



## CORPORATE GUIDANCE

### Manual handling of Static loads

#### (THE MANUAL HANDLING OPERATIONS REGULATIONS 1992)

#### Introduction

More than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling operations. Generally, about half of the resulting injuries are sprains or strains of the lower back, with other types of injury including cuts, bruises and fractures. Many of the injuries are of a cumulative nature rather than being attributable to any single handling incident. These injuries occur wherever people are at work, in offices as well as in more demanding manual work.

The council has statutory duties, under The Manual Handling Operations Regulations 1992 (as amended) (MHOR) to risk assess manual handling operations and ensure that all necessary steps are taken to prevent reasonably foreseeable injury to employees from hazardous lifting or handling.

This guidance note outlines the requirements of the MHOR, the obligations and responsibilities that are placed on the Council and its managers and staff, and the Council's procedures for carrying them out including the framework for assessing risk arising from manual handling activities.

Managers must ensure they follow this guidance in order that they take comprehensive action to control potential manual handling hazards and risks across the organisation.

This guidance is designed so that anyone can carry out initial assessment, however, full risk assessments should only be done by a competent person.

**Please note:**

Guidance on client handling is not covered in this guidance and should be sought from within your department

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# Definitions

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## MANUAL HANDLING

- Manual Handling is defined as the transportation or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) *by hand or by bodily force*. The use of mechanical aids such as trolleys, which help reduce the handling effort, are still classed as manual handling operations since the load is being moved or supported.

## LOAD

- Load is defined as any individual moveable object (it includes people and animals). Any implement, tool or machine - for example, a chainsaw - is not considered to constitute a load while being used for its intended purpose.

## INJURY

- Injury is defined as the physical damage to any part of the body by a load due to its weight, shape, size or external state. (Injury arising from the loads contents is not included in this definition).

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# Roles and responsibilities

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## All Managers': -

Are responsible for ensuring the Council complies with its statutory obligations by taking action to:

- Avoid the need for hazardous manual handling operations, where they can be done by other means
- Assess the risk of injury from any hazardous manual handling that can't be avoided and ensure adequate information, instruction and training are provided
- Reduce the risk of injury from hazardous manual handling, as far as is reasonably practicable

## Staff: -

Have duties too. They should:

- Use any lifting equipment provided in the manner intended.
- Attend training/instructional sessions on manual handling as required and carry out the techniques in which they have been trained.
- Report all manual handling incidents and any condition or illness, which could affect their manual handling capability to ensure they are put at no additional risk.

- Inform their manager if they feel that any task is too hazardous for them or is likely to pose a risk of injury.
  - Use any protective clothing or equipment provided
  - Take care of their own safety and that of others.
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## Is a Risk Assessment Required?

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### **Manual Handling Operations Regulations 1992:**

Managers are responsible for ensuring the Council complies with the requirements of the Manual Handling Operations Regulations 1992 by taking action to:

- Avoid** hazardous manual handling operations, where they can be done by other means;
- Assess** the risk of injury from any hazardous manual handling that can't be avoided
- Reduce** the risk of injury from hazardous manual handling operations "as far as is reasonably practicable".

Managers should try to eliminate the need for manual handling activities that could give rise to injuries to employees, so far as is reasonably practicable.

Where you feel that the possibility exists for injury from manual handling operations and avoidance is not reasonably practicable, then some form of assessment, or judgement, of risk should be made prior to commencing any manual handling tasks.

All manual-handling tasks that could give rise to significant risks should be covered by a suitable and sufficient risk assessment and suitable measures taken to reduce the risk of injury to the lowest level that is reasonably practicable.

An assessment of all manual-handling tasks should be undertaken even where mechanical handling equipment is available.

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## Who Can Carry out Manual Handling Risk Assessments?

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A meaningful assessment can only be carried out by staff who have a sound practical understanding of the manual handling tasks performed within their work area and understand the hazards to which people may be exposed.

This will normally mean that managers or supervisors will be best placed to carry out risk assessments.

Departments are responsible for appointing competent persons to undertake manual handling assessments and that all assessors have attended an appropriate manual handling training course run by the safety section prior to undertaking any assessments.

**Anyone undertaking an assessment must have the following:**

- An understanding of the Regulations;
- Knowledge of the handling operations;
- A basic understanding of human capabilities;
- The ability to identify high risk activities; and
- An ability to identify practical steps to reduce risk.

