SITE survey. APP

SITE SURVEY REPORT

Ergonomic Risk Assessment

Prepared for	Soar Valley Foods Ltd
Date	15 Oct 2026
Site	Soar Valley Foods, Leicester
Prepared by	P. Varsani

FORM

Ergonomic Risk Assessment

1. Workplace and assessment details

Project	Soar Valley Foods, Leicester: line 2 ergonomic risk assessment (completed example)
Site address	Soar Valley Foods, Unit 3, Brookmead Park, Leicester
Business or site	Soar Valley Foods Ltd
Location (GPS)	52.6589, -1.1357
Assessment date	15 Oct 2026
Assessed by	P. Varsani
Type of workplace	Production or packing line
Department, line or area	Line 2, end-of-line packing
Country	UK (Great Britain)
Workers and supervisors consulted	Line 2 operators on both shifts (6), B. Lowe (shift team leader), C. Mistry (engineering)
Why this assessment	Worker reported pain or discomfort

This looks at physical tasks at work: posture, force, repetition, vibration, layout, tools and environment. For a desk with a screen use the DSE assessment; for a full lifting or carrying assessment use the manual handling assessment. It does not diagnose anyone. Refer anyone with symptoms to occupational health or their doctor.

UK. Employers must make a suitable and sufficient risk assessment (Management of Health and Safety at Work Regulations 1999, regulation 3). Manual handling that involves a risk of injury must be avoided so far as reasonably practicable, or assessed and the risk reduced to the lowest level reasonably practicable (Manual Handling Operations Regulations 1992, regulation 4). Display screen workstations must be analysed (DSE Regulations 1992, regulation 2), and work liable to expose people to risk from vibration needs its own assessment (Control of Vibration at Work Regulations 2005, regulation 5).

2. Tasks

Tasks assessed 1: Topping up the case blank magazine

Task	Topping up the case blank magazine
Workstation or location	Case packer, line 2

What the task involves	The operator lifts a bundle of flat case blanks from the pallet beside the case packer, carries it two steps and pushes it into the magazine, whose loading point is above head height for most of the team.
Workers who do this task	4
Hours on this task per shift	6
Times per hour the main movement is repeated	20
Repeats per shift	120

Photos of the task





Posture: what you saw	Reaching above shoulder height, Bending forward or stooping, Twisting the trunk
Posture rating	High
Force: what you saw	Lifting or lowering, Carrying, Pressing with the hand or thumb
Heaviest item handled (kg)	9
Force rating	Medium
Repetition and duration rating	High
Repetition and breaks	About every three minutes for the whole shift when the line runs the 12-pack. No rotation with the tray loading station.
Vibrating tools or equipment used?	No
Vibration rating	Not applicable
Working height from the floor (m)	0.95
Highest reach from the floor (m)	1.85

Lowest reach from the floor (m)	0.15
Furthest forward reach (m)	0.6
Heights of the people who do it	Shortest about 1.58 m, tallest about 1.88 m
Workstation layout and heights rating	High
Tools and grips	No tools. Blanks are strapped; operators cut the strap with a safety knife on the pallet.
Tools and grips rating	Low
Environment	Cold, Time pressure or line speed
Environment rating	Medium
What the workers say about the task	The magazine runs out quickly on the 12-pack, so they top it up in a hurry. The shorter operators stretch on tiptoe to push the bundle home. They would like the blanks loaded from the side at waist height.
Has anyone reported aches, pain or discomfort from this task?	Yes
Where	Shoulders, Neck
How many people	2
Offered a referral to occupational health or advised to see their doctor?	Yes

> Discomfort reported by the people doing the task is a reason to act on this task now, whatever the ratings say.

