

## **MANUAL HANDLING**

### **INTRODUCTION**

Back pain costs industry approximately £3 billion a year or the equivalent of 67 million working days.

Most of this pain is work related and the main causes are lifting, handling, forceful exertion, bending and twisting, prolonged sedentary work and vibration. Some of these injuries can be avoided by correct manual handling techniques.

Manual handling is a basic activity in all work situations, the range of materials handled varies enormously as do the actual handling systems.

Manual handling can be split into three broad categories:

1. manual handling and lifting
2. in situ handling systems
3. mobile handling

### **LEGISLATION AND RELATED DOCUMENTS**

Health & Safety at Work 1974

Management of Health & Safety at Work Regulations 1992

Manual Handling Operations Regulations 1992

### **FUNCTION**

To protect employees against manual handling injuries.

## **FIELD OF REFERENCE**

All members of staff.

## **SPECIFIC REQUIREMENTS FOR EMPLOYERS**

All employers must:

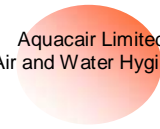
1. So far as is reasonably practicable, avoid the need for employees to carry out manual handling tasks involving the risk of injury.
2. Where avoidance of manual handling activities is not reasonably practicable:
  - make and review if necessary a formal assessment of manual handling assessment should include:
    - a. task
    - b. load
    - c. working environment
    - d. individual capability
  - reduce the risk of injury to employees to the lowest level
  - provide employees with information of the load

## **EMPLOYEES DUTIES**

All employees involved in manual handling operations must comply with the system of work provided.

## **RISK ASSESSMENT**

The following risk assessment should be carried out prior to a manual handling task. The higher the “Total Risk Rating”, the greater the hazard and the greater the risk of injury to the employee.



**MANUAL HANDLING  
RISK ASSESSMENT**

**FORM COMPLETION GUIDE**

- Step 1 Complete Section A - General Detail
- Step 2 Complete Section B - Risk Assessment
- Step 3 Complete Section C - Overall Risk Rating
- Step 4 Action those recommendations outlined in Section C
- Step 5 Ensure that all personnel involved are informed, instructed and trained to carry out the task

**Note:** The introduction of any changes will necessitate an assessment revision exercise.

**Summary of Assessment:**

**Ref No:**

**SECTION A - GENERAL DETAIL**

Manual Handling Task:

Department:

Number of personnel participating  Total risk rating

**SECTION B - RISK ASSESSMENT (SEE OVERLEAF)**

**SECTION C - OVERALL RISK RATING**

0	10	20	30	40	50	60	70	80	90	100	200	300
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Very Low Risk	Low Risk	Significant Risk	High Risk	Very High Risk	Unacceptable Risk
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<b><u>PRIORITISED CORRECTIVE MEASURES</u></b>	<b><u>ACTION COMPLETION DATE</u></b>
1	
2	
3	
4	
5	

**ASSESSOR:**

**DESIGNATION:**

**DATE:**

**SECTION B - RISK ASSESSMENT**

<b>THE TASK: Does it involve:</b>	<b>NO</b>	<b>YES</b>	<b>SCORE</b>	<b>CORRECTIVE ACTION/COMMENTS</b>
Holding loads away from trunk?				
Twisting?				
Stooping?				
Reaching/lifting above shoulder height?				
Long carrying distance?				
Strenuous pushing or pulling?				
Handling while seated?				
Repetitive movement?				
Insufficient recovery time?				
<b>THE LOAD: Is it:-</b>	<b>NO</b>	<b>YES</b>	<b>SCORE</b>	<b>CORRECTIVE ACTION</b>
Heavy?				
Bulky?				
Difficult to grasp?				
Intrinsically harmful (sharp, hot etc)				
Unstable/unpredictable in movement				
<b>THE WORKING ENVIRONMENT IS:</b>	<b>NO</b>	<b>YES</b>	<b>SCORE</b>	<b>CORRECTIVE ACTION</b>
Limitations on movement?				
Lack of working space?				
Uneven, slippery, unstable floors/ground?				
Hot/cold conditions ?				
Strong air movements?				
Poor lighting conditions?				
<b>INDIVIDUAL CAPABILITY:</b>	<b>NO</b>	<b>YES</b>	<b>SCORE</b>	<b>CORRECTIVE ACTION</b>
Does the individual: -				
Require usual strength/height?				
Call for additional information/training?				
<b>OTHER FACTORS</b>	<b>NO</b>	<b>YES</b>	<b>SCORE</b>	<b>CORRECTIVE ACTION</b>
Can movement or possible posture be hindered by:-				
Clothing?				
Personal protective equipment?				
An emergency or unplanned event?				
SUB TOTAL				
ADD 10 TO SCORE IF TIME CONSTRAINTS APPLY TO THE JOB				
TOTAL SCORE				
<b>FREQUENCY OF ACTION</b>	<b>TOTAL SCORE</b>	<b>FREQUENCY FACTOR</b>	<b>TOTAL RISK RATING</b>	
Frequent handling (several times a day)	x	4	=	
Regular handling (several times a week)	x	3	=	
Occasional handling (several times a month)	x	2	=	
Infrequent handling (several times a year)	x	1	=	