

Manual Handling

Site: All		Date:		
Main work activities: All low risk manual handling activities <u>not covered by a more specific risk assessment</u>				
Maximum number of people exposed: From 1 - many				
Category, (skilled, visitor, trainee etc.): All (NB specific risk assessment is necessary for any more vulnerable person(s))				
Age range: All (NB specific risk assessment is necessary for any more vulnerable person(s))				
Frequency and duration of exposure: Up to daily – up to a full working day (8hs)				
<p>Hazards/Risks identified:</p> <p><i>Manual handling activities give rise to a significant number of work injuries, ranging from the less serious such as cuts, grazes and bruises to the potentially very serious strains, sprains, fractures and long term injuries/ill-health. One-off difficult or heavy loads and smaller more repetitive tasks can both cause problems. Lifting, lowering, pushing and pulling as well as carrying and reaching, all present risks of injury/ill-health</i></p> <p><u>Identify any more specific hazards and risks associated with your manual handling task(s).</u></p>				
<p>Current actions taken to reduce the risk (if any):</p> <ol style="list-style-type: none"> 1. Wherever possible <u>avoid</u> difficult or dangerous manual handling tasks 2. If a task cannot be avoided, consider if a suitable <u>handling aid</u> can be used (trolleys, lifting equipment) 3. Ensure that those involved in manual handling activities are <u>trained and competent</u> and/or suitably supervised and working within their physical capability 4. Provide <u>adequate resources</u> including sufficient people to carry out tasks safely 5. Use appropriate PPE (gloves, steel toe-cap footwear, hard-hats – as necessary) <p><u>Consider any more specific controls necessary for your particular manual handling tasks</u></p>				
<p>Risk assessment (taking account of existing controls):</p> <p><i>Delete as appropriate (see notes overleaf)</i></p> <ol style="list-style-type: none"> 1. A serious risk remains requiring immediate action as detailed below 2. A significant risk remains and will be further dealt with as detailed below 3. This is considered a low/acceptable risk that is currently sufficiently well controlled 				
Agreed new/additional control measures:		When	Who	Done

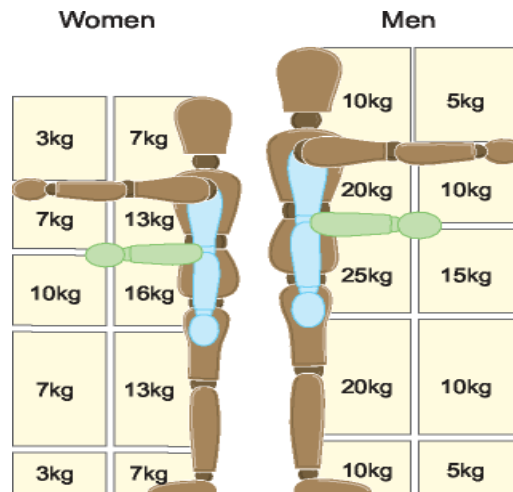
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Where ever possible you should involve your team in the risk assessment and gain their commitment to control measures.

Specific Guidance

Guidance on Manual Handling risk assessment

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



1. Use the figure above to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur.)
2. Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter's hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.
3. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.
4. The guideline weights assume* that the load is readily grasped with both hands by a person of average strength and fitness (i.e. without known injury or susceptibility to musculo-skeletal weakness) and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

NB 1. Whenever the task to be performed does not clearly fall within the 'safe' zone, as indicated above, or the assumptions made* are not valid, then a full risk assessment is necessary.

2. This is a generic risk assessment for guidance only. Further or different controls may be necessary for specific places, activities, people and circumstances. This assessment should be modified/personalised and added to accordingly.

If in doubt seek further advice from your Line Manager or OSHA