

## Risk Assessment Summary Sheet

Ref 047

### Activity/Workplace; Manual Handling of Materials, Supplies, Files etc (in Office Environment)

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
Lifting, lowering, pushing, pulling of objects and loads	Physical Strain, Cuts, Bruises, Musculoskeletal disorders, broken bones	Employees  Visitor  Contractor	2	4	8	Where possible avoid manual handling and use mechanical aids to lift heavy or bulky objects. Establish the weight of the object before lifting, do not assume. Never attempt to lift any load that you consider too heavy or awkward to lift on your own or as a team. Always try to reduce the distance that loads are manually transported. Avoid carrying loads for prolonged periods Always plan the route and remove obstructions Ensure that you have sufficient room to lift / transport the load. Where possible, dismantle heavy items prior to lifting into more manageable loads. Ensure that sharp / rough edges are protected in order to prevent injury to hands and arms. If necessary ensure that hands are protected by wearing suitable gloves. Always lift / lower with a straight back, using your legs to raise / lower your body and the load. Ensure that you have a good grip. Ensure that you stand with your feet apart with one foot slightly in front of the other. Always try to keep the load close to the body. Avoid twisting, stooping or reaching whilst lifting, carrying or lowering the load. Wherever possible, avoid carrying the load up or down steps or steep slopes. All employees to receive Manual handling training and to carry out these Safe practices when manual handling is involved. All employees to receive relevant Toolbox talks on an on going basis.	Line Management  Employees	1	4	4
Sharp edges on loads	Cuts to hands and fingers		2	3	6			1	3	3
Fall/Collapse of load	Cuts, bruises, possible broken bones.		3	3	9			1	3	3
Dropping of load by persons	Cuts, bruises, possible broken bones.		3	3	9			1	3	3