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## The Risk Assessment process

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Done correctly, a risk assessment will enable managers to identify the risks from manual handling in the workplace and plan, introduce and monitor measures to reduce the risks as low as reasonably practical.

The extent of the recording will vary depending on the nature of the manual handling operation:



**What hazards you identify in Step 1 will depend on the scope of your assessment.**

Choosing the best approach (or combination of approaches) from the options below should assist you in identifying the full range of manual handling tasks across your work activities.

It is likely that you will need to carry out more than one assessment to identify the spread of manual handling hazards in your workplace.

**IMPORTANT:**

A [General workplace risk assessment form](#) is not suitable for assessing the risks from manual handling operations.

If you have previously completed a general workplace risk assessment of an activity/ operation and have identified manual handling as a potential health and safety hazard:-

**You will still need to complete either Question set A or B (or both)**

**(I) Area based assessments:**

This may be for a single room or part of the premises only, where you have reason to believe employees are manual handling and are potentially exposed to increased risk

### **You might choose this if...**

Workers are largely self contained in one area for the majority of the time when manual handling and nature of the work is a lot more physical and/or the working area is not conducive to good manual handling.

#### **(ii) Job based assessments:**

One assessment can be made for all aspects of a job to identify all potential manual handling tasks; this assessment can then be used to cover the jobs of a group of equivalent employees.

### **You might choose this if....**

Particular requirements of the work necessitate significant manual handling, employees doing the same job are working across different sites but hazards are likely to be the same.

#### **(iii) Function based assessments:**

One assessment may be made to cover several activities where there are several similar or identical processes spread throughout the premises or across different sites.

### **You might choose this if...**

A range of different work activities (on one or more workplaces) are likely to have manual handling tasks in common and on this basis do not warrant either individual area based or job based assessments for each activity as these would add nothing of significant value.

#### **(iv) Individual based assessments:**

Assessment is targeted at one individual and examines the impact on the individual's health, safety and welfare from manual handling activities.

### **You might choose this if....**

You have reason to believe that Manual handling could give rise to specific risks to an individual e.g. individual has health issues, is pregnant, disabled or has limited mobility etc, any of which could impact on their ability to safely carry out manual handling involved in the job.

### **NOTE:**

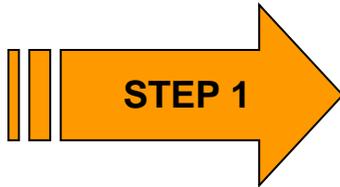
Managers should consult with Occupational Health before attempting this assessment.

#### **GENERIC RISK ASSESSMENTS**

It is acceptable to produce a generic risk assessment that covers similar manual handling operations across a number of work sites, so long as the hazards and risks across these operations are likely to be broadly similar from site to site. You must take into account factors such as the individual carrying out the task to the environment in which the task is to be carried out, as any of these may present unique risks for individuals or groups of workers at a particular site and may require their own further detailed assessments. In other cases because of the diversity of tasks within an activity it will be necessary to sub-divide the overall activity into sub-groups which can then be treated generically. For example furniture moving is difficult to tackle generically, but this is feasible when considered as sub-groups for Desks, Filing Cabinets and Cupboards etc.



**You should now be ready to complete Step 1 for your chosen manual handling operations**



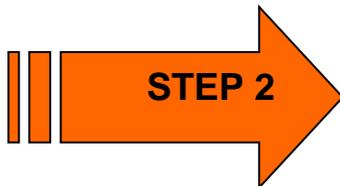
## Initial appraisal of manual handling operations:

This stage simply identifies whether a particular manual handling operation constitutes a significant risk to any person based on your responses to A, B & C. If it does not, there is no need to go any further. However, in that case the operation should be kept under review.

Based on your responses in **STEP 1**, you may be asked to go onto **STEP 2**, if it is believed that a manual handling operation could still present a significant risk to individuals.



**You should now only be left with potentially significant manual handling operations:**



## Detailed risk assessment of Manual Handling Operations

The pulling, pushing, carrying and lifting of loads should be considered in all risk assessments.

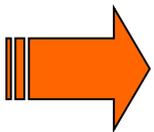
You will need to complete either **Question set (A)** or **(B)** (or both) for each manual handling operation.

The main areas to focus on during an assessment are the task, load, working environment and individual capability.

