

Risk Assessment Summary Sheet

Ref 012

Activity/Workplace; Manual Handling Activities

Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Responsible Person	Likelihood	Severity	Risk Rating after controls
Incorrect manual handling Heavy weights	Back injury Injury to hands, arms and feet Muscle strain Back pain	Employees Contractors	3	4	12	<p>Wherever reasonable practical, eliminate the need for the manual handling of loads (e.g. by using appropriate mechanical aids such as trolleys, trucks, FLTs, mobile cranes, slings and hoists, mechanical lifters, etc.)</p> <p>Avoid repetitive twisting and bending, lifting objects above a comfortable work height, awkward pulling of loads, highly repetitive work, poor seating arrangements or reaching and stretching awkwardly</p> <p>Where elimination of manual handling of loads is not possible all tasks must be risk assessed to avoid hazardous manual handling and to reduce the risks of injury. These risk assessments must be in writing and must cover all the problems involved in the workplace (i.e. the task itself, the loads to be moved, the working environment and the capacity of the individual to move the load)</p> <p>Provide safe systems of work that are planned, organised, performed, maintained and revised as appropriate</p> <p>Where manual handling cannot be avoided provide training and instruction in safe manual handling</p> <p>Principles of Safe Handling Techniques: 1. Assess the task, area and the load; 2. Bend your knees; 3. Ensure you have a broad, stable foot position; 4. Keep your back straight; 5. Get a firm grip with the palm of your hand; 6. Keep your arms in line with the truck; 7. Keep weight close to your body and below your waist; 8. Don't twist – turn your feet in the direction of movement</p> <p>Protective gloves (general purpose gloves) should be worn when lifting objects liable to damage the skin. Foot protection with a steel toecap may also need to be worn if there is a risk of serious injury from a load dropping onto the foot</p> <p>To prevent back pain, proper postures should be adopted when standing, sitting or walking</p> <p>Maintaining flexibility and fitness levels can lessen the risks of muscle strain, back pain and back injury</p> <p>Proper techniques to be used and staff reminded of the proper techniques whenever necessary</p> <p>Staff should receive refresher briefings at appropriate intervals. All training should be recorded. It is recommended that pictorial signs be displayed showing the correct lifting technique. Emphasis should be placed on receiving assistance when moving heavy items</p> <p>Tool Box Talks and Training on Manual handling.</p>	Line Management Employees	1	4	4

