

STEP 1: INITIAL APPRAISAL OF MANUAL HANDLING OPERATIONS

Date:	A:		B:		C:	
Location:	<p>Can the manual handling task be avoided?</p> <p>YES: Circle Y and STOP</p> <p>NO: Circle N, go to B</p> <p style="color: red;">See guidance notes attached</p>		<p>Is it possible for the process to be fully automated?</p> <p>YES: Circle Y and STOP</p> <p>NO: Circle N, go to C</p> <p style="color: red;">See guidance notes attached</p>		<p>Are all tasks within the suggested weight limits? (If in doubt answer NO)</p> <p>YES: Circle Y and STOP</p> <p>NO: Enter N, go to SECTION 2</p> <p style="color: red;">See guidance notes attached</p>	
Specific Area: (if relevant)						
Are any people at particular risk - (Y/N) -Please indicate who if Yes						
1. Task:	Y	N	Y	N	Y	N
Action						
2. Task:	Y	N	Y	N	Y	N
Action						
3. Task:	Y	N	Y	N	Y	N
Action						
4. Task	Y	N	Y	N	Y	N

Action			
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5. Task

	Y	N	Y	N	Y	N
Action						

ASSESSORS SIGNATURE:	ACTION ONTASKS (Numbers only)					
ACTION BY DATE	DATE FOR REVIEW					

STEP 1: SAFE MANUAL HANDLING: DETAILED RISK ASSESSMENT FORM

QUESTION SET (A): CARRYING AND LIFTING

For each question: Tick against one out of **LOW**, **MEDIUM** or **HIGH**

Questions to consider:		Level of risk.		
		LOW	MEDIUM	HIGH
The tasks - do they involve:				
T1	Holding loads away from trunk?	Load moved in box zone closest to body	Load moved in box zone furthest from body	Load moved outside box zones
T2	Twisting?	Up to 45°	45-90°	Over 90°
T3	Stooping?	Slightly	To knee level	To floor level
T4	Reaching upwards?	Shoulder height	Head height	Above head height
T5	Large vertical movement?	Less than 1m	1 - 2m	More than 2m
T6	Long carrying distance?	Up to 10m	10-20m	More than 20m
T7	Strenuous pushing or pulling?	Occasional. Loads are of a size and weight that they are generally easily manoeuvrable and require little physical effort to move.	Often. Loads vary in weight and bulk, but will generally require applying strenuous physical force to push/pull load	Weight and bulk of load will require applying strenuous physical force to push/pull load
T8	Unpredictable movement of loads?	Rarely shifts when moved	Will often shift	Always shifts
T9	Repetitive handling?	Unlikely. May be odd occasions e.g. busy periods/ large deliveries etc.	Routine repetitive pushing/pulling actions likely. Might be limited amount.	Routine repetitive pushing/pulling actions probable. Likely to be significant amount

T10	Insufficient rest or recovery?	Rarely	Occasionally	Always
T11	A work-rate imposed by process?	Rarely	Occasionally	Always
The loads- are they:				
L1	Heavy? (Indicate weight in kg)	Up to figure in guidelines	Sometimes in excess of guidelines	Always significantly in excess of guidelines (i.e. more than double)
L2	Bulky/unwieldy?	Not easily handled	Awkward to handle	Difficult to handle
L3	Difficult to grasp?	No obvious handhold but surface can be gripped sufficiently to lift and carry load	Awkward to obtain or maintain grip	Great difficulty in obtaining and maintaining grip for duration of task
L4	Unstable/unpredictable?	Rarely	Occasionally	Always
L5	Intrinsically harmful (e.g. sharp/hot?)	Exposure to harmful characteristic generally avoidable	Exposure not easily avoidable. Certain parts of the work area may pose additional risks depending on where task is to be carried out	Exposure unavoidable. Task likely to bring operator into contact with hot surfaces or sharp/rough edges that could cause injury
The working environment –				
E1	Constraints on posture?	Minimal interference with normal movement	Moderate interference	Significant interference
E2	Poor floor conditions?	Floor is in good condition but may become hazardous if it is not cleaned regularly or maintained	Floor is in generally in good condition but is prone to damage and could be slippery.	Floor is in poor condition and is likely to deteriorate further /or in a place likely to be wet, dirty, oily etc
E3	Variation in levels?	Some small variation possible	Surfaces levels likely to vary introducing possible trip, slip hazards that operator needs to be aware of to avoid injury.	Variety of different floor surfaces, some of which may be at significantly different heights or gradient
E4	Hot/cold/humid conditions?	Small variation in conditions possible but unlikely	Conditions likely to vary in normal working environment but only small to moderately	Conditions can vary greatly E.g. extremely hot
E5	Strong air movement?	Not likely, but possible	Prone to occasional sudden changes	Likely to be strong and without warning
E6	Poor lighting conditions?	Lighting is generally good but care is needed in some areas where lighting conditions are likely to be not so good	Lighting likely to vary moderately in normal conditions, however, on occasion existing lighting may not be suitable or sufficient for the conditions.	Dim or harsh lighting making it difficult to see all of working area. Strong Possibility of unseen trip, slip hazard with present lighting conditions