For each question, you must make a judgement as to the level of risk (low, medium or high).

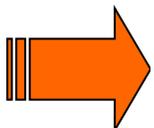
On the form, circle one out of **LOW**, **MEDIUM** or **HIGH** –

(**Note:** If this response could be one or other level of risk, you must choose the higher level)



**Option 1:** You answer **LOW** to all questions.

**ACTION:** No further action is required and the assessment is finished.



**Option 2:** You answer **MEDIUM** or **HIGH** to any question:

**ACTION:** You can introduce controls to IMMEDIATELY reduce Medium or High risks to LOW risk.

No further action is required and the assessment is finished.

Or

**Option 3:** You follow action above but Risk still remains **MEDIUM** or **HIGH**

**ACTION:** You must carry out a full risk assessment for that manual handling operation by completing all of **Form A** or **Form B (or both)**

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## Information, Instruction and Training

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The Council will provide suitable and sufficient information, instruction and training to employees to enable them to work without risk to their own health and safety and others.

Staff who are regularly exposed to risk from manual handling tasks should attend regular manual handling training. For further information on training courses for safe lifting and handling, contact the Safety Section on 0208 545 3400.

Where Services have specific manual handling training needs in respect of activities undertaken by employees, they should contact the Health & Safety Team for advice in the first instance. It may be possible to organise either Service or Area specific training in those circumstances.

Staff have a duty to use equipment provided to them to reduce the risk of injury in manual handling tasks (including PPE) and to follow safe-working procedures provided for them. Managers should monitor staff who regularly undertake manual-handling tasks to ensure that they follow guidance and safe working practices designed to protect them from risk of injury and take appropriate action where necessary if these are not being implemented.

### Dissemination of information:

Staff must be provided with “relevant” information from the assessment. This means providing information on points they need to know to assure their health & safety such as:

- The risks to their health and safety as identified by the assessment;
- Any precautions to be taken

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## Reviewing assessments

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The review date of a risk assessment is determined as a matter of judgement. Although there is a requirement to carry out reviews, there is no specific time scale.

However, it is good practice to review risk assessments at least once every year or sooner when:

- There is a change in the manual handling operations which may affect the conclusion previously reached;
- If a reportable injury occurs
- When an individual employee suffers an illness, injury or onset of disability which may make them more vulnerable to risk
- If the assessor or manager feels that the assessment is no longer valid for any other reason

A review doesn't necessarily mean carrying out a new risk assessment, but checking over the existing assessment to ensure it is still valid and that any changes are reflected in the updated risk assessment.

Risk assessments must be dated and signed at time of assessment and when updated.

## STEP 1: INITIAL APPRAISAL OF MANUAL HANDLING OPERATIONS

	<b>A:</b>	<b>B:</b>	<b>C:</b>			
<b>Date:</b>	<p><b>Can the manual handling task be avoided?</b></p> <p><b>YES:</b> Circle <b>Y</b> and <b>STOP</b></p> <p><b>NO:</b> Circle <b>N</b>, go to B</p> <p style="color: red;">See guidance notes attached</p>	<p><b>Is it possible for the process to be fully automated?</b></p> <p><b>YES:</b> Circle <b>Y</b> and <b>STOP</b></p> <p><b>NO:</b> Circle <b>N</b>, go to C</p> <p style="color: red;">See guidance notes attached</p>	<p><b>Are all tasks within the suggested weight limits?</b> (If in doubt answer NO)</p> <p><b>YES:</b> Circle <b>Y</b> and <b>STOP</b></p> <p><b>NO:</b> Enter <b>N</b>, go to <b>SECTION 2</b></p> <p style="color: red;">See guidance notes attached</p>			
<b>Location:</b>						
<b>Specific Area:</b> (if relevant)						
<b>Are any people at particular risk - (Y/N)</b> -Please indicate who if Yes						
<b>1. Task:</b>						
	Y	<b>N</b>	Y	<b>N</b>	Y	<b>N</b>
Action						
<b>2. Task:</b>						
	Y	N	Y	N	Y	N
Action						
<b>3. Task:</b>						
	Y	N	Y	N	Y	N
Action						
<b>4. Task:</b>						
	Y	N	Y	N	Y	N
Action						
<b>5. Task:</b>						
	Y	N	Y	N	Y	N

Action						
ASSESSORS SIGNATURE:	ACTION ON TASKS (Numbers only)					
ACTION BY DATE	DATE FOR REVIEW					

**STEP 1: GUIDANCE NOTES**

## STEP 1: GUIDANCE NOTES

### **A: Can the manual handling task be avoided**

The most effective way of preventing injuries is to remove the hazard— i.e. remove the need to carry out any manual handling.

