

1. Haringey Council Procedure

1.1 Statistics show that manual handling is one of the most common causes of injury in the workplace. These injuries often have long-term effects. This procedure is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying. Injuries caused by manual handling accidents, such as back pain or a pulled muscle, are among the most common occupational illnesses in the UK.

1.1.2 The Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include training, ergonomic design of the workplace and activity, and the provision of automated or mechanical aids such as trolleys, chutes, and conveyors.

1.1.3 All staff who carry out manual handling must receive appropriate training. This procedure is intended as a guide to help managers ensure their staff are lifting safely. They are not a substitute for staff training. Manual Handling Training is available through the Corporate Health and Safety Team and can be booked via the intranet.

2. Scope of Procedure

2.1 **The procedure is applicable to all Haringey staff and Haringey maintained schools' staff who perform manual handling tasks during their normal work activities.**

2.2 The procedure will be specifically applicable to those job roles that require significant manual handling tasks, e.g. refuse collection, maintenance staff, business support officers, and cleaning staff.

3. Key Terms and Summary Information

3.1 Key Terms

Manual Handling	The Manual Handling Operations Regulations 1992 define manual handling operations as - any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying, or moving thereof) by hand or by bodily force.
Manual Handling Operations	The Regulations apply to the manual handling of loads. That means human effort is involved rather than mechanical handling by devices such as cranes or lift trucks. Using a mechanical aid, such as a sack truck or a powered hoist, may reduce but not eliminate manual handling as human effort is still required to move the mechanical aid, or to steady or position the load on the aid.
Load	A load in this context must be a discrete movable object. This includes, for example, not only packages and boxes but also a patient being lifted, and material supported on a shovel or fork. An implement, tool, or machine, such as a chainsaw, fire hose or breathing apparatus, is not considered to be a load when in use for its intended purpose.
MSD's	Musculo Skeletal Disorders - injuries and conditions that can affect the back, joints, and limbs
TILE	Acronym for Task, Individual, Load, Environment.

4. Responsibilities for Implementation

4.1 Directors, Heads of Service and Head Teachers

- 4.1.1 Are responsible for implementing and monitoring compliance with this procedure in their service area or school.
- 4.1.2 Are responsible for ensuring all manual handling work activities, are subject to a suitable and sufficient risk assessment completed by competent staff.

4.2 Managers must:

- 4.2.1 **Avoid hazardous manual handling operations 'so far as is reasonably practicable'**, by redesigning the task to avoid moving the load or by automating or mechanising the process
- 4.2.2 Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided and ensure these assessments are reviewed, as necessary and at least annually.
- 4.2.3 **Reduce the risk of injury from those operations 'so far as is reasonably practicable'**. Where possible, provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, explore changes to the task, the load, and the working environment
- 4.2.4 Include Manual Handling considerations in all work activity risk assessments.
- 4.2.5 Where problems are identified, put suitable controls into place in order to eliminate or reduce the risks following the hierarchy of controls Avoid, Assess, Reduce, identified in the Manual Handling Operations Regulations 1992.
- 4.2.6 Monitor accidents within their teams to identify accident patterns.
- 4.2.7 Make sure all employees understand the principles of safe manual handling, i.e. ensure that staff are adequately informed and trained for all aspects of the work they are required to carry out.
- 4.2.8 Avoid hazardous Manual Handling where reasonably practicable. This means that employers must balance the size of the risk against the time, trouble, and cost of dealing with it.
- 4.2.9 Ensure employees are adequately supervised and adhere to safe systems of work.
- 4.2.10 Safety arrangements for manual handling operations are monitored and reviewed.

4.2.11 Employees undertaking known hazardous manual handling activities are suitably screened for **existing MSD conditions or vulnerability to MSD's** for reasons of health and safety, before doing the work.