E7	Work heights that could present a risk?	Generally all on one level, may be small variation in height only	Task may involve operator working at a height which requires equipment to be used e.g. stepladder, stool for its safe operation.	Strong possibility of work involving working at height.
Other factors -				
	Is movement or posture hindered by clothing or inappropriate personal protective equipment?	PPE may cause slight restriction during some elements of the task which require particular unusual agility	PPE/clothing is likely to cause some restriction on free movement / correct posture, but even then not to a significant extent or likely to cause significant harm.	PPE or clothing worn in such a way is known to hinder person's movement and/or posture to the extent that it may significantly increase the risk of personal injury
Individual skills and experience –				
<u>REPEAT P1-P8 FOR EACH IDENTIFIED INDIVIDUAL/INDIVIDUALS</u>				
The job -				
P1	Are the demands of the task beyond the physical capacity of the employee/s? i.e. a) Lifting capacity? b) Body size/physical?	Unlikely. Task not ordinarily expected to pose particular difficulties or unique challenges to individual/s.	Possible. Task generally within individual's capability but may occasionally pose some unique physical challenges, which could lead to injury. Assistance may be required for parts of the task.	Likely. Task is likely to pose particular challenges to individual/s and could potentially lead to serious manual handling related injury.
P2	Is the employee/ employees inexperienced and or untrained in: a) Recognising manual handling risks &/or b) In applying safe manual handling techniques?	Employee has had some training but may now need a refresher, some knowledge/awareness of a) and/or b) and can demonstrate this (either verbally or through observation of the individual when carrying out task.)	Employee demonstrates a limited awareness of a) and/or b) or is known to lift incorrectly in the past. Training may have been some time ago and individual would benefit from attending static loads manual handling.	Employee has not attended training and /or cannot demonstrate a good awareness of a) and b) (either verbally or through observation of the individual when carrying out task.)
P3	Present a risk to those with health problems?	Individual has health problems, not known to be caused or aggravated by manual handling but foreseeably could be as determined by individual risk assessment.	Occasionally, environment or elements of the task may pose particular risks to individual as determined by individual risk assessment.	No individual risk assessment. Manual handling operations pose significant immediate or long term health risks to individual

P5	Has the employee/employee had a previous condition/injury/illness that affects their work capacity?	Ability not likely to be adversely affected but some monitoring/ assistance may be required if parts of the task could be particularly challenging and could aggravate existing health issues as determined by individual risk assessment.	Foreseeable that on occasion environment or elements of the task could be particularly challenging and could aggravate existing health issues as determined by individual risk assessment.	No individual risk assessment and /or individual has a background of health complaints known to or likely to be aggravated by manual handling activities
P6	Present a risk to those who are pregnant?	Unlikely. Nature of manual handling not likely to pose a significant risk to individual as by individual risk assessment	Possible. Foreseeable that environment or elements of the task may pose particular risks to individual as determined by individual risk assessment	No individual risk assessment. Manual handling operations known to pose significant immediate or long term health risks to pregnant individuals
P7	Call for specialist training/ information?	Little variation on manual handling tasks. Manual handling operations and potential hazards ordinarily fall within scope of P2 (A&B)	Environment or elements of the task may be unfamiliar and could pose additional hazards to individual/s not covered by general training (P2 (A&B))	Individual is routinely carrying out hazardous manual handling operations e.g. transporting chemicals and requires specific training in order to reduce risks as far as reasonably practicable.
P8	Create the potential for injury to others?	Carried out in a controlled environment – Contact with others is limited and all present are aware of potential risks.	Nature of manual handling operations means some contact with others is inevitable. Operators may be handling intrinsically hazardous loads e.g. chemicals or carrying out operation in such a way that others are likely to be at greater risk than normal.	Environment /nature of task means that certain individuals and/or large numbers of people or are likely to be routinely exposed to significant risk from manual handling operations

