

**Manual Handling Risk Assessment**

RA Ref Number:	007	Revision:	0	Project/Job Number Reference				Approval Date:		01/12/2019						
RA Description:	Manual Handling								Next Review Date:		01/12/2020					
Notes:	Please refer to the Manual Handling Operations Regulations 1992 (as amended) (MHOR)								Reviewed by:		C Mobbs					
Risk Assessment Method & Scoring	The summary risk assessment is calculated as "Likelihood" x "Consequence" and categorised as follows; 1 to 6 = Low Risk – 7 to 16 = Medium Risk – 17 to 25 = High Risk								Issued by:		C Mobbs					
Personal Protective Equipment		Required		Required		Required		Required		Required		Required		Required		Required
	Safety Helmet	Yes/No	Safety Boots	Yes/No	High Visibility	Yes/No	Safety Glasses	Yes/No	Safety Gloves	Yes/No	Ear Protection	Yes/No	Dust Mask	Yes/No	Overalls	Yes/No

**Risk Assessment Matrix and Guidance**

A risk assessment is a vital element for health and safety management and its main objective is to determine the measures required to comply with statutory duty under the Health and Safety at Work Act 1974 and associated regulations by reducing the level of incidents/accidents.

	Likelihood					Risk Rating Score			
	1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain	Risk Rating is calculated by multiplying the likelihood against the severity			
Severity	1 Trivial	1	2	3	4	5			
	2 Minor	2	4	6	8	10			
	3 Lost Time	3	6	9	12	15	Low Risk 1 to 6	Continue Activity with Control Measures & Review	
	4 Major	4	8	12	16	20	Medium Risk 7 to 16	Continue Activity with Control Measures & Review	
	5 Fatal	5	10	15	20	25	High Risk 17 to 25	Activity Must Not Proceed	

**How to do a Risk Assessment**

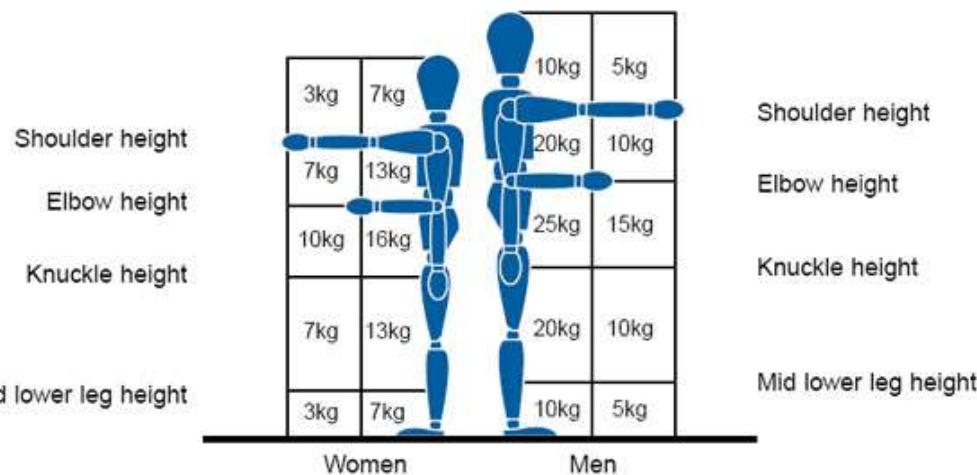
**HAZARD:** Anything that has the potential to cause harm.

Five steps to risk assessment can be followed to ensure that your risk assessment is carried out correctly, these five steps are:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on control measures
4. Record your findings and implement them

**5. Review your assessment and update if necessary**

TASK	HAZARDS	PERSONS AFFECTED	INITIAL RISK LEVEL	CONTROL MEASURES	REVISED RISK LEVEL
Any task that involves; Holding loads away from the body. Twisting, stooping or reaching upwards. Large vertical movement. Long carrying distances. Strenuous pushing or pulling. Repetitive handling.	Musculoskeletal disorders (MSDs)  Neck and upper limb disorders  Lower limb disorders  Back pain and back injuries.	Employee/s responsible for moving an object within the workplace.	Likelihood 4 Severity 4 Total 16 <b>Medium Risk</b>	Manual handling shall be avoided, so far as is reasonably practicable. All employees have received manual handling training. Work is planned to reduce the amount of twisting and stooping. Work is planned to avoid or reduce repetitive handling. Materials are delivered to the closest point to reduce carrying distances. A lifting aid shall be used for the movement of awkward, heavy objects. Materials or supplies shall be pushed rather than pulled. Ensure that the object is light enough to lift, is stable and unlikely to fall. Ensure the route is clear of obstructions. Avoid uneven, slippery, unstable floors, variations in floor levels. Ensure lighting is suitable and sufficient to complete the task. Avoid where possible, lifting from floor level or above shoulder. Stand close to the load, and spread your feet to shoulder width. Bend your knees and try and keep the back's natural, upright posture. Grasp the load firmly as close to the body as you can. Use the legs to lift the load in a smooth motion which provides leverage.	Likelihood 1 Severity 4 Total 4 <b>Low Risk</b>

**HSE Manual Handling Guidance****HSE Manual handling requirements**

Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter's hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.