Firstly, can the work be designed and organised in such a way that manual handling can be avoided completely, or at least restricted (e.g. using powered or mechanical handling equipment such as conveyor belts, lift trucks, trolleys etc)?

Any alternative means of moving objects must also be assessed and controlled to ensure that they do not cause any new significant hazards.

### **B: Is it possible for the process to be fully automated?**

If manual handling cannot be avoided, automation, mechanisation and the use of lifting and transport equipment should be considered (e.g. conveyors, hoists, cranes, vacuum lifting devices, lift tables, pallet trucks, lift trucks, barrows, trolleys).

However, attention should be paid to ensure that new work risks are not created (e.g. through noise, or hand-arm vibration).

### **C: Are all tasks within the suggested weight limits?**

The intention is to set out an approximate boundary within which the load is unlikely to create a risk of injury sufficient to warrant a detailed assessment

However, the guidelines should not be regarded as safe weight limits for lifting. There is no threshold below which manual handling operations may be regarded as 'safe'. Even operations lying within the boundary mapped out by the guidelines should be avoided or made less demanding wherever it is reasonably practicable to do so.

Some tasks may involve more than one operator, each with a different level of risk, depending on the exact nature of their duties. If you wish to use the same checklist for all of the operators involved, you can allocate a number (or other identifying marker) to each and use that against each tick. Alternatively, you can use a separate checklist for each operator

It is important to remember that the purpose of the guidelines is to avoid wasted time and effort.

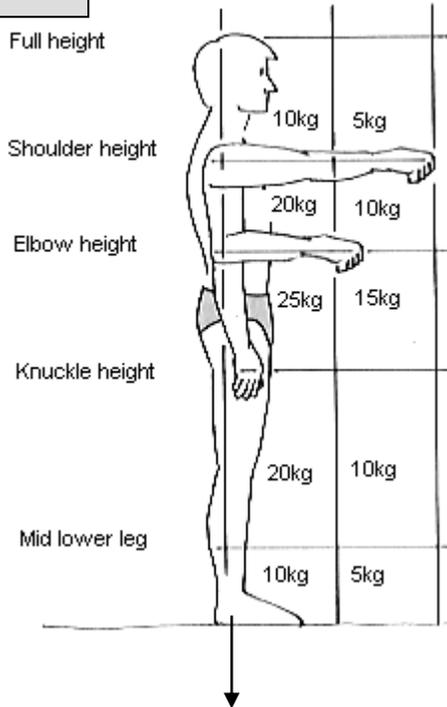
**The use of the filter will only be worthwhile, therefore, where the relevance of the guideline figures can be determined quickly, say within 10 minutes. If it is not clear from the outset that this can be done, it is better to opt immediately for the more detailed risk assessment.**

## Guidelines for lifting and lowering operations

The use of these guidelines does not affect the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. The guideline figures, therefore, should not be regarded as weight limits for safe lifting. They are an aid to highlight where detailed risk assessments are most needed

**Remember:** Where doubt remains, a more detailed risk assessment should always be made

### MEN



#### Guideline figures apply when:

- Load is easy to grasp with both hands
- Operation takes place in reasonable working conditions
- Handler adopts a stable body position
- Relatively infrequent operations - up to approximately 30 operations per hour

- if a load is held at arm's length or the hands pass above shoulder height, the capability to lift or lower is reduced significantly
- The guideline figures will have to be reduced if the operation is repeated more often. As a rough guide, the figures should be reduced by 30% where the operation is repeated once or twice per minute, by 50% where the operation is repeated around five to eight times per minute and by 80% where the operation is repeated more than about 12 times per min.

### WOMEN

Where women are involved in the operation the figures must be reduced by approximately one third. Therefore you will need to substitute the figures shown above as follows:

Men	Women
25kg =	16.7kg
20kg =	13.3kg
15kg =	10kg
10kg =	6.7kg
5kg =	3.3kg

#### A more detailed assessment should always be made when:

- Lifting or lowering with the hands beyond the box zones is unavoidable.

