

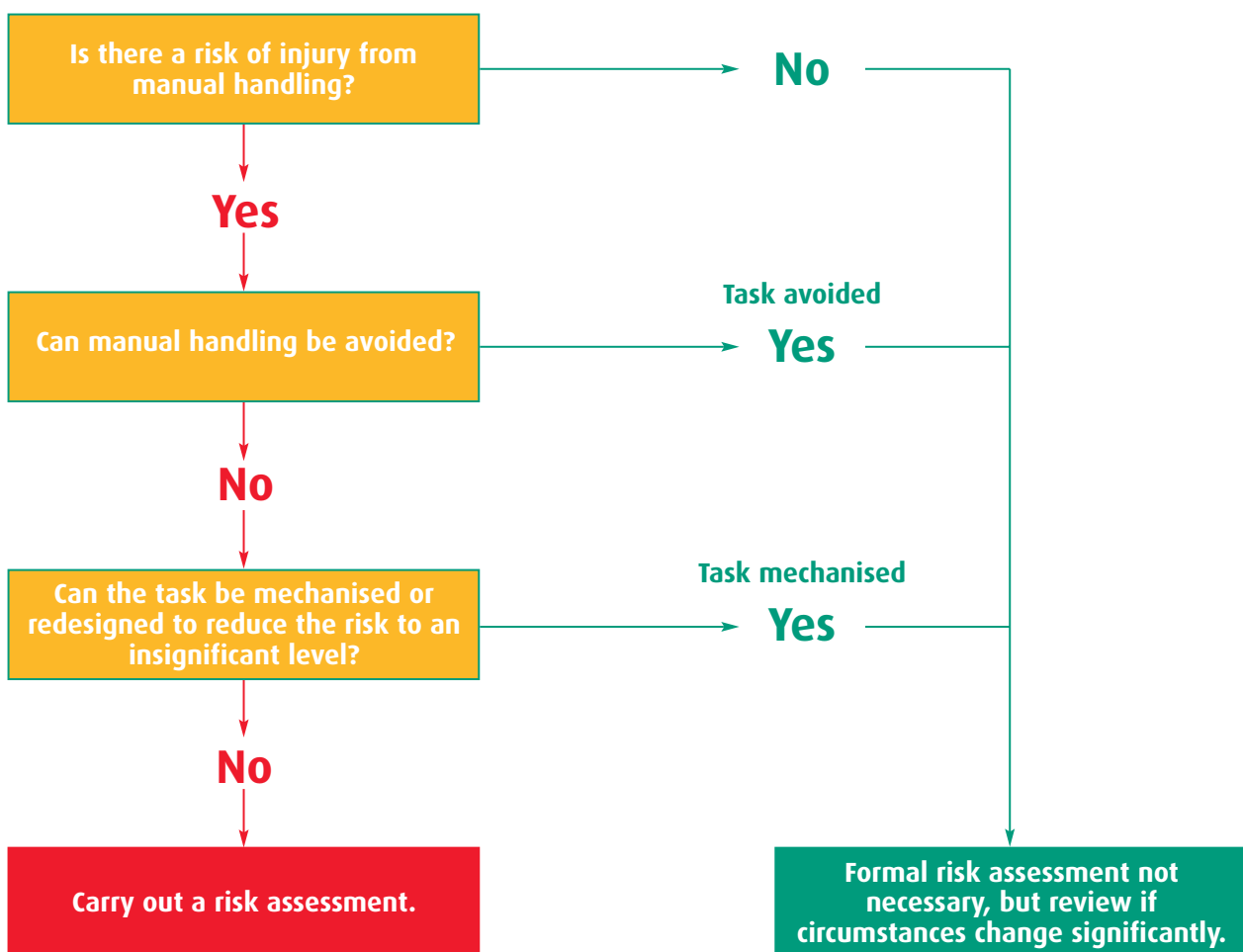
Manual handling risk assessment

Adviceline: 0800 019 2211
www.healthyworkinglives.com



Need for formal assessment

Employers should avoid manual handling activities that could give rise to injuries to employees, so far as is reasonably practicable. Where this is not possible, then a risk assessment should be carried out and suitable measures taken to reduce the risk of injury to the lowest level that is reasonably practicable. The guidance and information on the chart below will assist you in deciding when an assessment is required. If you answer yes or no at any stage and after taking the required action this takes you to the box telling you a formal assessment is not required you should ensure the activity is reviewed regularly. So if you say the task can be avoided make sure you do avoid the manual handling involved in the activity.



The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at www.healthyworkinglives.com

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

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This list is intended to assist you in considering the risk of injury from manual handling operations. It should assist you to assess the elements of the operation and to decide on suitable controls.

An assessment is required if the operation involves a significant risk of injury, and cannot be avoided, mechanised or automated at a reasonable cost.

