Manual Handling Assessment Form

This risk assessment form must be completed for all manual handling tasks where it is considered that the task places an employee or student at risk of injury. If the load is considered small enough and light enough as to be easily moved safely by one person repetitively without risk of sprain or strain, then it is not necessary to complete this form. This assessment should be carried out with the aid and consultation of the operatives.

**Location:**

<table>
<thead>
<tr>
<th><strong>Describe task:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**SECTION 1**

<table>
<thead>
<tr>
<th><strong>Can the manual handling task be avoided?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• by rearranging work procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• by rearranging storage areas</td>
<td></td>
<td></td>
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<tr>
<td>• by automating the process</td>
<td></td>
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<tr>
<td>• other</td>
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</tbody>
</table>

If yes box marked at any of the above, specify requirements, ensure implementation and finish assessment by completing Section 8.

If all No boxes ticked continue assessment. (Tick relevant boxes)
**SECTION 2**

**The load:**
- is heavy
- is bulky
- is of an awkward shape
- is of large size
- has uneven weight distribution
- is hot /cold to touch
- is slippery
- is liable to shift (liquid/animate)
- has sharp edges
- has other hazard potential

**The task involves:**
- twisting
- reaching
- stooping
- bending
- lifting whilst seated
- holding/moving loads away from trunk
- lifting above head height
- excessive lowering distances
- excessive carrying distances
- repetition of movement
- a rate of work imposed by a process
- other hazardous factors
### State level of risk assigned to this task at present without any further risk reducing measures;

<table>
<thead>
<tr>
<th>Low</th>
<th>Med</th>
<th>High</th>
</tr>
</thead>
</table>

Can the risks from the hazards identified by ticks in the yes boxes of section 2 be reduced by;

- ordering smaller sizes/weights of product/load?
- dividing the load into more manageable and lighter sections?
- protecting hazardous areas of load (padding, packing etc.)
- the assistance of colleagues?
- the introduction of mechanical aids (sack truck, trolley, hoist, etc.)?
- rearranging the task procedures?
- the provision of personal protective equipment (hand, foot, head, other)?
- introducing rest periods?
- any other means?

Specify actions to be taken to reduce risk by methods denoted by crosses in yes boxes above:

### SECTION 3

Has the operator(s) read Part Two:Section 4.7, of the University Health and Safety Policy? [http://www.docs.csg.ed.ac.uk/Safety/Policy/Part2.pdf](http://www.docs.csg.ed.ac.uk/Safety/Policy/Part2.pdf)

If No please ensure their attention is drawn to this information.
Is special instruction or training required in respect of;  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
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</tbody>
</table>

- lifting techniques?
- to operate mechanical aids?
- slinging techniques?
- load type or content?
- other specific risk reduction?

Where the need for specialist training has been identified is this to be carried out;  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

- in-house by a competent person?
- by an external specialist agency?

It should be noted that certain mechanical aids (e.g. Fork lifts, Powermate moving system, Hydraulic platforms, etc.) may only be operated by persons who have received specialist training and hold the relevant certification.

SECTION 4  
Are there any features of the work environment which may increase the risk factors of the task? Such as;  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
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</tr>
</tbody>
</table>

- space constraints
- uneven or slippery floors
- stairs/steps/ramps to negotiate
- extremes of temperature
- poor lighting
- ventilation problems
- gusts of wind
- other
Can the risk from factors highlighted in Section 4 be reduced by;  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
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</table>

- reorganising area layout
- introducing mechanical aids
- increasing number of operatives
- building/maintenance work
- use of alternative route
- introducing rest periods
- providing protective clothing
- other means

Specify actions to be taken to reduce risk by methods denoted by crosses in yes boxes above:

SECTION 5 (a)

Does any operative have an existing medical, or age, condition which may be adversely affected by performing the task? Such as;

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
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</tbody>
</table>

- previous muscular/skeletal injuries
- respiratory problems
- pregnancy or recent childbirth
- age
- other

If any of the questions in Section 5(a) results in a Yes response it is suggested that the operative(s) should not be required to perform this task, without first consulting the Occupational Health Unit.
SECTION 5 (b)

Is any item of clothing worn by a proposed operative likely to increase the risk of injury? Such as;

- tight skirt
- high heeled shoes
- good clothing / dirty load
- loose jewellery/other items
- other

If any question in Section 5(b) attracts a yes response appropriate action should be taken to ensure reduction of risk. Such as;

- remove item of risk (if practicable)
- provide coveralls
- have another operative carry out task
- ensure wearing of appropriate clothing

SECTION 6

Summary actions to be taken to reduce risk by methods denoted by crosses in yes boxes of all sections above:

SECTION 7

Details of the Safe System of work relayed to operatives (Method by which they are to carry out the task with the minimum of risk – see SSW form at end of assessment)
State level of risk assigned to this task AFTER implementation of the risk reduction measures taken as a result of this risk assessment

<table>
<thead>
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<th>Low</th>
<th>Med</th>
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Is such risk level deemed to be at the lowest level reasonably practicable?

Yes | No

If no, state reason for acceptance of a higher level of risk (e.g. temporary whilst awaiting building works or finance):

SECTION 8

This assessment should be reviewed on [Insert date] or immediately if any of the above circumstances change.

Assessor | Signature | Date

SECTION 9

Once all risk reducing measures required to be taken as a result of this assessment are addressed and implemented a written safe system of work (as outlined in Section 7) should be documented on the appended Safe System of Work (Manual Handling Operations) form and a copy of that form given to the operative. His/her signature should be appended to the master copy which should be kept on file along with this risk assessment.

WHEN COMPLETED THIS FORM SHOULD BE RETURNED TO YOUR SCHOOL SAFETY ADVISER/LINE MANAGER FOR ANY NECESSARY ACTION OR FILING.
Safe System of Work (Manual Handling Operations)

Your duties may require that you are involved in the task described below, which contains within it certain hazardous elements of manual handling that have the potential to cause injury. This task has been subject to risk assessment and the following Safe System of Work developed to ensure that if followed the risk of injury is reduced to the lowest level reasonably practicable.

<table>
<thead>
<tr>
<th>Task description:</th>
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<tr>
<td>Location(s):</td>
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<tr>
<td>Safe System of Work:</td>
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</tbody>
</table>

List any mechanical aids (e.g. trolleys) that must be used:

I understand that I may be involved in the manual handling task covered by this safe system of work. I have read the above prescribed safe system of work, which I fully understand, and hereby undertake to adhere to in the interest of my own health and safety and that of others who may be affected by my actions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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