#### Even if the above conditions are satisfied, a more detailed risk assessment should be made where:

- (a) The worker does not control the pace of work;
- (b) Pauses for rest are inadequate or there is no change of activity which provides an opportunity to use different muscles;
- (c) The handler must support the load for any length of time

## Guidelines for Carrying

### Guideline figures apply to carrying operations where:

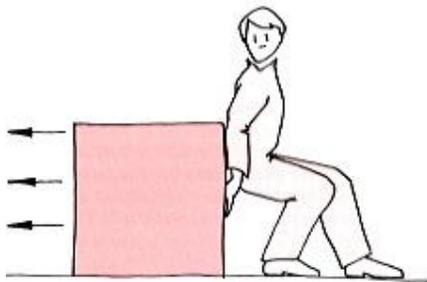
- the load is held against the body
- Load is carried no further than about 10m without resting, unless load can be carried securely on shoulder without first having to be lifted



### A more detailed assessment should always be made when:

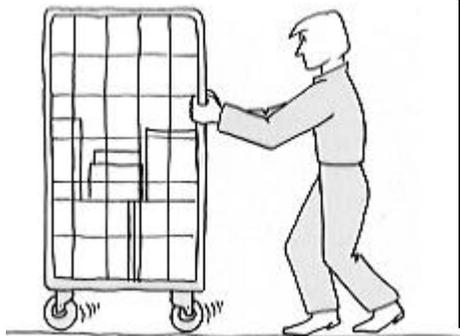
- The load is carried over a longer distance without resting
- Handling beyond the 'box zone' is unavoidable

## Guidelines for Pushing & Pulling



### Guideline figures apply to pushing/pulling operations where:

- The force is applied with the hands between the knuckle and shoulder height (whether the load is slid, rolled or supported on wheels)