4.2.12 Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

4.3 Employees

4.3.1 It is the responsibility of all staff to co-operate with any safety instructions given to them by their manager and to report any problems, hazards, or instances of bad practice they may encounter while working for Haringey Council

4.3.2 Employees are expected to take reasonable care in their work and are responsible for their own safety, which includes not handling or lifting loads that they do not have capacity to do safely, and the safety of others. This includes colleagues, visitors, contractors, and any members of the public whose safety may be affected by **Haringey staff's work.**

5. Specialist Advice

5.1 [Corporate Health and Safety Team](#)

5.2 Occupational Health

6. Other documents you may need to consider

6.1 [Manual Handling Operations Regulations 1992 - Guidance on Regulations - L23](#)

6.1.1 Management of Health & Safety at Work Regulations 1999

6.1.2 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

6.1.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

6.1.4 Personal Protective Equipment at Work Regulations 1992 (PPE)

7. Action to Take

7.1 Preparing for Manual Handling Risk Assessment

7.1.1 More than a third of all accidents reported to the Health & Safety Executive each year are caused by Manual Handling. Manual Handling accidents are among the commonest cause of sickness absence in the workplace. Most of these accidents result in back injury, but other parts of the body may be injured as well. It is estimated that over £300 million is lost by employers each year through manual handling accidents.

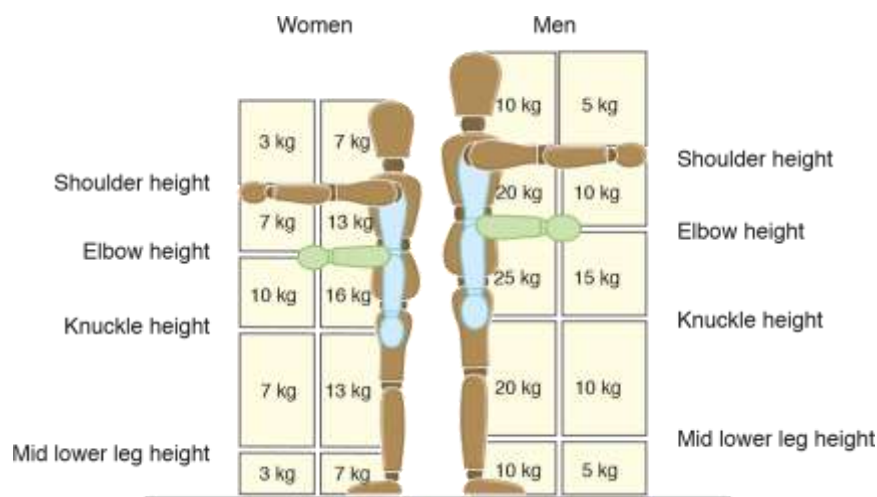
7.1.2 Managers must consider all risks to employees in their general work activity risk assessments as required by the Management of Health and Safety at Work Regulations 1999. Within these risk assessments manual handling must be a consideration when identifying hazards.

7.1.2 Where manual handling has been identified as a risk, that risk must be assessed and reduced to as low as is reasonably practicable.

7.1.3 Where manual handling makes up a significant part of work activities a specific manual handling risk assessment will be required. In order to assess whether the work activity is deemed significant the HSE provides a risk assessment guideline filter tool that can be used.

7.1.4 The HSE risk assessment guideline filter gives numerical values of loads above which a risk may exist. If a task is within the filter values, then the HSE state that more detailed risk assessment is unnecessary unless individual employees may be at significant risk, e.g. pregnant workers, young workers, those new to the job, or those with a significant health problem or a recent injury.

7.1.5 HSE lifting and lowering risk filter



7.1.6 If a task is above the filter values, or if an assessor is not sure that a task is low risk, the HSE advises that a more detailed risk assessment should be completed.

7.1.7 The HSE states that applying the guideline filters should provide a reasonable level of protection to around 95% of working men and women.

7.1.9 The guidelines assume:

- The load is easy to grasp
- The manual handling operation takes place in good working conditions, with the handler in a stable position
- The handler is suitably trained and able to carry out the manual handling operation in accordance with that training
- There is an adequate recovery period between each handling activity
- The task does not involve any stooping or twisting.

7.1.10 Although the guidelines may be used to decide which operations may need a full assessment, it is important to note they are not intended as safe weight limits for

lifting. There are no limits below which manual handling activities can be regarded as safe.

7.1.11 Some factors will reduce the weights indicated in the guideline figures, e.g. twisting and frequent manual handling.