Does the task involve...?			
Stooping		Strenuous pulling	Other (list below)
Bending		Repetitive handling	
Twisting		Little rest/recovery	
Long distance travel		Work pacing	
Holding away from body		Reaching upwards	
Strenuous pushing		High initial effort	
Frequent prolonged effort		Large vertical movements	

Is/does the individual...?			
Require unusual strength		Need general information or training	Other (list below)
Have a health problem		Need particular information/training	
Pregnant		Medical condition	
A young person			

Is the load...?			
Heavy		Heavy at one end	Other (list below)
Bulky		Rough on its surface	
Hot/cold		Difficult to see over	
Contents liable to move/shift		Contain hazardous substances	
Difficult to grasp		Open container	
Unstable/unpredictable (people/animals)			

Is/does the environment...?			
Hot/humid		Have varying floor levels	Have doors that open outwards
Cold		The floor in poor condition	Other (list below)
Windy		Cramped	
Poorly lit		Have a slippery floor	
Have steps/stairs		Have obstructions	
Have difficult storage conditions		Make it difficult to adopt good posture	

Other factors			
Does restrictive clothing make lifting hazardous?		Other (list below)	
Does requirement for personal protective equipment make lifting hazardous?			
Is team handling required?			

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Organisation

Assessor

Date

Manual handling activity/task

Complete the relevant details of the activity being assessed

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Handling hazards

All hazards associated with the activity should be entered here: task, individual, load, environment. See guidance

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Those at risk

e.g. staff, public and others

--	--

Current control measures

List current control measures

--

With these controls the risk is (circle)

Unacceptable

Further controls required

Adequately controlled

Further control measures required

List further action needed to adequately control risks

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Review date

Initials

Use a new box each time this assessment is reviewed

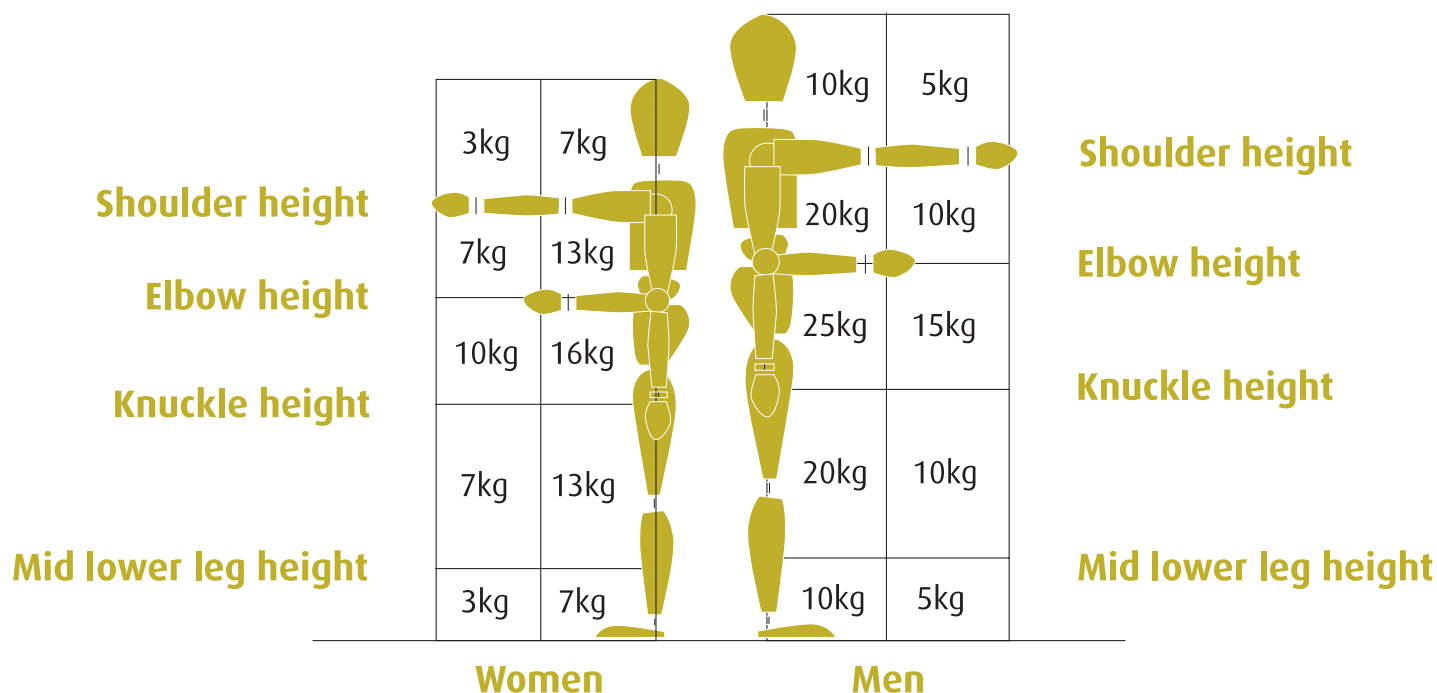
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Guideline figures

The guideline figures below are intended to show the weights that a reasonably fit individual should be capable of lifting and lowering in ideal circumstances. They assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position.



NB Maximum when seated: 3kg (women), 5kg (men)

These figures take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and the reach of the individual handler. As you can see the capability to lift or lower is reduced significantly if, for example, the load is held at arm's length or the hands pass above shoulder height or are at floor level.

In some circumstances the weights in these guidelines should also be reduced where environmental or other circumstances and individual capacity are less than ideal. They should also be reduced where there is a requirement for twisting or stooping during the task and also where the task is carried out frequently.

The above guidelines can help to identify and prioritise those manual handling operations requiring more detailed assessment. The guidelines set out an approximate boundary within which operations are unlikely to create a risk of injury sufficient to warrant more detailed assessment.

This enables you to concentrate on tasks that present the most risk. However there is no threshold below which manual handling operations may be regarded as 'safe'. Even operations lying within the guidelines should be avoided or made less demanding wherever it is reasonably practicable to do so.