FORM (A) RISK ASSESSMENT: MANUAL HANDLING OF STATIC LOADS: CARRYING AND LIFTING

1	REASON FOR ASSESSMENT <i>(Please tick appropriate box)</i>	<input type="checkbox"/> Initial assessment	<input type="checkbox"/> Significant change	<input type="checkbox"/> Routine review
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2	TASK: <i>(please provide a brief description of the activity)</i>	2	NAME OF INDIVIDUAL CARRYING OUT MANUAL HANDLING <i>(If appropriate):</i>
		NEXT: PROCEED TO STEP 5	

4	PEOPLE AT RISK <i>(Please indicate Y/N as appropriate)</i>	<i>EMP</i>	<i>C/S</i>	<i>CON</i>	<i>V/P</i>	<i>CRN</i>	<i>YPS</i>	<i>NEM</i>	<i>DIS</i>

EMP=Employee, C/S = Client / Student, CON = Contractor, V/P = Visitor / Public, CRN = Children, YPS = Young Persons, NEM = New & Expectant Mothers, DIS= Disabled

5	QUESTIONS TO CONSIDER	Y	N	COMMENTS <i>(I.e. When and where hazard is present)</i>	EXISTING CONTROL MEASURES <i>(E.g. training, handling aides, PPE etc.) (Make notes here)</i>	TICK LEVEL OF RISK <i>(With existing controls in place)</i>		
						Low	Med	High
	The Task - Does it involve							
	T1 Holding loads away from the trunk?							
	T2 Twisting?							
	T3 Stooping?							
	T4 Reaching upwards?							
	T5 Large vertical movements?							
	T6 Long carrying distances?							
	T7 Strenuous pushing or pulling?							
	T8 Unpredictable movement of loads?							
	T9 Repetitive handling?							
	T10 Insufficient rest or recovery?							
	T11 Team handling?							
	T12 Handling whilst seated?							
	T13 Awkward postures required?							
	T14 Holding a static posture for long periods?							

	The load - is it							
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L1	Heavy?						
L2	Bulky/ unwieldy?						
L3	Difficult to grasp?						
L4	Unstable/ unpredictable?						
L5	Intrinsically harmful (e.g. sharp/ hot)?						
The working environment - are there							
E1	Constraints on posture?						
E2	Poor floor conditions?						
E3	Variation in levels?						
E4	Hot/could/humid conditions?						
E5	Strong air movement?						
E6	Poor lighting conditions?						
E7	Work heights that could pose a risk?						
Other factors -							
Is movement or posture hindered by clothing or personal protective equipment?							
Is appropriate PPE being worn?							
Individual skills and experience -							
<u>REPEAT P1-P8 FOR EACH IDENTIFIED INDIVIDUAL/ INDIVIDUALS</u>							
The job -							
P1	Are the demands of the task beyond the physical capacity of the employee/s? i.e. a) Lifting capacity? b) Body size/physical?						
P2	Is the employee/ employees inexperienced and or untrained in: a) Recognising manual handling risks &/or b) In applying safe manual handling techniques?						
P3	Present a risk to those with health problems?						
P4	Has the employee/employee had a previous condition/injury/illness, which affects their work capacity?						

P5	Present a risk to those who are pregnant?					
P6	Call for specialist training/ information?					
P7	Create the potential for injury to others?					
P8	Are the ages of employees involved in this task, a factor to be taken into consideration in assessing risks?					

NEXT: DOES YOUR ACTIVITY INVOLVE PUSHING OR PULLING?

