

# Manual Handling Risk Assessment

Manual handling assessment using task, individual, load and environment: can it be avoided, risk factors, handling aids, controls and actions.

## 1. Details

The work, the place and who is assessing it.

### Project

Filled in from the project in SiteSurvey.

---

**Customer**

---

**Site \***

---

**Site address**

---

**Date of assessment \***

---

**Assessor**

---

**What is being lifted, carried, pushed or pulled? \***

---

**Where, from and to?**

---

**How often?**

---

**Can the handling be avoided, or done by machine?**

☐ Yes ☐ No

**How, and when will that change?** (if applicable)

---

Manual Handling Operations Regulations 1992. HSE sets out three duties: avoid hazardous manual handling so far as reasonably practicable, assess the risk of injury from any that cannot be avoided, and reduce that risk to as low as reasonably practicable.

## 2. Task, individual, load, environment

Tick what applies. Each tick is something to reduce on the next page.

**The task involves** (tick all that apply)

- ☐ Holding the load away from the body
- ☐ Twisting
- ☐ Stooping
- ☐ Reaching upwards
- ☐ Lifting from the floor or above shoulder height
- ☐ Carrying over a long distance
- ☐ Repeating the same handling often
- ☐ Strenuous pushing or pulling
- ☐ Not enough rest

**Weight of the load (kg)**

HSE says the weight of a load is important, though the law does not set specific weight limits. The risk depends on the task, the person and the place as well as the weight.

**The load is** (tick all that apply)

- ☐ Heavy
- ☐ Bulky or awkward
- ☐ Hard to grip
- ☐ Unstable or likely to shift
- ☐ Sharp, hot or otherwise harmful
- ☐ A person or an animal

**The place has** (tick all that apply)

- ☐ Not enough space to move freely
- ☐ Uneven, slippery or unstable floors
- ☐ Steps or slopes
- ☐ Poor lighting
- ☐ Heat, cold or wind
- ☐ Other people or vehicles in the way

**The job** (tick all that apply)

- ☐ Needs unusual strength or height
- ☐ Is done by someone pregnant or with a health condition
- ☐ Is done by a new or young worker
- ☐ Needs training they have not had
- ☐ Is made harder by clothing or protective equipment

**Photos of the task** (photos: attach, or note the file names)

### 3. Reduce the risk

What will change.

**Handling aids** (tick all that apply)

- ☐ Trolley or sack truck
- ☐ Pallet truck
- ☐ Hoist or lifting equipment
- ☐ Conveyor or chute
- ☐ Handles or grips added
- ☐ None
- ☐ Other: \_\_\_\_\_

**Other changes** (tick all that apply)

- ☐ Smaller or lighter loads
- ☐ Two-person lift
- ☐ Store at waist height
- ☐ Shorter carrying distance
- ☐ Clear and level route
- ☐ More rest or job rotation
- ☐ Training
- ☐ Other: \_\_\_\_\_

**Risk as the task is done now** (choose one)

- ☐ High   ☐ Medium   ☐ Low

**Risk once the changes are made** (choose one)

- ☐ High   ☐ Medium   ☐ Low

**Are there actions to complete?**

- ☐ Yes   ☐ No

**Actions** (copy this block for each one; if applicable)

**Action \***

Who

By when

## 4. Briefing, review and sign-off

Tell the people doing the work, and set a review.

**Have the people doing the work been briefed on this assessment?**

- ☐ Yes   ☐ No

**Review date**

Review it sooner if the work, the place, the equipment or the people change, or after an incident or near miss.

**Assessor name**

**Assessor signature**

**Manager or supervisor name**

**Manager or supervisor signature**