

Detailed Manual Handling Risk Assessment

School/Service:		Assessment Title:	
Name of Assessors(s):		Signature of Assessors(s):	
Assessment Date:		Review Date:	
Location:		Frequency of Task:	
Job titles of staff involved:		Male/Female (See 3.1.2):	
Description of activity:			

Risk Assessment Matrix

GREEN	Low Monitor activity	RED	High Prompt action is required
AMBER	Medium Examine activity and reduce risk where possible	PURPLE	Very High Risk Need close scrutiny and action as potentially a serious risk of injury.

Please use with reference to Manual Handling Risk Assessment Guidance Notes (GN) where necessary

Section 1: Manual Handling Risk Assessment for Lifting and Carrying

GN Ref No	Detail	Green	Amber	Red	Purple	Identify Risk Level	Comments
3.1.1	Load weight/frequency (See HSE Graph)	As per chart	As per chart	As per chart	50kg or more (as per chart)		
3.1.2	Vertical lift region	Above knee and/or below elbow height	Below knee and or above elbow height	Floor level or below and/or above head height			
3.1.3	Hand distance from lower back when carrying	Close - upper arm vertical/ trunk upright	Moderate - upper arm angled OR trunk bent forward	Far - upper arm angled AND trunk bent forward			
	Trunk twisting Sideward bending	Little or no twisting or sideways bending	Trunk twisting OR Sideways bending	Trunk twisting AND Sideways bending			
3.1.4	Postural constraints	None	Restricted posture	Severe posture restrictions			
	Grip on the load	Good – handles fit for purpose	Reasonable – poor handles or able to grip container securely underneath	Poor – containers have poor design, loose parts, irregular shapes, hot/cold or unstable loads			
	Floor Space	Dry and in good condition	Dry but poor conditions or uneven	Contaminated/ wet or steep sloping or unstable footing			
3.1.5	Environmental Factors	No contributory factors	One present e.g. poor lighting, extremes of temp., outdoors etc.	Two or more present			

GN Ref No	Detail	Green	Amber	Red	Purple	Identify Risk Level	Comments
3.1.6	Asymmetrical trunk/load	Load symmetrical in front/two hands	Load and hands asymmetrical, body upright	One handed to side or twisting/bent back			
	Obstacles on route	No obstacles or flat route	Steep slope, trip hazards or steps	Ladders			
	Carry Distance	2m-4m	4m-10m	10m or more			
3.1.7	Personal Protective Equipment (PPE)	PPE is not required and footwear is suitable, or PPE is provided and worn and is suitable for task, e.g. does not restrict movement/grip	Moderate restriction due to wearing PPE	Restricted movement and dexterity due to wearing PPE, or suitable PPE provided but not worn	PPE required but not provided		
3.1.8	Training	Suitable manual handling training course e.g. Health and Safety Services and School/Service on-the-job training, including refreshers	Initial Health and Safety Services, and School/Service training provided, but some staff overdue for refresher training	Health and Safety Services manual handling training provided but no departmental on-the-job training (or vice versa)	No training has been provided		
3.1.9	Women of Child bearing Age	Non Employed		Employed			This task is unsuitable for new and expectant mothers.
3.1.10	Individual capabilities (See Guidance)	Procedure for identifying high risk groups and individual risk assessments (RAs) completed, where appropriate	Individuals identified and actions taken but no documented evidence available	Procedures for individual RAs but none completed or actions not implemented, or task requires unusual strength, height, etc	No procedure for identification of high risk groups and no individual RAs completed.		
3.1.11	Psychosocial factors	Staff consulted regarding work, rest breaks scheduled and taken, good communication with managers and sudden changes in workload well-managed	Staff consulted regarding work, rest breaks scheduled but not always taken. Good communication with managers, however, infrequent periods of high workload	No staff consultation or no rest breaks or poor management communication or frequent periods of high workload or tight deadlines			

GN Ref No	Detail	Green	Amber	Red	Purple	Identify Risk Level	Comments
3.1.12	Pushing/Pulling of load e.g. using trolleys, or rolling/sliding on floor (complete if applicable)	Minimal pushing or pulling of LIGHT LOADS on flat level surface, with suitable trolley in good condition over a distance of no more than 20m	Minimal pushing of MEDIUM LOADS on flat, level surface with suitable trolley in good condition, or light loads but trolley in poor condition. In both cases distance travelled less than 20m	Awkward/heavy/bulky load or medium weight load over slope/rough ground/trolley in poor condition/inappropriate trolley or distance moved is over 20m*	Awkward/heavy/bulky load over slope/rough ground/trolley poor*		

* will require a detailed pushing/pulling will risk assessment – see Section 2

TEAM HANDLING (Complete If Applicable):

3.1.13	Load Weight	2 person <35kg 3 person <40kg	2 person 35-50kg 3 person 40 - 75kg 4 person 40-100kg	2 person 51-85kg 3 person 76-125kg 4 person 101-170kg	2p. > 85kg 3p. > 125kg 4p. > 170kg		
3.1.14	Communication, coordination and control	Good	Reasonable	Poor			

ACTION REQUIRED

Action No	Actions required to reduce the level of risk	Priority	Date action required by	Who is to take action?	Completion date and signature
1					
2					
3					
4					
5					
6					
7					
8					

Section 2: Additional assessment for Pushing and Pulling (this is in addition to the Manual Handling Assessment in Section 1)

Question	Green	Amber	Red	Identify Risk Level	Comments
Does the task involve:					
Initial force to get the load moving?	Moves freely	Small amount	High amount		
Force to keep the load in motion?	Moves freely	Small amount	High amount		
Sudden movements to start, stop or manoeuvre the load?	No	Small amount	High amount		
Twisting / manoeuvring of the load into position or around obstacles?	None	Limited amount involved	Generally required		
One handed operations?	None	Occasionally	Frequently		
Hand below the waist or above standard height e.g. Pallet truck?	No	Occasionally	Frequently		
Movement over long distances?	Less than 20 metres	Occasionally over 20 metres	Frequently over 20 metres		
Frequency of pushing/pulling activities (per work day)	Once	Several times	Frequently		
Equipment on wheels					
Suitability for load type	Suitable	Poor	Unsuitable		
Suitability for the load/surface/work environment	Suitable	Poor	Unsuitable		
Steering	Good	Poor	Difficult to steer		
Brakes	Not required/Good condition operating effectively	Brakes not fully functioning (if required)	With brakes, but brakes poor, defective or requires brake but not provided		
Maintenance and planned inspection regime (see guidance 3.2.1)	Good - all criteria met	Infrequent/insufficient	Not undertaken		

ACTION REQUIRED

Action No	Actions required to reduce the level of risk	Priority	Date action required by	Who is to take action?	Completion date and signature
1					
2					
3					
4					