YES? : PROCEED TO QUESTION SET B

NO? : PROCEED STRAIGHT TO THE ACTION TABLE

STEP 1: SAFE MANUAL HANDLING: DETAILED RISK ASSESSMENT

QUESTION SET (B): PUSHING AND PULLING

For each question: Tick against one out of **LOW**, **MEDIUM** or **HIGH**

Questions to consider:	LOW	Level of risk: MEDIUM	HIGH	
The Task - do they involve:				
T1	High initial forces to get the load moving?	Occasional. Loads are of a size and weight that they are generally easily manoeuvrable and require little physical effort to move.	Often. Loads vary in weight and bulk, but will generally require applying high forces initially.	Weight and bulk of load will require high initial forces to move it.
T2	High forces to keep the load in motion	Occasional. Loads are of a size and weight that they are generally easily manoeuvrable and require little physical effort to keep the load in motion.	Often. Loads vary in weight and bulk, but will generally require applying high forces to keep the load in motion	Weight and bulk of load will require high forces to keep the load in motion
T2	Sudden movements to stop, start or manoeuvre the load	Activity is carried out at slow speed and in largely controlled conditions for majority of the time.	Load/ Working environment may pose particular challenges requiring extra physical forces to be applied on occasion.	Load is prone to regular sudden violent movements e.g. due to constraints in workplace with little or no warning requiring extra physical forces to be regularly applied
T4	Twisting/manoeuvring of the load into position or around obstacles?	Minimal interference with normal movement	Moderate interference	Significant interference
T5	One handed operations?	Minimal, mainly 2 handed operation but may be some unavoidable minor one-handed handling. Alternatively, load is designed that it can be moved easily with one hand	Likely to be some one handed operation involved, may require more physical force to move load and sustain movement than for 2 handed operations.	Significant use of one-handed operations. Task requires extra physical force to be applied by using one hand and not two.
T6	The hands below the waist or above shoulder height?	Slightly	To knee level or at head height	To floor level or above head height

T7	Movement at high speed? –(E.g. quicker than slow-moderate walking pace)	Unlikely, but could occasionally likely to be for short periods only	Likely to be moving at high speed for majority of task.	Job or process or customary practice dictates that job is done at 'high' speed'
T8	Movement over long distances?	Up to 10m	10-20m	More than 20m
T9	Repetitive pushing/ pulling?	Unlikely. May be odd occasions e.g. busy periods/ large deliveries etc.	Routine repetitive pushing/pulling actions likely might be limited amount.	Routine repetitive pushing/pulling actions probable. Likely to be significant amount
The Load –				
L1	Does it lack good handholds?	No obvious handhold but surface can be gripped sufficiently to lift and carry load	Awkward to obtain or maintain grip	Great difficulty in obtaining and maintaining grip for duration of task
L2	Is it unstable /unpredictable?	Rarely	Occasionally	Always
L3	Is vision over/ around it impaired?	Rarely	Occasionally	Always
The working environment - are there				
E1	Constraints on posture?	Minimal interference with normal movement	Moderate interference	Significant interference
E2	Confined spaces /narrow doorways?	Minimal interference with normal movement	Moderate interference	Significant interference
E3	Surfaces or edges to cause cuts /burns to hands or body?	Exposure to harmful characteristic generally avoidable	Exposure not easily avoidable. Certain parts of the work area may pose additional risks depending on where task is to be carried out	Exposure unavoidable. Task likely to bring operator into contact with hot surfaces or sharp/rough edges that could cause injury
E4	Rutted / damaged or slippery floors?	Floor is in good condition but may become hazardous if it is not cleaned regularly or maintained	Floor is in generally in good condition but is prone to damage and could be slippery.	Floor is in poor condition and is likely to deteriorate further /or in a place likely to be wet, dirty, oily etc
E5	Ramps /slopes/ uneven surfaces?	Some small variation possible	Surfaces likely to vary introducing possible trip, slip hazards that operator needs to be aware of to avoid injury.	Variety of different floor surfaces, some of which may be at significantly different heights or gradient
E7	Poor lighting conditions?	Lighting is generally good but care is needed in some areas where lighting conditions are likely to be not so good	Lighting likely to vary moderately in normal conditions, however, on occasion existing lighting may not be suitable or sufficient for the conditions.	Dim or harsh lighting making it difficult to see all of working area. Strong Possibility of unseen trip, slip hazard with present lighting conditions

