Form RA 5

**MANUAL HANDLING OPERATIONS ASSESSMENT RECORD**

Faculty/School/Department & Campus

Process/Group The work identified above is subject to the Manual Handling Operations Regulations 1992 and the risk assessment is recorded below.

1. **BRIEF DESCRIPTION OF TASKS(S)**

**2. PERSONS EXPOSED TO HAZARD**

Staff.

Students

Visitors

Contractors

Members of Public

**3. INHERENT RISK MIN LOW MED HIGH**

The overall assessment of the risk of injury is:

*It may help to consider the risk factors below when making this decision*

**4. RISK REDUCTION MEASURES**

Can the operation be avoided/mechanised/ **YES**  **NO**

automated at reasonable cost?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.**a) | **THE TASK(S). DO THEY INVOLVE:**holding loads away from trunk? | **MIN** | **LOW** | **MED** | **HIGH** |
| b) | twisting? |  |  |  |  |
| c) | stooping? |  |  |  |  |
| d) | reaching upwards? |  |  |  |  |
| e) | large vertical movement |  |  |  |  |
| f) | long carrying distances? |  |  |  |  |
| g) | strenuous pushing or pulling? |  |  |  |  |
| h) | unpredictable movement of loads? |  |  |  |  |
| i) | repetitive handling? |  |  |  |  |
| j) | insufficient rest or recovery? |  |  |  |  |
| k) | a work rate imposed by a process? |  |  |  |  |
| **6.**a) | **THE LOADS. ARE THEY:** heavy |  |  |  |  |
| b) | bulky/unwieldy? |  |  |  |  |
| c) | difficult to grasp? |  |  |  |  |
| d) | unstable/unpredictable? |  |  |  |  |
| e) | intrinsically harmful (eg. sharp/hot?) |  |  |  |  |

**7. THE WORKING ENVIRONMENT. MIN LOW MED HIGH ARE THEY: -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a) | constraints on posture? |  |  |  |  |
| b) | poor floors? |  |  |  |  |
| c) | variations in levels? |  |  |  |  |
| d) | hot/cold/humid conditions? |  |  |  |  |
| e) | strong air movements? |  |  |  |  |
| f) | poor lighting conditions? |  |  |  |  |
| \_  |
| **8.**a) | **INDIVIDUAL CAPABILITY. DOES THE JOB:-**require unusual ability? |  |  |  |  |
| b) | hazard those with a health problem? |  |  |  |  |
| c) | hazard those who are pregnant? |  |  |  |  |
| d) | call for special information/training? |  |  |  |  |

**9. OTHER FACTORS:**

Is movement or posture hindered by clothing or personal

protective equipment?

The areas considered above are all risk factors for manual handling operations. Each on its own may not necessitate the implementation risk reduction measures but when combined with other factors there may be a need to do so. You should attempt to reduce the various risk factors in order to reduce the overall risk.

**10. ADDITIONAL ACTIONS REQUIRED TO REDUCE RISK**

Date for Implementation of above:

Person(s) Responsible:

**11. RESIDUAL RISK. MIN LOW MED HIGH**

Based on the answers given above and your own

knowledge of the work the overall assessment of the

risk of injury is:-

**DATE OF ASSESSMENT**:

**SIGNED**:

RA 5 - Guidance

**NOTES FOR GUIDANCE ON COMPLETION OF MANUAL HANDLING ASSESSMENT**

1. Firstly identify the Faculty/School/Department and Campus for which the assessment is being carried out.

2. Sections 1 and 2 should be used to record the task(s) which is being assessed and the number and category of person exposed to the hazard. If it is not possible to give numbers than a tick may be used to indicate an undefined number.

3.1 The next step is to categorise the inherent risk as high, medium, low or minimal. The risk factors outlined in the following section may also act as a guide to the inherent risk. You may also need to refer to Health and Safety Policy arrangement 3.21 (Manual Handling) or the Health and Safety Executive Guidance associated with the Manual Handling Operations Regulations. Deciding on the level of risk will inevitably call for judgment.

3.2 If inherent risk is assessed as being:

**MINIMAL**:
Date, sign and file this form. No further action requires.

**LOW, MEDIUM:**
Complete this form. Where reasonably practicable elimination,

 **HIGH**
 substitution (by avoiding, mechanising or automating the task(s) or controls must be used. Documentary evidence of training, etc. may also be required.

4. If the task can be avoided, mechanised or automated at reasonable cost then you must ensure that this is done. If it is not then the contribution of each risk factor must be considered.

5 - 9 There are many ways in which the various risk factors can be reduced. These include:

 a) organising the layout

 b) training in good manual handling techniques for staff (and in the use of mechanical lifting devices)

 c) splitting loads into smaller components

 d) providing PPE for hot or sharp loads (there is no PPE which is suitable for ifting heavy loads)

10. Any additional actions which are required to reduce risk should be specified in section 10. A target date for implementation should be set for existing work and the person or persons responsible for ensuring the work is carried out noted.

11. The residual risk can now be assessed. This is the risk present with the current control measures n place. Again deciding on the level of risk will inevitably call for judgement. This should be based however on the answers given in the previous sections and your own knowledge of the work.

If Residual Risk is assessed as being:

**MIN or LOW** Date, sign and file this form. Make the results known to staff and review the assessment and effectiveness of controls at least annually.

**MED** Additional short term controls measures may be necessary for work which is already in progress. Work may continue until the target date for implementation of control measures only. If further control measures are not in place by t his date then work must stop. If residual risk is still MEDIUM with all reasonably practicable controls in place, then consult Health and Safety Services. Approval form RAA may need to be completed.

**HIGH** Work must not commence or must stop immediately if already in progress. Implement control measures before work starts/re -starts.

12. The assessment should be signed and dated by the head of school/department or his/her nominee, who must be a member of staff.

**If you need further assistance, then please contact Health and Safety Services**.