

## RISK ASSESSMENT MANUAL HANDLING



Task on which assessment is made: Manual handling of objects	<b>No. 01</b> <b>Date of Review</b> As required
Hazard(s) identified: <ul style="list-style-type: none"> <li>Strains and sprains,</li> <li>Trapping of limbs</li> <li>Cuts and abrasions</li> <li>Lower back injuries</li> </ul>	
Likelihood of causing harm without control measures in place? Certain (High) <input type="checkbox"/> Possible (Medium) <input checked="" type="checkbox"/> Unlikely (Low) <input type="checkbox"/> Resultant harm likely to be: Major Injury <input type="checkbox"/> Serious Injury <input checked="" type="checkbox"/> Slight Injury <input type="checkbox"/>	
Person(s) considered to be at risk: Persons assisting in the running of the Community Hub.	
Control Measures required: <ul style="list-style-type: none"> <li>All items over 25kgs must have an <u>individual</u> specific manual handling risk assessment.</li> <li>Use team lifting and/or mechanical aids where appropriate.</li> <li>Gloves, safety footwear and other appropriate PPE to be worn when carrying out manual handling</li> <li>Check the area is suitable for carrying out the manual handling operation and that the load is manageable,</li> <li>Use correct techniques as per Guide attached</li> <li>Ensure any lifting equipment used is pre-use inspected and examination is in-date.</li> <li>Where practicable, when moving chairs and tables, use a chair trolley and do not move more than can be reasonably handled by an individual</li> </ul>	
Training/Information required. Manual handling guidance (see attached)	
Actions required to be implemented by: Trustees and persons assisting at the Community Hub	
Health surveillance required. If YES, describe:	YES <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>
Residual risk with the control measures in place: Certain (High) <input type="checkbox"/> Possible (Medium) <input type="checkbox"/> Unlikely (Low) <input checked="" type="checkbox"/> Resultant harm likely to be: Major Injury <input type="checkbox"/> Serious Injury <input checked="" type="checkbox"/> Slight Injury <input type="checkbox"/>	
Person carrying out review: Helmsman Safety	<b>5/10/2021</b>



# GUIDE TO SAFE MANUAL HANDLING

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The 'moving or supporting of loads by hand or by bodily force' and resultant musculoskeletal disorders caused by carrying it out badly, is responsible for over a third of all reportable injuries each year - and that is not counting the many, many days off that people take with 'back trouble'.

Generally speaking, we all carry out our own 'dynamic' risk assessment before we start a task.

The brain will usually do a quick check of the situation. You know the score - there is a box that has been left by someone, or the van has to be unloaded and you have to move it. We look at it and judge whether we can lift it on our own, or whether it is too large or awkward to do so without help; as we start to lift, the brain will quickly tell us whether the item is too heavy, or light enough for us to manage. If it is too heavy, it sends out a warning - and that is when we should think again about handling the object.

However, some people then over-ride this by lifting something that the brain has identified is heavy and if they are not doing it properly, injury will result.

If a situation exists where there is something to lift that is out of the ordinary for your job, a separate Manual handling Assessment should be carried out. This is particularly so where there are bulky, heavy, or awkward loads. This does not mean that there has to be any great formality but a competent person should consider:-

## **The Task:**

What is the task, and does the load need to be lifted manually, or are mechanical aids available? Does the task involve stooping, twisting, or reaching upwards? What is the distance the load has to be moved? How often does the load have to be moved?

## **The Load:**

Is the load heavy or bulky? Is it difficult to grasp? Could slings be used? Is the load stable? Are there any sharp edges or hot surfaces?

## **The Working Environment:**

Do awkward postures have to be used? Is there confined space? Are there variations in levels? Are there hot or cold conditions or weather conditions? Is the lighting poor? Are there any restrictions on movement?

## **Individual Capacity:**

It is important to look at each individual's physical capability before carrying out a manual handling task. Anyone with a known injury or disability should be individually assessed. Individuals have varied physical capacity and this should be considered. Special assessment is required for those with impaired vision, reduced grip strength, pregnancy or disability of the limbs.

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## Precautions while handling

When you have to move bulky, heavy or awkward items (e.g. large boxes, computer monitors, desks, chairs, etc.), make sure you do so properly by:

1. **Positioning your feet:** Keep your feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Your leading leg should be as far forward as is comfortable and, if possible, pointing in the direction you intend to go.
2. **Adopting a good posture:** When lifting from a low level, bend your knees. Keep your back straight, maintaining its natural curve. Keep your shoulders level and facing in the same direction as your hips.
3. **Getting a firm grip:** Try to keep your arms within the boundary formed by your legs. When holding on to something, a hook grip is less tiring than keeping your fingers straight. If you need to change your grip as you continue to lift the object, do this as smoothly as possible.
4. **Keeping close to the load:** Keep the load close to your body for as long as possible, with the heaviest side of the load towards you. If you can't get close to the load at first, slide it towards you before you try to lift it.
5. **Lifting smoothly:** Raise your chin as you begin the lift, keeping control of the load.
6. **Moving your feet:** If you have to turn, move your feet - don't twist your trunk.
7. **Putting it down, then adjusting it:** If you need to put the load in a particular position, put it down first, then slide it into the desired position.

***The Manual Handling Operations Regulations suggest that any object over 25kgs should not be moved manually unless it is by a two-person lift.*** In such a lift, good communication is vital to ensure that each individual is adequately prepared for the lift and that both lift at the same time.

Basically, you need to stop and think - plan the lift and, if required, use appropriate handling aids.