If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.

The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

**Twisting**

Reduce the guideline weights if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45°, and by 20% if the handler twists beyond 90°

**General risk assessment guidelines**

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

Use the diagram to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to happen.)

**Frequent lifting and lowering**

The guideline weights are for infrequent operations – up to about 30 operations per hour – where the pace of work is not forced, adequate pauses to rest or use different muscles are possible, and the load is not supported by the handler for any length of time. Reduce the weights if the operation is repeated more often.

As a rough guide, reduce the weights by 30% if the operation is repeated once or twice a minute, by 50% if it is repeated 5–8 times a minute, and by 80% where it is repeated more than 12 times a minute.

## Advice on creating a Manual Handling Risk Assessment

Making the Assessment	Ways of Reducing the Risk	Making the Assessment	Ways of Reducing the Risk
<b><i>The working environment, are there:</i></b>	<p><b><i>Can you:</i></b></p> <ul style="list-style-type: none"> <li>• Restrictions on posture?</li> <li>• Bumpy, obstructed or slippery floors?</li> <li>• Variations in floor levels?</li> <li>• Hot/cold/humid conditions?</li> <li>• Gusts of wind or other strong air movements?</li> <li>• Poor lighting conditions?</li> <li>• Restrictions on movements from clothes or</li> <li>• Personal protective equipment (PPE)?</li> </ul>	<p><b><i>Individual capacity, does the job:</i></b></p> <ul style="list-style-type: none"> <li>• Remove obstructions to free movement?</li> <li>• Provide better flooring?</li> <li>• Avoid steps and steep ramps?</li> <li>• Prevent extremes of hot and cold?</li> <li>• Improve lighting?</li> <li>• Provide protective clothing or PPE that is less restrictive?</li> <li>• Ensure your employees' clothing and footwear is suitable for their work?</li> </ul>	<p><b><i>Can you:</i></b></p> <ul style="list-style-type: none"> <li>• Pay particular attention to those who have a physical weakness?</li> <li>• Take extra care of pregnant workers?</li> <li>• Give your employees more information, e.g. about the range of tasks they are likely to face?</li> <li>• Provide more training (see 'What about training?')</li> <li>• Get advice from an occupational health advisor if you need to?</li> </ul>
<b>Making the Assessment</b>	<b>Ways of Reducing the Risk</b>	<b>Making the Assessment</b>	<b>Ways of Reducing the Risk</b>
<b><i>Handling aids and equipment:</i></b>	<p><b><i>Can you:</i></b></p> <ul style="list-style-type: none"> <li>• Is the device the correct type for the job?</li> <li>• Is it well maintained?</li> <li>• Are the wheels on the device suited to the floor surface?</li> <li>• Do the wheels run freely?</li> </ul>	<p><b><i>Work organisation factors:</i></b></p> <ul style="list-style-type: none"> <li>• Is the work repetitive or boring?</li> <li>• Is work machine or system-paced?</li> <li>• Do workers feel the demands of the work are excessive?</li> <li>• Have workers little control of the work and working methods?</li> </ul>	<p><b><i>Can you:</i></b></p> <ul style="list-style-type: none"> <li>• Change tasks to reduce the monotony?</li> <li>• Make more use of workers' skills?</li> <li>• Make workloads and deadlines more achievable?</li> <li>• Encourage good communication and teamwork?</li> </ul>

<ul style="list-style-type: none"> <li>• Is the handle height between the waist and shoulders?</li> <li>• Are the handle grips in good condition and comfortable?</li> <li>• Are there any brakes? If so, do they work?</li> </ul>	<ul style="list-style-type: none"> <li>• Change the wheels, tyres and/or flooring so that equipment moves easily?</li> <li>• Provide better handles and handle grips?</li> <li>• Make the brakes easier to use, reliable and effective?</li> </ul>	<ul style="list-style-type: none"> <li>• Is there poor communication between managers and employees?</li> </ul>	<ul style="list-style-type: none"> <li>• Involve workers in decisions?</li> <li>• Provide better training and information?</li> </ul>
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**Site Supervisor and Site Operatives Confirmation of Acceptance and Agreement.**

By signing this document, I confirm that I have read and understand this risk assessment and the associated control measures.

**Site Supervisor**

Name:		Date:		Signature:	
Name:		Date:		Signature:	
Name:		Date:		Signature:	

**Operatives**

Name:		Date:		Signature:	
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