|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessor’s Name:** | |  | | | | | | **School/ Institute/ Service :** | | |  | | | | | | | | | |
| **Assessment Date:** | |  | | | | | | **Location: (Site/ Building/ Room)** | | |  | | | | | | | | | |
| **Telephone:** | |  | | | | | | **Supervisor/ Manager**  **(print name)** | | |  | | | **Date:** | | | | | | |
| **Affected groups** | |  | | | | | | **Signature** | | |  | | | | | | | | | |
| **Description of activity:** | | | | | | | | | | | | | | | | | | | | |
| **SECTION A – PRELIMINARY ASSESSMENT** | | | | | | | | | | | | | | | | | | | | |
| 1. **Do the operations involve a significant risk of injury?**   If ‘yes’ go to the next question. If ‘no’ the assessment need go no further.  If in doubt answer ‘yes’. You may find the guidelines helpful | | | | | | | | | | | | | | | | | | | Yes | No |
|  |  |
| 1. **Can the operations be avoided/ mechanised/ automated at reasonable cost?**   If ‘no’ go to the next question. If ‘yes’ proceed and then check that the result is satisfactory. | | | | | | | | | | | | | | | | | | |  |  |
| 1. **Are the operations clearly within the guidelines set out in the University guidance** ‘Manual Handling of Loads’?   If ‘yes’ no further assessment is require. Proceed to Section B.  **If ‘no’ go to Section C and complete ‘Detailed Assessment’.** | | | | | | | | | | | | | | | | | | |  |  |
| **SECTION B – OVERALL RISK RANKING** | | | | | | | | | | | | | | | | | | | | |
| **Level Of Risk**  If ‘insignificant’ the assessment need go no further.  If not ‘insignificant’ go to Section D. | | | | | **Insignificant**  No action required | | | | **Low**  Monitor activity | | | **Medium**  Examine activity and reduce risk where possible | | | | | **High**  Prompt action is required | | | |
| **SECTION D – ACTION REQUIRED** | | | | | | | | | | | | | | | | | | | | |
| **Action No** | **What remedial steps are required to reduce the level of risk** | | | | | | | | | **Priority** | **Date action**  **required by** | | **Who is to take action?** | | | | | **Completion date and signature** | | |
| 1 |  | | | | | | | | |  |  | |  | | | | |  | | |
| 2 |  | | | | | | | | |  |  | |  | | | | |  | | |
| 3 |  | | | | | | | | |  |  | |  | | | | |  | | |
| **SECTION C – DETAILED ASSESSMENT - where necessary** | | | | | | | | | | | | | | | | | | | | | |
| **Questions to consider.**  If the answer to the question is ‘yes’ place a tick under the appropriate level of risk. | | | **Risk Level** | | | | **Ways To Reduce The Risk** | | | | | | | | | Corrective Action Required | | | | | |
| **Low** | **Med** | | **High** |
| **The Task - does it involve…?** | | |  |  | |  |  | | | | | | | | |  | | | | | |
| - holding a load at a distance from the trunk? | | |  |  | |  | * Can the layout be changed such that the load is kept close to the body? | | | | | | | | |  | | | | | |
| - twisting? | | |  |  | |  | **When moving a load, ensure that you**:   * Move your feet when turning. * Do not twist your back | | | | | | | | |  | | | | | |
| - stooping? | | |  |  | |  | * Can an adjustable platform be used to reduce stooping * Avoid storing heavy materials at floor level. | | | | | | | | |  | | | | | |
| - reaching upwards? | | |  |  | |  | * Do not attempt to lift heavy or awkward items overhead * Use a step-stool or ladder to avoid over reaching * Test weight before removing load from overhead shelves or racking | | | | | | | | |  | | | | | |
| - large vertical movements? | | |  |  | |  | * Can storage be improved such that heavy items are always handled around waist height | | | | | | | | |  | | | | | |
| - long carrying distances? | | |  |  | |  | * Use aids designed to assist in manual handling e.g. trolleys, forklift trucks | | | | | | | | |  | | | | | |
| - strenuous pushing or pulling? | | |  |  | |  | * **Push** rather than pull, * **Slide** rather than lift * Can load be put on wheels/rollers? * **If you must pull a load** - Face the object squarely, with feet shoulder width apart, keep the back straight, bend the knees slightly and pull in a smooth motion. * Make sure the load is as close as possible to the trunk before lifting | | | | | | | | |  | | | | | |
| - sudden movements to start, stop or manoeuvre the load? | | |  |  | |  | * If a load comes free suddenly and the handler is unprepared or is not able to keep complete control of the load, unpredictable stresses can be imposed on the body, creating a risk of injury e.g. freeing a box jammed on a shelf | | | | | | | | |  | | | | | |
| - repetitive handling? | | |  |  | |  | * Can job rotation be introduced? | | | | | | | | |  | | | | | |
| - insufficient rest or recovery periods? | | |  |  | |  | * Can regular breaks be introduced? * Are more people needed? | | | | | | | | |  | | | | | |