E1	Hot / cold /humid conditions?	Small variation in conditions possible but unlikely	Conditions likely to vary in normal working environment but only small to moderately	Conditions can vary greatly E.g. extremely hot
E2	Strong air movements?	Not likely, but possible	Prone to occasional sudden changes	Likely to be strong and without warning
Other factors -				
	Is movement or posture hindered by clothing or inappropriate personal protective equipment?	PPE may cause slight restriction during some elements of the task which require particular unusual agility	PPE/clothing is likely to cause some restriction on free movement / correct posture, but even then not to a significant extent or likely to cause significant harm.	PPE or clothing worn in such a way is known to hinder person's movement and/or posture to the extent that it may significantly increase the risk of personal injury
Individual skills and experience -				
<u>REPEAT P1-P4 FOR EACH IDENTIFIED INDIVIDUAL/ INDIVIDUALS</u>				
The job -				
P1	Are the demands of the task beyond the physical capacity of the employee/s? i.e. a) Lifting capacity? b) Body size/physical?	Unlikely. Task not ordinarily expected to pose particular difficulties or unique challenges to individual/s.	Possible. Task generally within individual's capability but may occasionally pose some unique physical challenges, which could lead to injury. Assistance may be required for parts of the task.	Likely. Task is likely to pose particular challenges to individual/s and could potentially lead to serious manual handling related injury.
P2	Is the employee/ employees inexperienced and or untrained in: a) Recognising manual handling risks &/or b) In applying safe manual handling techniques?	Employee has had some training but may now need a refresher, some knowledge/awareness of a) and/or b) and can demonstrate this (either verbally or through observation of the individual when carrying out task.)	Employee demonstrates a limited awareness of a) and/or b) or is known to lift incorrectly in the past. Training may have been some time ago and individual would benefit from attending static loads manual handling.	Employee has not attended training and /or cannot demonstrate a good awareness of a) and b) (either verbally or through observation of the individual when carrying out task.)
P3	Present a risk to those with health problems?	Individual has health problems, not known to be caused or aggravated by manual handling but foreseeably could be as determined by individual risk assessment.	Occasionally, environment or elements of the task may pose particular risks to individual as determined by individual risk assessment.	No individual risk assessment. Manual handling operations pose significant immediate or long term health risks to individual

P4	Has the employee/employee had a previous condition/injury/illness that affects their work capacity?	Ability not likely to be adversely affected but some monitoring/ assistance may be required if parts of the task could be particularly challenging and could aggravate existing health issues as determined by individual risk assessment.	Foreseeable that on occasion environment or elements of the task could be particularly challenging and could aggravate existing health issues as determined by individual risk assessment.	No individual risk assessment and /or individual has a background of health complaints known to or likely to be aggravated by manual handling activities
P5	Present a risk to those who are pregnant?	Unlikely. Nature of manual handling not likely to pose a significant risk to individual as by individual risk assessment	Possible. Foreseeable that environment or elements of the task may pose particular risks to individual as determined by individual risk assessment	No individual risk assessment. Manual handling operations known to pose significant immediate or long term health risks to pregnant individuals
P6	Call for specialist training/ information?	Little variation on manual handling tasks. Manual handling operations and potential hazards ordinarily fall within scope of P2 (A&B)	Environment or elements of the task may be unfamiliar and could pose additional hazards to individual/s not covered by general training (P2 (A&B))	Individual is routinely carrying out hazardous manual handling operations e.g. transporting chemicals and requires specific training in order to reduce risks as far as reasonably practicable.
P7	Create the potential for injury to others?	Carried out in a controlled environment – Contact with others is limited and all present are aware of potential risks.	Nature of manual handling operations means some contact with others is inevitable. Operators may be handling intrinsically hazardous loads e.g. chemicals or carrying out operation in such a way that others are likely to be at greater risk than normal.	Environment /nature of task means that certain individuals and/or large numbers of people or are likely to be routinely exposed to significant risk from manual handling operations
P8	Are the ages of employees involved in this task, a factor to be taken into consideration in assessing risks	Individual may not be so physically active or fit with age, however, individual has continued to manually handle with no obvious adverse effects on health.	Individual is inexperienced but otherwise healthy. Alternatively, ageing has meant they no longer have a full range of movement and may find some operations outside of their comfortable lifting capability.	Individual has very limited range of movement and has lost significant dexterity or agility required to carry out operations without increasing risks to health.

