

**Operation / Activity: Manual Handling.**  
 The lifting, pushing, pulling, transporting or supporting and laying down of heavy or bulky loads; the repetitive handling of smaller or lighter loads by hand or using bodily force.

**Site / Location:**

**Persons at Risk (tick appropriate boxes)**

<b>Employee</b>	<input checked="" type="checkbox"/>	<b>Pregnant Women</b>	<input type="checkbox"/>
<b>Visitor</b>	<input type="checkbox"/>	<b>Disabled Persons</b>	<input type="checkbox"/>
<b>General Public</b>	<input type="checkbox"/>	<b>Lone Workers</b>	<input type="checkbox"/>
<b>Young Persons</b>	<input type="checkbox"/>	<b>Others</b>	<input checked="" type="checkbox"/>

*GUIDE TO RATINGS:*

RISK SEVERITY	RISK LIKELIHOOD	RISK RATING
1 Negligible	1 Unlikely	1 - 6 Low
2 Minor	2 Possible	7 - 14 Medium
3 Significant	3 Quite Possible	15 - 25 High
4 Major	4 Likely	
5 Catastrophic	5 Very Likely	

Overall Risk Rating = Low

**Describe the hazards associated with the activity/operation.**

		Summary of Assessment Overlay				
		Risk Rating (Before Controls)	Likelihood (L)	Severity (S)	Risk (L x S)	Risk Rating
H1	Incorrect lifting technique. (Chronic and acute musculoskeletal injuries).	High	2	3	6	Low
H2	Unpredictable movement of loads. (Minor and serious injuries from falling objects).	Medium	2	3	6	Low
H3	Intrinsically harmful loads. (Cuts, lacerations and abrasions to hands / arms).	Medium	2	3	6	Low
H4	Environmental variables. (Slips, trips and falls).	High	2	3	6	Low
H5	Heavy loads. (Chronic and acute musculoskeletal injuries).	High	2	3	6	Low

<b>Assessed By:</b>	<b>Date:</b>
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Hazard	Risk Control Measures	Residual Risk
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# Risk Assessment

		Likelihood	Severity	Risk
<b>General</b>	<p>Manual handling should be avoided whenever possible. Consideration should always be given to mechanically lifting and moving the materials. Under no circumstances will employees use makeshift or adapted lifting equipment i.e. slings. If specific lifting equipment is required the supervisor must be notified.</p> <p>Appropriate certification will be supplied with any lifting equipment for use.</p> <p>Where possible, heavy materials should be delivered direct to the work face. Operatives undertaking manual handling tasks should undergo training in safe lifting techniques. Consideration should be given to the age, physical fitness and health history of those selected to undertake manual handling duties. Specific consideration should be given to the location of moved materials to ensure that they do not cause impediment in the event of an emergency.</p> <p>Mandatory PPE</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Protective Footwear.</li> </ul> <p>HSE and other guidance</p> <ul style="list-style-type: none"> <li>• HS(G) 115 - Manual Handling : Solutions you can handle</li> <li>• ACOP L23 - Manual Handling : Guidance on the Regulations</li> <li>• IND(G) 143 - Manual Handling - A short guide for employers</li> </ul>			
<b>H1</b> Incorrect lifting techniques	Operatives undertaking manual handling tasks should undergo training in safe lifting techniques.	2	3	<b>6</b>
<b>H2</b> Unpredictable movement of loads.	Loads, where necessary should be stabilised prior to lifting. Loads with shifting contents or which sag could be stabilised (put in solid container).	2	3	<b>6</b>

# Risk Assessment

<p><b>H3</b> Intrinsically harmful loads</p>	<p>Where possible, handholds or grips should be provided on materials that are difficult to grasp. Make the load smaller. Position better handholds - to ensure the load is held and lifted as close to the body as possible.</p> <p>For tasks such as lifting unusual loads or that pose a particular risk, an individual specific 'manual handling risk assessment' must be carried out. This also applies if the ability of the employee to lift the load is in question.</p>	2	3	<b>6</b>
<p><b>H4</b> Environmental variables</p>	<p>The handling route should be well planned in advance and where possible should avoid steps or steel ramps. The ground should be level and free from defects liable to cause slips and trips. Adequate lighting must be provided throughout the handling route. When the carrying distances are long, then suitable rest areas should be provided on route. Provide open aisles and access ways. Ensure space allows unrestricted movement. Good housekeeping should eliminate build ups of waste materials. Floor surface should be free of contamination</p> <p>For external activities, weather conditions should be taken into account when lifting. In adverse weather ground within the warehouse may become slippery, puddles may disguise dips and winds could also reduce stability whilst lifting.</p>	2	3	<b>6</b>
<p><b>H5</b> Heavy Loads</p>	<p>Don't lift or handle more than can be easily managed. Where possible, heavy materials should be delivered direct to the work location. When the postural, load or environmental factors contribute an increased element of risk then a full manual handling assessment must be carried out for the specific task. E.g. When the ground is slippery or the load cannot be grasped with both hands.</p>	2	3	<b>6</b>

Personnel Informed of Risk Assessment Content, Received and Understood		
Name	Signature	Date