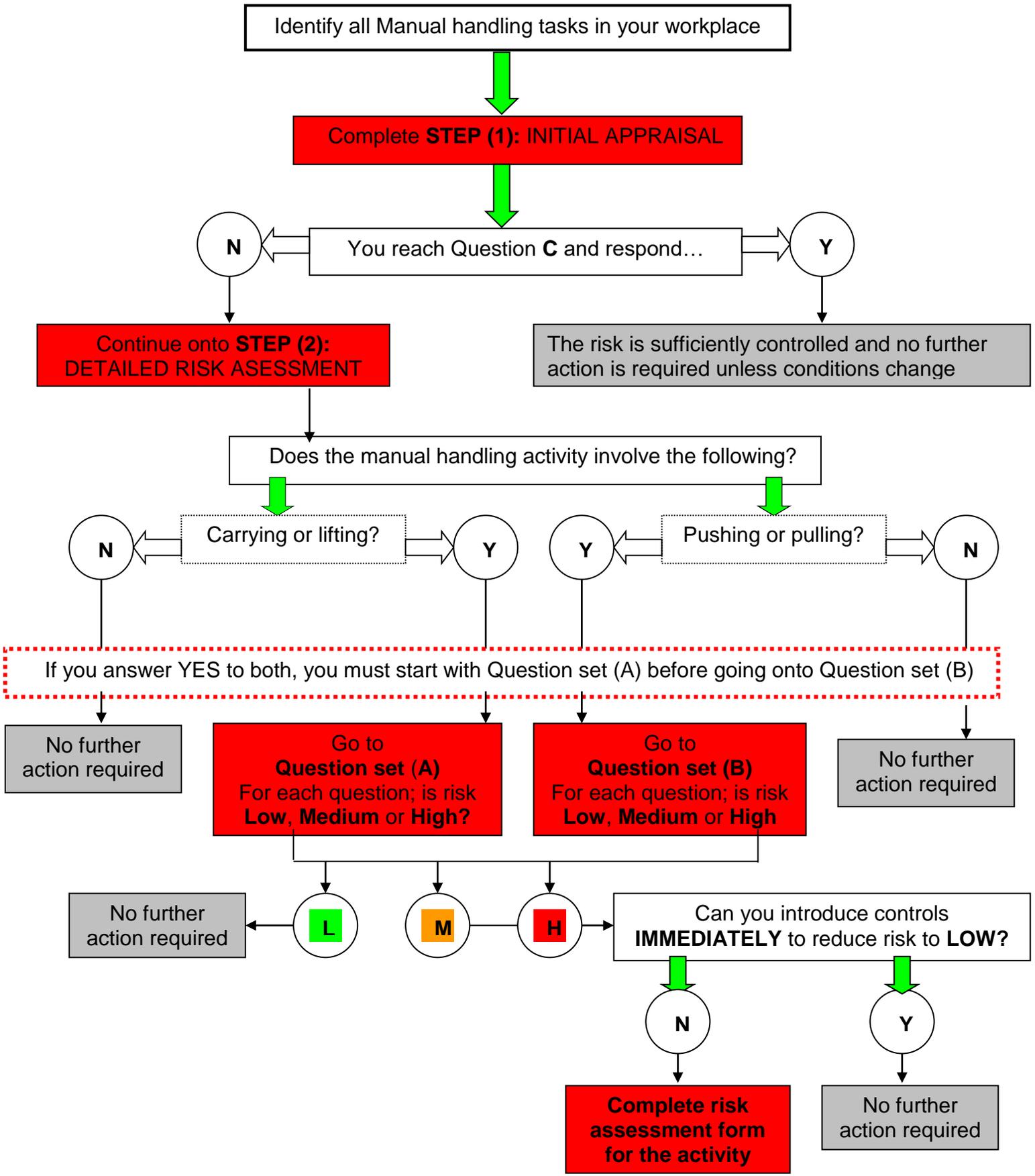


- The guideline figure for starting or stopping the load is a force of about 25 kg for men and about 16 kg for women. The guideline figure for keeping the load in motion is a force of about 10 kg for men and about 7 kg for women.
- There is no specific limit to the distance over which the load is pushed or pulled provided there are adequate opportunities for rest or recovery.

**These guideline figures are only for lifting and lowering; carrying and pushing and pulling. Should Twisting; handling when seated or when individual capabilities need to be considered, then you should note the comments in Appendix 1 of the HSE Guidance document:**

# STEP BY STEP GUIDE: THE ASSESSMENT PROCESS

(Quick reference flow chart to be used in conjunction with this guidance document)



## 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
<b>The tasks - do they involve:</b>				
<b>T1</b>	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
<b>T2</b>	Twisting?	Up to 45°	45-90°	Over 90°
<b>T3</b>	Stooping?	Slightly	To knee level	To floor level
<b>T4</b>	Reaching upwards?	Shoulder height	Head height	Above head height
<b>T5</b>	Large vertical movement?	Less than 1m	1 - 2m	More than 2m
<b>T6</b>	Long carrying distance?	Up to 10m	10-20m	More than 20m
<b>T7</b>	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
<b>T8</b>	Unpredictable movement of loads?	Rarely shifts when moved	Will often shift	Always shifts
<b>T9</b>	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
<b>T10</b>	Insufficient rest or recovery?	Rarely	Occasionally	Always
<b>T11</b>	A work-rate imposed by process?	Rarely	Occasionally	Always
<b>The loads- are they:</b>				
<b>L1</b>	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)
<b>L2</b>	Bulky/unwieldy?	Not easily handled	Awkward to handle	Difficult to handle

<b>L3</b>	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
<b>L4</b>	Unstable/unpredictable?	Rarely	Occasionally	Always
<b>L5</b>	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 –**

<b>E1</b>	Constraints on posture?	Minimal interference with normal movement	Moderate interference	Significant interference
<b>E2</b>	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
<b>E3</b>	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
<b>E4</b>	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
<b>E5</b>	Strong air movement?	Not likely, but possible	Prone to occasional sudden changes	Likely to be strong and without warning
<b>E6</b>	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
<b>E7</b>	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
<b>Individual skills and experience –</b> <b><u>REPEAT P1-P8 FOR EACH IDENTIFIED INDIVIDUAL/INDIVIDUALS</u></b> <b>The job -</b>				
<b>P1</b>	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.
<b>P2</b>	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.)
<b>P3</b>	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
<b>P5</b>	Has the employee/employee had a previous condition/injury/illness that affects their work	Ability not likely to be adversely affected but some monitoring/ assistance may be required if parts of the task could be particularly	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	No individual risk assessment and /or individual has a background of health complaints known to or likely to be aggravated by manual handling activities

	capacity?	challenging and could aggravate existing health issues as determined by individual risk assessment.	assessment.	
<b>P6</b>	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
<b>P7</b>	Call for specialist training/information?	Little variation on manual handling tasks. Manual handling operations and potential hazards ordinarily fall within scope of <b>P2 (A&amp;B)</b>	Environment or elements of the task may be unfamiliar and could pose additional hazards to individual/s not covered by general training ( <b>P2 (A&amp;B)</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.
<b>P8</b>	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**

