Newcastle University

Manual Handling Risk Assessment

Title of project or activity	Movement of SF6 Gas Cylinders
Responsible Person / Manager	Arnaud Basle
School	NUBI
Date of assessment	20/02/2025
Location of work (Buildings and room numbers)	From open air storage cage to third floor Cookson M3.036

Hazard 1	**Moving gas cylinders from gas store to room M3.036 and back.**
Risks	• Risk to employees, students and members of the public. • Risk of musculoskeletal disorders, fractures, cuts and bruises. 　• Heavy gas cylinder, risk of injury from falling cylinder or incorrect handling. 　• Asphyxiation
Control Measures	• Agreements are in place with contractors in respect to pick and drop off points. These are arranged as close as possible to the University gas stores. 　• All cylinders are to be appropriately secured / chained to the wall when outside awaiting pick up by contractor. 　• The gas store used for SF6 is in open air. 　• SF6 will be onsite for the shortest time allowing the work to be caried out. 　• Three wheeled gas trolley to be used to transport the cylinders to and from the gas store. Manufacturer instructions will be provided during local training, understood and followed at all times. The trolley will be appropriately maintained. • Take firm grip on cylinder and tilt slightly forward and "milk churn" it on to the trolley, then place chain across the front of the trolley. Ensure the cylinder is secure prior to movement. This procedure should be reversed when removing the cylinder. • Appropriate PPE to be worn, lab coat, gloves, safety shoes. • Cylinders must be appropriately secured / chained to the racks in the gas store and on the gas manifolds. 　• If a cylinder falls, employees should not attempt to catch it. The cylinder is much too heavy and has potential to cause serious injury. If the cylinder is not damaged the trained handler should request assistance to handle the load from the floor. The cylinder should be secured at its base and lifted to an upright position. 　• When cylinders are to be moved in an elevator no employees, student or member of the public are to travel in the elevator with the cylinders. Clear labelling that the elevator is not to be entered will be in place.

Hazard 2	**Lack of training**
Risks	• Risk to employees, students and members of the public. • Risk of musculoskeletal disorders, fractures, cuts and bruises. • Staff not trained in manual handling or gas safety

Control Measures	• Ensure that staff moving cylinders undergo USO manual handling training. • Local specific training provided in respect to the trolley and local environments. • Users trained not to lift anything beyond their capabilities and to require assistance where necessary.

	Emergency Procedures
Risks	• Risk of musculoskeletal disorders, fractures, cuts and bruises. • Inadequate supply of first aiders or first aid supplies. Risk to employees, students and others.
Control Measures	• First Aid cover is available and in place at all times • The workplace is in close proximity to the NHS trust services • If the cylinder is damaged then employees should leave it in place, monitor and contact the school safety officer for advice.

Hazards	Additional Control Measures Required (List and Implement)	Implemented	Date	N/A
Risks	•			
Control Measures	•			

Assessor		
Name	**Signature**	**Date**
[ENTER HERE]	[ENTER HERE]	[ENTER HERE]

Responsible Person / Manager		
Name	**Signature**	**Date**
[ENTER HERE]	[ENTER HERE]	[ENTER HERE]