7.1.12 **Twisting**

7.1.13 The guideline figures must be reduced if the handler twists to the side during the manual handling operation. As a rough guide, the guideline figures need to be:

- Reduced by about 10% if the handler twists beyond 45°.
- Reduced by 20% if the handler twists beyond 90°.

7.1.14 **Frequent Manual Handling**

7.1.15 The guideline weights are for infrequent operations, with adequate recovery periods, that is up to about 30 manual handling operations an hour. The guideline figures need to be:

- Reduced by about 30% if the manual handling operation is repeated once or twice per minute
- Halved if the operation is repeated five to eight times a minute
- Reduced by about 80% if the manual handling operation is repeated more than 12 times a minute.

7.2 **Detailed Manual Handling Risk Assessment**

7.2.1 A suitable and sufficient risk assessment is required when hazardous manual handling cannot be avoided. The assessment should identify where the risk of injury lies and identify appropriate ways to reduce that risk.

7.2.2 Using the Manual Handling Assessment Template for lifting and carrying and for pushing and pulling will help to highlight the overall level of risk involved and identify how the job may be modified to reduce the risk of injury and make it easier to do. This will also help to prioritise the remedial actions needed. See Appendix 1 for the template.

7.2.3 Factors a manager must have regard and questions he must consider when assessing manual handling operations

7.2.2 The tasks, do they involve:

- holding or manipulating loads at distance from trunk?
- unsatisfactory bodily movement or posture, especially:
 - twisting the trunk?
 - stooping?
 - reaching upwards?
- excessive movement of loads, especially:
 - excessive lifting or lowering distances?
 - excessive carrying distances?

- excessive pushing or pulling of loads?
- risk of sudden movement of loads?
- frequent or prolonged physical effort?
- insufficient rest or recovery periods?
- a rate of work imposed by a process?

7.2.4 The loads, Are they:

- heavy?
- bulky or unwieldy?
- difficult to grasp?
- unstable, or with contents likely to shift?
- sharp, hot, or otherwise potentially damaging?

7.2.5 The environment, are there:

- space constraints preventing good posture?
- uneven, slippery, or unstable floors?
- variations in level of floors or work surfaces?
- extremes of temperature or humidity?
- conditions causing ventilation problems or
- gusts of wind?
- poor lighting conditions?
-

7.2.6 Individual capability, does the job

- require unusual strength, height etc?
- create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?
- require special information or training for its safe performance?

7.2.7 Other factors

- Is movement or posture hindered by personal protective equipment or by clothing?

7.3 How should the assessment be done?

7.3.1 In carrying out assessments, the manager, in consultation with his employees, should use practical experience of how this type of work is being done. This will help particularly when assessing work which:

- Is very varied (such as construction or maintenance)
- Takes place at more than one location (such as making deliveries)

7.4 Generic and multi-stage manual handling assessments

7.4.1 'Generic' assessments can be an efficient way of assessing risks common to a number of broadly similar operations, to individuals rotating between similar tasks or to groups of workers carrying out similar jobs. However, you should consider all the manual handling risks in these operations.

- 7.4.2 It may be helpful to carry out a multi-stage assessment where you supplement generic assessments with assessments of individual tasks. You should make the findings available to all the employees to whom it applies and to the relevant safety representatives.

7.5 Assessments for moving and handling people

- 7.5.1 When addressing, for example, the moving and handling of people, two types of risk assessment may be needed: a generic assessment for the setting and an individual assessment for the person who needs to be moved. This approach can also be used for other types of handling.

- 7.5.2 The **generic assessment** for moving and handling people should consider:

- the type and frequency of moving and handling people
- overall staffing and equipment needs
- the environment.
- what moving and handling would be required in an emergency.
- the training needs of staff to meet the mobility needs of the expected patient/client group.

- 7.5.3 An **individual person assessment** should consider the specific moving and handling needs of the person being cared for as part of their care plan. This assessment is likely to change as the condition of the person alters, so carers should be aware of the need to adapt their moving and handling practices.

- 7.5.4 The individual person assessment should identify:

- the situations where moving and handling will be needed,
- who should carry out the handling,
- how that person could be moved and handled,
- specific information such as:
 - ways the person may be able to help with the manoeuvre themselves,
 - the number of staff required,
 - any handling equipment, e.g. hoists or slings.

