

**Operation/Activity:**    **Manual handling activities within the office and reception area.**

**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 checked="" type="checkbox"/> |
| <b>Young Persons</b>  | <input checked="" type="checkbox"/> | <b>Others</b>           | <input 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 Overleaf |              |              |             |            |
|-----------|--|--------------------------------|--------------|--------------|-------------|------------|
|           | Risk Rating (Before Controls)  | Likelihood (L)                 | Severity (S) | Risk (L x S) | Risk Rating |            |
| <b>H1</b> | Employee sustaining injury, such injury may include: <ul style="list-style-type: none"> <li>Back injury</li> <li>Ligament/tendon injuries</li> <li>Cuts/abrasions or bruises</li> <li>Muscular/nerve injuries</li> </ul> These may lead to hospitalisation or time off work. | Medium                         | 2            | 3            | <b>6</b>    | <b>Low</b> |
| <b>H2</b> | Loss of the contents or injury to feet or legs if the load is dropped due to it being too heavy or awkward for the employee to carry.  | Medium                         | 2            | 2            | <b>4</b>    | <b>Low</b> |

|                     |              |
|---------------------|--------------|
| <b>Assessed By:</b> | <b>Date:</b> |
|---------------------|--------------|

|                      |              |
|----------------------|--------------|
| <b>Monitored By:</b> | <b>Date:</b> |
|----------------------|--------------|

Issue: 001  
 Date:  
 Review:

# Risk Assessment



| Hazard                         | Risk Control Measures   | Residual Risk |          |          |
|--------------------------------|---|---------------|----------|----------|
|                                |   | Likelihood    | Severity | Risk     |
| <b>General</b>                 | All employees will complete induction training before commencing work in this area. This will cover manual handling and in particular safe lifting techniques.  |               |          |          |
|                                | If a load is deemed to be 'too heavy' for one individual to lift that individual must seek the assistance of other employees in their area.   |               |          |          |
|                                | The employee must ensure before lifting, that sharp edges are protected.  |               |          |          |
| <b>H1<br/>Strain Injury</b>    | <ul style="list-style-type: none"> <li>It is probable that there are no adverse conditions within the office that will affect the lifting task.</li> <li>Always avoid the need to carry items up stairs. Where this cannot be avoided you must ensure that there is sufficient lighting and that the steps are safe for use.</li> <li>The lifting task undertaken by those in the office involves files, paperwork and supplies. Anything heavier such as a printer or desk would be handled by two people or more.</li> <li>All employees are deemed to be fit and able to complete the job safely.</li> </ul> | 2             | 3        | <b>6</b> |
|                                | For tasks, which 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.  |               |          |          |
| <b>H2<br/>Dropping of Load</b> | Ensure that the load is stable and will not shift its position or weight.   | 2             | 2        | <b>4</b> |
|                                | A load must not be lifted if employees are unsure about its weight.   |               |          |          |

