

Risk Assessment

TASK / ACTIVITY: Manual Handling Of Materials

TASK DESCRIPTION:

Lifting and carrying materials and equipment during work/ training activities on site.

MAIN HAZARDS:

Crushing	<input checked="" type="checkbox"/>	Direct electrical contact	<input type="checkbox"/>	Hot ambient temperature	<input type="checkbox"/>
Cutting / shearing	<input checked="" type="checkbox"/>	Indirect electrical contact	<input type="checkbox"/>	Cold ambient temperature	<input type="checkbox"/>
Entanglement	<input type="checkbox"/>	Short circuit / overload	<input type="checkbox"/>	Adverse weather conditions	<input checked="" type="checkbox"/>
Trapping	<input checked="" type="checkbox"/>	Fire / explosion	<input type="checkbox"/>	Asphyxiation / drowning	<input type="checkbox"/>
Impact	<input type="checkbox"/>	Ionising radiation	<input type="checkbox"/>	Significant noise	<input type="checkbox"/>
High pressure injection	<input type="checkbox"/>	Repetitive actions	<input checked="" type="checkbox"/>	Significant vibration	<input type="checkbox"/>
Abrasion	<input type="checkbox"/>	Stressful postures	<input checked="" type="checkbox"/>	Hazardous substance	<input type="checkbox"/>
Slips / trips	<input checked="" type="checkbox"/>	Lifting / handling	<input checked="" type="checkbox"/>	Localised hot surface(s)	<input type="checkbox"/>
Falls from height	<input checked="" type="checkbox"/>	Fatigue / stress	<input checked="" type="checkbox"/>	Localised cold surface(s)	<input type="checkbox"/>
		Violence / assault	<input type="checkbox"/>	Other:	<input type="checkbox"/>
				Please specify:	

PERSONS EXPOSED:

Employees	<input checked="" type="checkbox"/>	Visitors	<input type="checkbox"/>	Maintenance staff	<input type="checkbox"/>
Public	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Other:	<input checked="" type="checkbox"/>
Vulnerable Groups	<input checked="" type="checkbox"/>	Cleaners	<input type="checkbox"/>	Please specify: Students	

CURRENT CONTROL MEASURES:

- All personnel involved in manual handling operations are aware of safe lifting techniques and are aware of their individual capacity.
- Manual handling is controlled as far as possible through mechanical handling equipment. Trolleys, barrows etc. available and team handling undertaken where necessary.
- First aid kits available.
- Personal protective equipment includes gloves, safety boots available.
- All staff/ students are advised NOT to lift outside of their normal capacity.

LEVEL OF RISK?

Low Med High

ADDITIONAL CONTROLS REQUIRED:

DATE

- The Safe Working Procedure should be followed and its compliance monitored by management.
- Ideally, all staff involved in significant manual operations should be provided with suitable training in manual handling and safe lifting technique, and refresher training should be provided periodically. The free HSE Leaflet

'Getting to grips with manual handling' INDG143 provides some useful advice, information on safe lifting techniques and practical solutions. A copy could perhaps be displayed or given to all workers as a minimum requirement, although more formal training is recommended in the longer term.

- Manual handling assessments should be completed for tasks identified where there is a significant risk of injury.

NOTES:

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ASSESSOR'S NAME:
JONATHAN ENSELL

DATE: September 2017

SIGNATURE:



REVIEW DATE: September 2018

JOB TITLE: COMPANY
DIRECTOR

Safe Working Procedure

TASK / ACTIVITY: Manual Handling Of Materials

TASK DESCRIPTION:

Lifting and carrying materials and equipment during work/ training activities on site.

MAIN HAZARDS:

The main hazards associated with manual handling are musculoskeletal injuries due to poor technique and inadequate preparation of the area and load. Movement of the load can occur due to inadequate containment.

CONTROL MEASURES:

GENERAL SAFETY

- Only persons trained and competent in safe lifting techniques should handle heavy loads.
- Where possible materials used on site should be procured in smaller packs if possible or lightweight, wheeled equipment purchased/hired.
- All individuals lifting and carrying should be physically fit.
- The load should be checked to ensure it has no sharp edges, where its centre of gravity is located, whether it is cold, hot or slippery.

LIFTING TECHNIQUES

- The following lifting techniques should be applied:
- Ensure work area is free from trip hazards, other people, vehicles, etc. Check weight of item by looking at its weight label and undertaking a test lift.
- Bend knees and hips and keep back and head as straight as possible. Lift using your legs not your back. Do not twist or run with the load and do not struggle - ask another person to help if necessary.
- Clothing should not be restrictive.
- Leave material / equipment to be lifted in a safe place and not obstructing a means of escape.
- Use mechanical handling equipment wherever possible.

PROTECTIVE EQUIPMENT

- Suitable gloves may be worn to protect against chemical contamination, cold / heat or sharp edges.

- Suitable footwear should be worn i.e. non-slip soles and steel toe caps.

PRECAUTIONS / EMERGENCY ACTION

- Staff should be aware of how to clear up spills of chemicals.
- First aid equipment should be available.

FURTHER INFORMATION:

Please see Risk Assessment.

REVISION:	1	DATE:	September 2017	REVIEW DATE:	September 2018
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