- 7.5.5 Risk assessment for moving/handling people can be a complex task which requires consideration of the medical condition of the person, their capabilities, and needs. It requires a sensible approach to balancing risks with the human rights and needs of those involved to enable them to participate as fully as possible in activities, normal daily living, and rehabilitation, while managing the risks to themselves and others. A specific operational procedure needs to be developed for client handling by the Department

7.6 Manual handling assessments: summary of stages

- 7.6.1 IDENTIFY Manual Handling operations under your control.

- 7.6.2 ANALYSE the potential HAZARDS

- a) the task.

- b) the **individual's capacity**
- c) the load
- d) the environment

7.6.3 Identify **who** is at risk

7.6.4 **Assess** the potential **risks**

7.6.5 List **controls** already in place

7.6.6 Make **recommendations**.

7.7 The Manual Handling Assessment

7.7.1 Write down exactly what is to be handled, where, and by whom (Task, Individual, Load, Environment). Specify location, type of machinery used etc.

7.7.2 Analyse the potential hazards and give each hazard a number in order to identify it.

a) The Task

- Can the task be mechanised?
- What is the frequency of handling?
- Does the body have to be twisted?
- Is reaching upwards involved?
- Is stooping involved?
- Are the loads held away from the body?
- Does the load have to be carried long distances?
- Is the handling repetitive?
- Is there enough recovery time between movements?
- Is a work rate imposed by a process?

b) The Individual's Capacity.

- Does the job:
- Require unusual capability?
- Pose a problem for people of a certain height?
- Endanger those with a health problem?
- Endanger pregnant women?
- Call for special information or training?
- Need to be modified to enable a disabled person to carry it out?

c) The Load

- Is it heavy?
- Is it unwieldy or difficult to grasp?
- Is it unstable or unpredictable?
- Is it intrinsically harmful, i.e. sharp, or hot?

d) The Working Environment -

- Are there constraints on posture?
- Poor floors (trip hazards, slippery surfaces)?
- Variations in levels?
- Hot/cold/humid conditions?
- Strong air movements?
- Restrictions on movement or posture from clothes or personal protective equipment?
- Enough lighting and visibility for all stages of the task?

7.7.3 Identify who is at risk. The person(s) carrying the load may be the only one(s) at risk, or there may be a risk of injuring colleagues or members of the public.

7.7.4 Assess the risks from any manual handling which cannot be avoided.

7.7.5 After you have identified the hazard, identify the associated risk (and give it the same number as the hazard for ease of identification).

Calculate the risk: Decide whether the risk is **High, Medium, or Low:**

High – injury is likely and could be severe

Medium – injury is fairly likely but would not be too severe.

Low – injury is not very likely and would not be severe.

7.7.6 List the Controls already in place and again number them to correspond with the hazard and risk.

7.7.7 Make recommendations and again number them to correspond with the hazard and risk

7.7.8 The recommendations in the assessment should form an easily understandable action plan – including details on who is responsible for actions and deadlines.

7.7.9 Manual Handling Risk Assessments should be completed using the Corporate Template (Appendix 1).

7.8 Control the risks.

7.8.1 As far as possible, AVOID the need for hazardous manual handling (Section 8 contains further details on controls.)

The Task.

Is it possible to:

- Improve workplace layout to improve efficiency?
- Use trolleys/barrows/hoists etc?
- Reduce the amount of stooping or twisting?
- Avoid lifting from floor level or above shoulder height?
- Reduce carrying distances?
- Avoid repetitive handling?

- Vary the work to allow different muscles to be used?

7.8.2 The Individual's Capacity

Is it possible to:

- Take better care of those who have a physical weakness or are pregnant?
- Modify the task to enable a disabled person to carry it out?
- Give staff more information or training?

7.8.3 The Load

Is it possible to make the load?

- Smaller or lighter?
- Easier to grasp?
- More stable?
- Less damaging to hold?

7.8.4 The Working Environment

Is it possible to:

- Clear the work area to make it less cramped and to remove any trip hazards?
- Provide better flooring?
- Avoid steps/ ramps?
- Prevent extremes of hot or cold?
- Improve lighting?
- Consider less restrictive clothing or personal protective equipment?