FORM (B)

RISK ASSESSMENT: MANUAL HANDLING OF STATIC LOADS:

PUSHING AND PULLING

1	REASON FOR ASSESSMENT <i>(Please tick appropriate box)</i>	Initial assessment			Significant change			Routine review		
		2 TASK: <i>(please provide a brief description of the activity)</i>				2 NAME OF INDIVIDUAL CARRYING OUT MANUAL HANDLING <i>(If appropriate):</i>		NEXT: PROCEED TO STEP 5		
4	PEOPLE AT RISK <i>(Please indicate Y/N as appropriate)</i>	<i>EMP</i>	<i>C/S</i>	<i>CON</i>	<i>V/P</i>	<i>CRN</i>	<i>YPS</i>	<i>NEM</i>	<i>DIS</i>	
KEY: EMP=Employee, C/S = Client / Student, CON = Contractor, V/P = Visitor / Public, CRN = Children, YPS = Young Persons, NEM = New & Expectant Mothers, DIS = Disabled										
5	QUESTIONS TO CONSIDER	<i>Y</i>	<i>N</i>	COMMENTS: <i>(I.e. When and where hazard is present)</i>	EXISTING CONTROL MEASURES <i>(E.g. training, handling aides, PPE etc.) (Make notes here)</i>			TICK LEVEL OF RISK <i>(With existing controls in place)</i>		
The Task - Does it involve										
T1	High initial forces to get the load moving?									
T2	High forces to keep the load in motion									
T3	Sudden movements to stop, start of manoeuvre the load									
T4	Twisting/manoeuvring of the load into position or around obstacles?									
T5	One handed operations?									

T6	The hands below the waist or above shoulder height?							
T7	Movement at high speed?							
T8	Movement over long distances?							
T9	Repetitive pushing/ pulling?							
The load - is it								
L1	Does it lack good handholds?							
L2	Is it unstable /unpredictable?							
L3	Is vision over/ around it impaired?							
The working environment - are there:								
E1	Constraints on posture?							
E2	Confined spaces /narrow doorways?							
E3	Surfaces or edges to cause cuts /burns to hands or body?							
E4	Rutted / damaged or slippery floors?							
E5	Ramps /slopes/ uneven surfaces?							
E6	Trapping /tripping hazards?							
E7	Poor lighting conditions?							
E8	Hot / cold /humid conditions?							
E9	Strong air movements?							
Other factors -								
Is movement or posture hindered by clothing or personal protective equipment?								
Is appropriate PPE being worn?								
Individual skills and experience - <u>REPEAT P1-P8 FOR EACH IDENTIFIED INDIVIDUAL/ INDIVIDUALS</u>								
The job -								
P1	Are the demands of the task beyond the physical capacity of the employee/s? i.e. a) Lifting capacity? b) Body size/physical?							

P2	Is the employee/ employees inexperienced and or untrained in: a) Recognising manual handling risks &/or b) In applying safe manual handling techniques?						
P3	Present a risk to those with health problems?						
P4	Has the employee/employee had a previous condition/injury/illness, which affects their work capacity?						
P5	Present a risk to those who are pregnant?						
P6	Call for specialist training/ information?						
P7	Create the potential for injury to others?						
P8	Are the ages of employees involved in this task, a factor to be taken into consideration in assessing risks?						

NEXT: PROCEED STRAIGHT TO THE ACTION TABLE TO FINISH THE ASSESSMENT

ACTION TABLE

	Additional controls to be implemented (In order of priority):	Action by whom? (PRINT NAME)	Action by when (DATE)	Completed Y/N
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

COMPLETED BY:	Name		Job title		Signature		DATE:	
AUTHORISED BY:	Name		Job Title		Signature		DATE:	
REVIEW DATE:	1 year from the date of the last control measure to be implemented OR more frequently if required (SEE GUIDANCE)							