

## Manual Handling Operations - Risk Assessment

Operation covered by this assessment	
Location / Area	
Staff involved	
Frequency of the operation	
Brief Description of Task	

Guidance notes:

- Consider any risks of injury or ill health to persons conducting this handling operation.
- Consider whether this operation could be eliminated or if equipment could assist with the handling involved.
- Consider any other steps that could reduce the risk e.g., smaller loads, two persons lifting together.

### Break Down of Assessment

<b>The Task – does it involve?</b>	Yes	No	Comments
Holding loads away from the body			
Twisting			
Stooping			
Reaching upwards			
Large vertical movements			
Long carrying distances (>10m)			
Strenuous pushing or pulling			
Unpredictable movement of load			
Repetitive handling			
Insufficient rest or recovery			
A work rate imposed by the process			
<b>The Load – is it?</b>	Yes	No	Comments
Heavy			
Bulky / unwieldy			

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Difficult to grasp			
Unstable / unpredictable			
Intrinsically harmful e.g. sharp or hot			
<b>The Work Environment – are there?</b>	Yes	No	Comments
Constraints on posture			
Poor floors			
Variations in level			
Hot, cold, humid conditions			
Strong air movement			
Poor lighting conditions			
<b>Individual capability - does the job?</b>	Yes	No	Comments
Require unusual capability			
Hazard those with a health problem			
Hazard those who are pregnant			
Call for special information / training			
<b>Other factors</b>	Yes	No	Comments
Is movement or posture hindered by clothing or personal protective equipment?			

<b>Risk assessment matrix</b> (please circle the applicable risk level)				
<b>Severity</b>	Death/major injury (4)	Serious injury/damage (3)	Over 3 day injury, loss, damage (2)	Minor injury/no loss/damage (1)
<b>Probability</b>				
Very probable (4)	<b>16</b>	<b>12</b>	<b>8</b>	<b>4</b>
Probable (3)	<b>12</b>	<b>9</b>	<b>6</b>	<b>3</b>
Possible (2)	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
Slight (1)	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

Risk rating =

Are existing control measures adequate?	Yes		No	Further action to be taken as detailed below.
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**Risk level actions:**

**1-2 = Low risk** - reduce risk further if possibly, monitor and review periodically.

**3-8 = Medium Risk** - take action to reduce, close monitoring and review within 2-6 months.

**9-16 = High Risk** - take immediate action to reduce, stop if possibly, strict monitoring and review within 14 days. Inform senior management and safety representative / committee (where applicable.)

**Corrective Actions (Where required)**

Action Required	By which person?	By which date/timescale?	Completion Signature

Assessor's name & job title			
Signature		Assessment date	
Telephone number		Assessment review date	