7.9 Review the situation at a later date

7.9.1 This is important for the following reasons:

- It is important to check whether any improvements you put into place have been successful.
- It is important to check that staff have understood any training they have been given
- Staff may change or their abilities alter
- The working environment may have changed
- The load may have changed
- Different equipment may have been introduced
- An accident or near miss may have occurred
- Staff may become ill with a related condition
- Staff may complain of problems
- Work processes may change
- Time spent on the task or on site may increase
- Staff may need refresher training

7.9.2 The timing of the review will depend on what problems were identified in the assessment, how hazardous the task is, and any changes that may have taken place.

If an accident, near miss or problem is reported, then a review of the assessment must be carried out immediately

8. Reducing the risk of injury

8.1 After the manual handling task has been assessed, if manual handling risks cannot be removed by elimination, mechanisation, or automation then they must be reduced as much as possible by:

- Safe working practices
- Training staff in correct manual handling techniques.

8.1.2 Safe Working Practices must include the following considerations

8.1.3 Load size and weight. In some cases, the load can be packaged in smaller containers. However, this is not always the safest course as it will increase the frequency of lifting.

8.1.4 Grip. Where the surface, size or nature of the load makes it difficult to grip, consideration should be given to:

- Handles, hand grips, indents
- Placing the load in a more manageable container
- Provision of gloves with slip resistant surfaces

8.1.5 Stability. Loads should be packaged so that contents do not shift unexpectedly while being handled. Care must be taken when moving containers holding liquids or powders as these may be unstable when not full. Handlers must be aware of the contents of any load and ensure that they read any labels giving information on contents and location of centre of gravity.

8.1.6 Nature of the load. The load should be free from oil, sharp edges and ragged or rough surfaces. If the load is liable to soil the clothes, then protective clothing must be supplied. If loads are held away from the body to avoid soiling clothes, this puts extra strain on the body and can lead to injury.

8.1.7 Changes. Where the weight or size of the load is changed, (for example materials may be delivered in larger packages), staff must be encouraged to report this to manager/supervisors and the safe working practices must be adjusted accordingly.

8.1.8 Moving Clients. Manual handling people is a specialist area where very specific assessment, training, expertise, and equipment must be involved. Staff must not attempt to move another person unless adequate training, information and equipment has been provided.

8.2 Task, Lifting guidelines

8.2.1 Please refer to the diagram in Appendix 2.

8.2.2 The guide assumes that the load is readily grasped with both hands, the handler is in a stable position and the work is carried out in reasonable working conditions. If the load enters more than one zone during the operation, then the smallest weight should be chosen. If the task is performed more than 30 times per hour, then the figures must be reduced by 30%.

8.3 Use of Automation/ Mechanical Aids

- 8.3.1 If it is reasonably practicable to use equipment such as barrows/trolleys/hoists etc, then these must be used. *Reasonably practicable* means that employers must balance the size of the risk against the time, trouble, and cost of dealing with it.
- 8.3.2 If any kind of lifting equipment is used, then it must be regularly serviced and maintained, it must be suitable for the task and have adequate strength and stability. Please refer to *Lifting Operating and Lifting Equipment Regs 1998*.

8.4 Task Layout

- 8.4.1 Sensible task layout can improve manual handling safety: correct positioning of surfaces to minimise lifting, twisting, and carrying etc. If at all possible, loads should be kept at hip level : loads should not be stored directly on the floor or above shoulder level.

8.5 Frequency

- 8.5.1 The frequency at which a load is handled can affect the risk of injury. Even a small load, if handled frequently can create a risk of injury, especially if the handling is jerky or the handler is in a fixed posture. A good example of the dangers inherent in frequent lifting of a small load is litter picking. Frequently bending down to floor level to lift small pieces of litter can result in back problems and a litter picker should be used.

8.6 Carrying

- 8.6.1 If a load can be safely lifted and lowered, (see diagram) it can normally be safely carried for a short distance (less than 10m). However, the risk of injury increases for longer distances or on sloped or uneven terrain, or if obstacles are in the way.