| - work rate imposed by a process? | | |  |  | |  | * Can you change the workflow to reduce handling? | | | | | | | | |  | | | | | |
| - team handling? | | |  |  | |  | * Use team lifting to make the lifting task easier * Team members should, if possible, be of the same height and build. If this is not possible, taller members should be positioned at the back. * One person should coordinate the lift making sure all team member follow safe lifting techniques and that all members are comfortable before lifting * All members must lift at the same time | | | | | | | | |  | | | | | |
| - handling whilst seated? | | |  |  | |  | * Always bend the knees when lifting from low levels | | | | | | | | |  | | | | | |
| **The Load - is it…?** | | | | | | | | | | | | | | | | | | | | | |
| - heavy? | | |  |  | |  | * Reduce the weight? Break load into smaller units * Consult HSE Numerical Guidance * Use a platform trolley to move heavy, irregularly shaped objects | | | | | | | | |  | | | | | |
| - bulky/ unwieldy? | | |  |  | |  | **Modify or substitute items used e.g.**   * Change the shape of bulky objects so that they are easier to hold * Pack products in smaller cartons | | | | | | | | |  | | | | | |
| - difficult to grasp? | | |  |  | |  | * In many cases oversized loads may be light enough to carry, but block vision or may be difficult to hold. * Consider using handling aids | | | | | | | | |  | | | | | |
| - unstable/ unpredictable/ shifting contents? | | |  |  | |  | * Stack items carefully to avoid them becoming unstable * Mark off the heaviest side, in the case of loads whose centre of gravity is not positioned centrally | | | | | | | | |  | | | | | |
| - sharp/ hot/ intrinsically damaging? | | |  |  | |  | * The load may have sharp edges or rough surfaces, or be too hot or too cold to touch safely. * Consider using protective clothing e.g. heat resistant gloves or handling gloves to protect against cuts, scrapes and burns | | | | | | | | |  | | | | | |
| **The Work Environment - are there…?** | | | | | | | | | | | | | | | | | | | | | |
| - space constraints on posture? | | |  |  | |  | * Use rolling platforms to assist in carrying and handling heavy objects where limited space does not allow for comfortable body position. | | | | | | | | |  | | | | | |
| - uneven, slippery or unstable floors? | | |  |  | |  | * Spillages of water, oil, soap, food scraps and other substances likely to make the floor slippery should be cleared away promptly. | | | | | | | | |  | | | | | |
| - variations in levels of work surfaces? | | |  |  | |  | * Use stair climbing trolleys for stairs. Can obstacles that prevent good handling technique be removed? | | | | | | | | |  | | | | | |
| - hot/ cold humid conditions? | | |  |  | |  | * Improve the environmental conditions, including heat and cold and vibration. * Provide adequate lighting. * Consider the effect of weather conditions if moving loads outdoors. | | | | | | | | |  | | | | | |
| - strong air movements? | | |  |  | |  |  | | | | | |
| - poor lighting conditions? | | |  |  | |  |  | | | | | |
| **Individual Capability - does the job…?** | | | | | | | | | | | | | | | | | | | | | |
| - require unusual strength, height | | |  |  | |  | * Consider height, age, strength and fitness of handler | | | | | | | |  | | | | | | |
| - hazard those who are pregnant? | | |  |  | |  | * Avoid heavy manual handling. * Carry out a risk assessment specifically for new and expectant mothers | | | | | | | |  | | | | | | |
| - hazard those with a health problem? | | |  |  | |  | * Individuals with health problems, e.g. back problems or other muscular disorder, should be referred to, assessed and monitored by Occupational Health. Referrals should be made prior to employees carrying out handling activities. | | | | | | | |  | | | | | | |
| - require special knowledge or training? | | |  |  | |  | * Provide information, task specific training and instruction for performing a manual task, * Contact SEPS to arrange for more in depth Manual Handling training if needed | | | | | | | |  | | | | | | |
| **Other Factors:** | | | | | | | | | | | | | | | | | | | | | |
| Is movement/ posture hindered by clothing or personal protective equipment | | |  |  | |  | * Select appropriate working clothing and ensure that PPE i.e. safety footwear, gloves fits comfortably and is suited to the task | | | | | | | |  | | | | | | |
| Deciding the level of risk will inevitably call for judgement. This workbook and guidelines will provide a useful yardstick.  **When you have completed Section C go to Section D and develop an action plan to mitigate and reduce the risk.** | | | | | | | | | | | | | | | | | | | | | |