<b>1</b>	<b>REASON FOR ASSESSMENT</b> <i>(Please tick appropriate box)</i>	Initial assessment			Significant change		Routine review				
<b>2</b>	<b>TASK:</b> <i>(please provide a brief description of the activity)</i>			<b>2</b>	<b>NAME OF INDIVIDUAL CARRYING OUT MANUAL HANDLING</b> <i>(If appropriate):</i>						
<b>NEXT: PROCEED TO STEP 5</b>											
<b>4</b>	<b>PEOPLE AT RISK</b> <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											
<b>5</b>	<b>QUESTIONS TO CONSIDER</b>	Y	N	<b>COMMENTS</b> <i>(I.e. When and where hazard is present)</i>	<b>EXISTING CONTROL MEASURES</b> <i>(E.g. training, handling aides, PPE etc.)</i> <i>(Make notes here)</i>			<i>Tick level of risk (With existing controls in place)</i>			
								Low	Med	High	
<b>The Task - Does it involve</b>											
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?										
<b>The load - is it</b>											
L1	Heavy?										

L2	Bulky/ unwieldy?							
L3	Difficult to grasp?							
L4	Unstable/ unpredictable?							
L5	Intrinsically harmful (e.g. sharp/ hot)?							
<b>The working environment - are there</b>								
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?							
<b>Other factors -</b>								
Is movement or posture hindered by clothing or personal protective equipment?								
Is appropriate PPE being worn?								
<b>Individual skills and experience -</b> <b><u>REPEAT P1-P8 FOR EACH IDENTIFIED INDIVIDUAL/ INDIVIDUALS</u></b>								
<b>The job -</b>								
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:	Level of risk.		
	LOW	MEDIUM	HIGH
<b>The Task - do they involve:</b>			
<b>T1</b> 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.
<b>T2</b> 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
<b>T2</b> 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
<b>T4</b> Twisting/manoeuvring of the load into position or around obstacles?	Minimal interference with normal movement	Moderate interference	Significant interference
<b>T5</b> 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.
<b>T6</b> The hands below the waist or above	Slightly	To knee level or at head height	To floor level or above head

	shoulder height?			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
<b>The Load –</b>				
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
<b>The working environment - are there</b>				
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

<b>E1</b>	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
<b>E2</b>	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
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**Individual skills and experience -**

**REPEAT P1-P4 FOR EACH IDENTIFIED INDIVIDUAL/ INDIVIDUALS**

**The job -**

<b>P1</b>	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.
<b>P2</b>	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.)
<b>P3</b>	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 <b>P2 (A&amp;B)</b>	Environment or elements of the task may be unfamiliar and could pose additional hazards to individual/s not covered by general training ( <b>P2 (A&amp;B)</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**

<b>1</b>	<b>REASON FOR ASSESSMENT</b> <i>(Please tick appropriate box)</i>	Initial assessment		Significant change		Routine review	

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

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

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

<b>5</b>	<b>QUESTIONS TO CONSIDER</b>	Y	N	<b>COMMENTS</b> <i>(I.e. When and where hazard is present)</i>	<b>EXISTING CONTROL MEASURES</b> <i>(E.g. training, handling aides, PPE etc.) (Make notes here)</i>	<i>Tick level of risk (With existing controls in place)</i>		
						Low	Med	High
	<b>The Task - Does it involve</b>							
	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?							
	<b>The load - is it</b>							
	L1 Does it lack good handholds?							
	L2 Is it unstable /unpredictable?							

L3	Is vision over/ around it impaired?							
<b>The working environment - are there</b>								
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?							
<b>Other factors -</b>								
Is movement or posture hindered by clothing or personal protective equipment?								
Is appropriate PPE being worn?								
<b>Individual skills and experience -</b> <b><u>REPEAT P1-P8 FOR EACH IDENTIFIED INDIVIDUAL/ INDIVIDUALS</u></b>								
<b>The job -</b>								
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)						