8.6 Pushing and pulling

- 8.6.1 The risks from pushing or pulling a weight are increased when the hands are above shoulder height or below hip height. Risks are increased when the floor surface is slippery or unstable

8.7 Handling while seated

- 8.7.1 Handling while seated uses only the muscles of the trunk and arms, rather than the strong leg muscles, and this severely reduces the capacity for lifting. In addition, any twisting or reaching movement will put severe strain on the body.

8.8 Team handling

- 8.8.1 Team handling may reduce the risk of injury of a solo handler. However, any team handling must be well co-ordinated. Different team members may have differing heights and abilities. Good verbal communication is very important, and the appointment of a team leader is essential. The signal to lift must be unambiguous if injury is to be avoided. The team leader must make it very clear to the team before the lift when he/she intends the actual lift to take place, e.g. 'ready, steady, MOVE' rather than '123', etc. Enough space must be allowed for the task.
- 8.8.2 The capability of a two-person team is approximately two thirds of the sum of their individual capabilities. The capability of a three-person team is approximately one half of the sum of their individual capabilities. This will be further reduced if the working surface is uneven, sloped or stepped. If working on a slope or on steps, the load capacity will be further reduced as the weight borne by the person on the lower end will be greater.
- 8.9 Risk of sudden movement**
- 8.9.1 If there is a risk of sudden movement of the load, injury can result, and extra care must be taken.
- 8.10 Reaching upwards or stooping**
- 8.10.1 Stooping means that the upper body weight is added to the weight of the load, and more stress is put on the back. Reaching upwards or outwards places strain on the arms, shoulders and back and makes it difficult to control the load.
- 8.11 Twisting**
- 8.11.1 Twisting the trunk while supporting a load can lead to serious injury. The feet must be moved towards the direction of movement and the whole body must be turned, rather than just a part of it twisted.
- 8.12 Rate of work imposed by a process**
- 8.12.1 When the rate of work cannot be varied by the handler, mild fatigue which normally could be relieved by a short break can become more pronounced, leading to injury.
- 8.13 Rest and recovery periods**
- 8.13.1 Failure to rest during physical work can lead to ill health. Rest periods or job rotation must be incorporated into manual handling tasks. Any work undertaken in fixed postures reduces the blood flow to the muscles, resulting in fatigue.
- 8.14 Personal Protective Equipment**
- 8.14.1 All Personal Protective Equipment must be well fitting and must restrict movement as little as possible. When manual handling, it is especially important that any gloves supplied are well fitted, and that any footwear supplied has non slip soles, and in the case of prolonged manual handling, steel toe caps

9. Record Keeping

9.1 All risk assessments must be recorded on a Departmental/Service Risk Assessment Log, available on the intranet, which must be returned to the Health and Safety Team quarterly. Email returns to health.safetyadvice@haringey.gov.uk. This a KPI of the Corporate Health and Safety Strategy which all services should adhere to.

9.1.2 Managers must keep all completed risk assessments in a location that is available to their colleagues. This can be electronically or on hard copy files.

10. Monitoring and Review

10.1 The Corporate Health and Safety Team will review this Policy Arrangement every 24 months from the date of issue. Feedback from the audit and inspection process will be considered as part of the review. Where necessary amendments will be made to the document and submitted to the Corporate Health Safety and Wellbeing board and Trade Unions for consideration

11. Approval of the Procedure

11.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 23rd November 2020. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek, Head of Organisational Resilience

Signature:



Date: 23.12.2020

Operations covered by this assessment:	Diagrams (other information)
Location:	
Personnel involved:	
Date of assessment:	

Section B - Detailed analysis

Questions to consider:	If "Yes" tick in front. Depending on amount of Yes, select adequate Risk Level	Problem occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to systems/tasks, load, workplace/space, environment. Communication that is needed)
The Tasks - do they involve: <ul style="list-style-type: none"> • Holding loads away from trunk? • Twisting? • Stooping? • Reaching upwards? • Large vertical movements? • Long carrying distances? • Strenuous pushing or pulling? • Unpredictable movement of loads? • Repetitive handling? • Insufficient rest or recovery? • A work rate imposed by a process? 			
Risk Level 1 <div> <div>Low</div> <div>Med</div> <div>High</div> </div>			
The loads - are they: <ul style="list-style-type: none"> • Heavy? • Bulky/unwieldy? • Difficult to grasp? • Unstable/unpredictable? 			