Factors rated high	3
Factors rated medium	2
Overall risk for this task (your own judgement)	High

Controls recommended 1: Redesign the task or workstation

Type of control	Redesign the task or workstation
What exactly	Ask the case packer supplier for a low-level side infeed for the blank magazine, so bundles are loaded between knee and shoulder height.
Priority	High
Owner	C. Mistry
Due by	11 Dec 2026
Status	In progress

Controls recommended 2: Mechanical aid or better tool

Type of control	Mechanical aid or better tool
What exactly	Until then, fit a fixed platform with a handrail at the magazine so the loading point is no higher than shoulder height for the shortest operator.
Priority	High
Owner	C. Mistry
Due by	30 Oct 2026
Status	Open

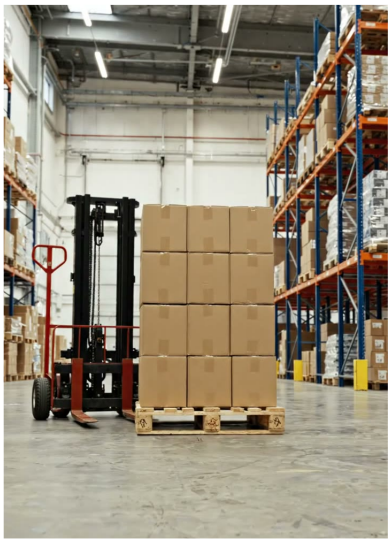
Controls recommended 3: Job rotation or breaks

Type of control	Job rotation or breaks
What exactly	Rotate magazine loading with tray loading every hour on both shifts.
Priority	Medium
Owner	B. Lowe
Due by	19 Oct 2026
Status	Done, checked

Tasks assessed 2: Moving full pallets to the dispatch store

Task	Moving full pallets to the dispatch store
Workstation or location	End of line 2 to dispatch store
What the task involves	When a pallet of finished cases is complete the operator moves it about 30 m to the dispatch store with the pedestrian pallet stacker.
Workers who do this task	4

Photos of the task



Posture: what you saw	None of these
Posture rating	Low
Force: what you saw	Pushing or pulling
Force rating	Low
Repetition and duration rating	Low
Repetition and breaks	Two or three pallets an hour, about two minutes each, spread across the shift.
Vibrating tools or equipment used?	No
Vibration rating	Not applicable
Workstation layout and heights rating	Low
Tools and grips	Stacker handle and controls in good order; serviced in August.
Tools and grips rating	Low
Environment	None of these
Environment rating	Low
What the workers say about the task	No problems. The floor by the dispatch door is smooth now the drain cover was replaced.
Has anyone reported aches, pain or discomfort from this task?	No
Factors rated high	0
Factors rated medium	0

Overall risk for this task (your own judgement)	Low

3. Summary

Tasks assessed	2
Tasks rated high	1
Tasks with symptoms reported	1
Factors rated high (all tasks)	3
Controls not yet done	2
Main findings	Topping up the case blank magazine is high risk: a reach to about 1.85 m twenty times an hour, with a 9 kg bundle, and two operators reporting shoulder or neck pain. Moving pallets to dispatch is low risk.
How the findings were shared with the workers	Talked through at both shift briefings on 16 October; copy on the line 2 board.

4. Actions, review and sign-off

Controls not yet done	2
Result	Controls still to put in place

Other actions (not already a task control) 1: Add case blank magazine loading to the line 2 induction, with the platform and rotation, once the platform is fitted.

Action	Add case blank magazine loading to the line 2 induction, with the platform and rotation, once the platform is fitted.
Priority	Within a month
Who will do it	B. Lowe
Due by	13 Nov 2026
Status	Open
Actions still open	1
Decision	Controls agreed: actions listed
Review date	15 Jan 2027

Summary for management	Two line 2 tasks assessed with the operators. Magazine loading needs a repeated overhead reach and two people report shoulder or neck pain: rotation started on 19 October, a platform is due by 30 October and a low-level infeed is being priced. Both people with symptoms were offered an occupational health referral. Review after the infeed change, or by 15 January 2027.
Assessor name	P. Varsani
Assessor signature	
Manager responsible name	B. Lowe
Manager responsible signature	