff wear good non-slip footwear. Is the flooring suitable? Is it cleaned regularly enough? Could it be made less slippery in another way? Would it be possible to put ramps in over the steps/lips?</p>	