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|  | **Manual Handling of Loads**  **Assessment Guide** |

**Notes to accompany assessment checklist**

**Section A:** Describe the job. If relevant, consider attaching a separate sheet showing the job in diagram form.

**Section B:** Decide whether the overall risk of injury is low, medium or high. If it has been decided that completion of the Detailed Risk Assessment, **is not** necessary, an overall risk category of INSIGNIFICANT should be entered.

The purpose of this section is to help you to prioritise remedial action especially if you have a large number of risk assessments to carry out.

**Section C**: Tick the level of risk you believe to be associated with each of the items on the list.

For any medium and/or high scores, describe how you will eliminate the risk, or if this is not possible, how you will control the risk using the hierarchy of risk controls.

Notes are provided for guidance on the remedial action that may be taken. It may also be useful to write down the names of the relevant people or groups in your organisation who you will wish to consult about implementing the remedial steps, for example managers, supervisors, Estates and Buildings.

Some tasks may involve more than one person, each with a different level of risk, depending on the exact nature of their duties.

**Section D:** Summarise the remedial steps that should be taken, in order of priority. The person(s) responsible for carrying out the required actions must be identified by name and the date by which the agreed actions should be carried out should be recorded. It may also be useful to enter the target date for reassessment if this is appropriate.

1. When all the manual handling tasks have been assessed, the completed checklists can be compared to help prioritise the most urgent actions.
2. There are likely to be several ways to reduce the risks identified and some will be more effective than others.
3. A check should be carried out at a later date to ensure that the remedial action to remove or reduce the risk of injury has been effective.
4. [Manual Handling: Manual Handling Operations Regulations 1992: Guidance on the Regulations HSE Books L23](http://www.hse.gov.uk/pubns/priced/l23.pdf), gives an example of a completed checklist. This can be downloaded from the HSE website, if needed.
5. The purpose of the checklist is to help bring out a range of ideas on how the risks identified can be avoided or reduced by making modifications to the load, the task, and the working environment. There are a number of people who may be able to help with suggestions, for example the local safety coordinator, line management team and SEPS. There is also a great deal of published information about risk reduction methods. [“Solutions you can handle”](http://www.hse.gov.uk/pubns/priced/hsg115.pdf) and [“A pain in your workplace”,](http://www.hse.gov.uk/pubns/indg90.pdf) both published by HSE, give examples that are relevant to situations across many sectors of industry.