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<ul style="list-style-type: none"> Intrinsically harmful (e.g. sharp/hot)? 					
Risk Level 2	Low	Med	High		
The working environment - are there:					
<ul style="list-style-type: none"> Constraints on posture? 					
<ul style="list-style-type: none"> Poor floors? 					
<ul style="list-style-type: none"> Variations levels? 					
<ul style="list-style-type: none"> Hot/cold/humid conditions? 					
<ul style="list-style-type: none"> Strong air movements? 					
<ul style="list-style-type: none"> Poor lighting conditions? 					
Risk Level 3	Low	Med	High		
Individual capability – does the job:					
<ul style="list-style-type: none"> Require unusual capability? 					
<ul style="list-style-type: none"> Have implications for those with a health problem? 					
<ul style="list-style-type: none"> Have implications for expectant mothers? 					
<ul style="list-style-type: none"> Call for special information/training? 					
Risk Level 4	Low	Med	High		
Other factors: Is movement or posture hindered by clothing or personal protective equipment?	Yes/No *				
	Circle as appropriate				

Section C – Overall assessment of risk of injury?

*LOW/MEDIUM/HIGH

* Circle as appropriate

Overall Risk Level = Risk Level 1 + Risk Level 2 + Risk Level 3 + Risk Level 4 + other factors

Low Overall Risk = Low risk - no further action required

Medium Overall Risk = Medium risk - action required so far as is reasonably practicable

High Overall Risk = Risk reduction required - high priority

EXAMPLE

Section D – Remedial action to be taken

Remedial Steps that should be taken, in order of priority:

EXAMPLE

Date by which action should be taken:

Date for reassessment:

Assessor's name:

MANUAL HANDLING ASSESSMENT

Appendix 2

How to handle and lift loads

The following guidance illustrates how to perform a basic lift safely, using both hands, lifting a load in front of and close to your body, without twisting. These principles can be adapted to suit the actual task.

Think before handling/lifting. Plan the lift/handling activity. Where is the load going to be placed? Use suitable handling aids where possible. Will you need help with the load? Remove obstructions, like discarded wrapping materials. For long lifts, for example from floor to shoulder height, think about resting the load mid-way on a table or bench to change grip.



Keep the load close to your waist for as long as possible while lifting. Keep the heaviest side of the load next to your body. If you can't get close to the load, try to slide it towards your body before you try to lift it.



Adopt a stable position. Your feet should be apart with one leg in front of the other (alongside the load if it is on the ground) to increase stability. You should be prepared to move your feet during the lift to keep a stable posture. Wearing overtight clothing or unsuitable footwear may make this difficult.



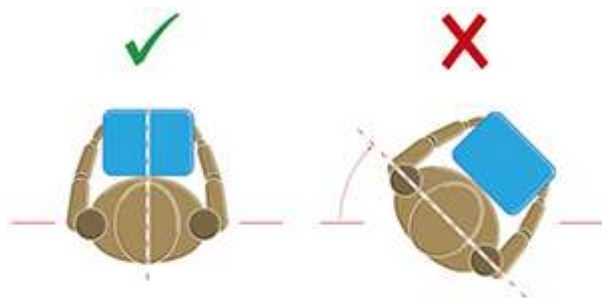
Ensure a good hold on the load. Where possible, hug the load as close as possible to your body. This may be better than gripping it tightly with just your hands.

Slight bending of your back, hips, and knees at the start of the lift is preferable to either fully flexing your back (stooping) or fully flexing your hips and knees (full/deep squatting).

Don't flex your back any further while lifting. This can happen if your legs begin to straighten before you start to raise the load.



Avoid twisting your back or leaning sideways especially while your back is bent. Keep your shoulders level and facing in the same direction as your hips. Turning by moving your feet is better than twisting and lifting at the same time.



Keep your head up when handling. Look ahead not down at the load once it is held securely.



Move smoothly. Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than you can easily manage. There is a difference between what people are able to lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If you need to precisely position the load, put it down first, then slide it into the desired position.

