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| **Location/site:** | **Date:** |
| **Completed by:** | **Review Date:** |
| **Staff Name(s):** | **Staff Role(s):** |

Manual handling is defined as:  **‘...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force’ (*The Manual Handling Operations Regulations 1992*)**

**Manual handling is an activity that takes place in most workplaces – office workers do not often have to lift or carry loads on a daily basis, but they will do on occasions. Manual handling activities generate the possibility of injuries, most of which are musculoskeletal injuries. Common types of manual handling injuries include; back injury, tendon and ligament injuries, muscle injuries, hernias, and chronic soft-tissue injuries to the upper arms, wrists and hands as a result of repetitive movements and cuts, burns, dislocation and broken bones.**

**Manual handling activities have to be risk assessed in order to control the risk of injury to the workers undertaking them. Manual handling risk assessment focuses on four main factors: The task, the individual, the load, the environment.**

**Avoiding or Minimising the Manual Handling Risk**

Reduce the risk of injury from hazardous manual handling to as low as reasonably practicable:

* Eliminate the hazardous manual handling, [so far as is reasonably practicable](https://www.hse.gov.uk/risk/faq.htm#q7)[7]
* Assess the risk of injury from any hazardous manual handling operations that cannot be eliminated
* Use handling aids – where appropriate
* Modify the task, load or environment
* Ensure individual capabilities are matched to the activity (does the activity require unusual ability, ie. Strength, stamina size or does the activity present significant risk to vulnerable individuals, such as pregnant women or existing back problems)

The weight of a load is important, though the law does not set specific weight limits.

**Assess manual handling you can’t avoid.**

Assess the risk of injury from any hazardous manual handling operations that cannot be avoided. You should consider the following:

* **Task** 
  + the movements required by the person to undertake the task
* **Individual capability**

* + does the activity require unusual ability, e.g. unusual strength, stamina, size or technique, the postures adopted.
  + how far the load is lifted, lowered or carried
  + the frequency of the task
  + the weight of the load
  + workers’ strength, fitness and underlying medical conditions (for example a history of back problems)
* **Load** – The nature of the load. How heavy, bulky, is the load, is it stable, where is the centre of gravity of the load, is it difficult to grab, and is it hot, sharp or otherwise hazardous
* **Environment** – available space, is the floor slippery or uneven, changes in floor level (steps/stairs), light levels, temperature

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| **What are the Hazards / threats?** | **Who might be harmed** | **What controls already exist** | **Immediate remedial actions to be taken** | **What further actions is necessary?** | **By whom** | **By When** | **Completed** |
| **Posture - a position that requires you to adopt an awkward position, e.g. stooping or twisting** | Staff, pregnant women, people with disabilities, such as mobility or sight impairment |  |  |  |  |  |  |
| **Reaching upwards** | Staff, pregnant women or people with disabilities, such as mobility or sight impairment |  |  |  |  |  |  |
| **Strenuous pushing or pulling** | Staff, pregnant women or people with disabilities, such as mobility or sight impairment |  |  |  |  |  |  |
| **Infrequent rest periods** | Staff, pregnant women or people with disabilities |  |  |  |  |  |  |
| **Repetitive work** | Staff, pregnant women or people with disabilities |  |  |  |  |  |  |
| **Environmental – too hot/cold** | Staff, pregnant women or people with disabilities |  |  |  |  |  |  |
| **Environmental – lighting / glare** | Staff, pregnant women or people with disabilities |  |  |  |  |  |  |