



The risk assessment process for manual handling focuses on four specific areas; *The Task, The Load, The Work Environment and The Individual Capability*.

SUMMARY OF MANUAL HANDLING TASK:	LOAD BEING HANDLED:
LOCATION(S):	PERSONNEL INVOLVED:
NAME OF ASSESSOR:	DATE OF ASSESSMENT:
SIGNATURE:	REVIEW DATE:

If the answer to any question below is 'YES' this may represent a potential risk to the individual(s) carrying out the task, see the attached guidance notes for further information on completing the risk assessment. If the risk assessment has identified a significant risk of injury you should determine if there are any existing controls in place to eliminate or minimise those risks and assess the adequacy of these controls. Where there are no controls, or where existing controls are inadequate, you must identify appropriate remedial actions to reduce or eliminate those risks. Record the remedial actions on the list below and prioritise these actions, with expected completion dates in Section 5

1.	THE TASK – DOES IT INVOLVE:	NO	YES	REMEDIAL ACTION:
a.	Holding the load away from the body / trunk? (see Fig1, Guidance Notes below)			
b.	Twisting the body / trunk?			
c.	Bending / stooping forward?			
d.	Reaching sideways?			
e.	Reaching upwards?			
f.	Large vertical movements?			
g.	Lifting above shoulder height?			
h.	Lifting below the knees?			
i.	Change in posture / position?			
j.	Long carrying distances?			
k.	Strenuous pushing or pulling			
l.	Frequent lifting and / or lowering?			
m.	Repetitive handling during task?			
n.	Insufficient rest or recovery?			
2.	THE LOAD – IS IT:	NO	YES	REMEDIAL ACTION:
a.	Heavy? (see Fig1, Guidance Notes below)			
b.	Awkward in shape?			
c.	Large / bulky?			
d.	Difficult to grasp?			
e.	Unstable / unpredictable (e.g. contents likely to shift during movement)?			
f.	Fragile, damaged or leaking?			
g.	Intrinsically harmful (sharp / hot / cold / toxic)?			
h.	Obstructs vision?			
i.	Unsymmetrical, having one end / corner heavier than the other?			

3.	THE WORKING ENVIRONMENT - ARE THERE:	NO	YES	REMEDIAL ACTION:
a.	Constraints on posture and / or limited space in which to move the load?			
b.	Stairs, ramps or changes in floor level?			
c.	Obstructions / clutter?			
d.	Poor / uneven / slippery floors?			
e.	Hot / cold / humid conditions?			
f.	Strong air movements?			
g.	Poor lighting conditions?			
h.	Manual handling operations at height?			
4.	INDIVIDUAL CAPABILITY - DOES THE ACTIVITY:	NO	YES	REMEDIAL ACTION
a.	Require unusual capability e.g. strength / height? (see Fig1, Guidance Notes below)			
b.	Create a hazard to those with a relevant health problem?			
c.	Create a hazard to those who are pregnant?			
d.	Call for special training / information etc.?			
e.	Require Personal Protective Equipment for carrying out the task that is not currently in use? Taking into account that it should not unduly hinder movement or posture.			

Prioritise the remedial actions taking into account synergistic effects e.g. if the task involves both twisting and bending forward at the same time, the combined risk would be greater than the sum of the individual risks and would therefore need to be prioritised. Similarly, if the load was large, heavy and difficult to grasp or if a ramp was wet and slippery, remedial actions would normally expected to be given a high priority.

5.	REMEDIAL ACTIONS REQUIRED TO REDUCE THE RISKS? [IN ORDER OF PRIORITY]	RISK L / M / H*	Date Completed	Signature
1.				
2.				
3.				
4.				
5.				

* **L** = Low – rectify in 3 months; **M** = Medium – rectify in 1 month; **H** = High – rectify in 1 week max

6.	NAME(S) OF PERSON CARRYING OUT THE TASK: (where appropriate identify manual handling teams)	SIGNATURE OF PERSON CARRYING OUT THE TASKS
1.		
2.		
3.		
4.		

For further guidance see leaflet HSD149P on the Safety Office website and the HSE's INDG143 'Getting to Grips with Manual Handling' – A short guide at: <http://www.hse.gov.uk/pubns/indg143.pdf>