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|  | **Manual Handling Risk Assessment Record** |  |

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| **Operations/Work Activities covered by this assessment:** | Manual Handling risk assessment | | | | | | | |
| **Site Address/Location:** | <Insert location> | | | **Department/Service/Team:** | | | <Insert name of school/academy> | |
| **Assessment Date:** | Click or tap to enter a date. | | | **Lead Assessor:** | | | <Insert name of assessor> | |
| **Authorised By:** | <Insert name of authoriser> | | | | | | | |
| **Who Might Be Affected** | Employee | Contractor | Visitor | | Pupil | Client | | Member of Public/Third Party |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees | | | | | | | | |

| Hazards  Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating | | | Action Required/ Action No. |
| --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Severity | Risk Rating |
| Inappropriate manual handling techniques. | Employees may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures. | Manual handling operations are avoided wherever possible.  Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling.  Employees assess each manual handling activity prior to commencing the task and undertake a dynamic risk assessment using the TILE principals (Task, Individual, Load, Environment).  Information, instruction, and training for safe manual handling techniques provided for employees.  Responsibility for employees to inform and management to implement conduct a specific risk assessment for medical conditions (including pregnancy) which may impact ability to perform a manual handling task.  Employees aware of individual capabilities and limitations and requirement not to lift anything beyond their capability.  Lifting and handling equipment to be provided and used where required to assist with lifting and transportation.  Shared lifting practices to be adopted where appropriate.  Large or heavy loads are split into manageable loads.  Use of suitable personal protective equipment (PPE) to protect and prevent injury to hands, arms, and feet e.g. gloves, suitable footwear etc.  Further guidance relating to manual handling is available at:   * [Manual handling at work: A brief guide](https://www.hse.gov.uk/pubns/indg143.pdf) * [Manual handling at work - Musculoskeletal disorders - HSE](https://www.hse.gov.uk/msd/manual-handling/index.htm) |  |  |  |  |
| Unsuitable or insufficient provision, use and maintenance of manual handling equipment (e.g. trolleys, sack barrows etc.) | Employees may receive physical injuries from incorrect, inappropriate, insufficient, or poorly maintained manual handling equipment. Physical injuries may also be sustained from incorrect lifting techniques, poor / overloading of equipment, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures. | Tasks assessed and suitable equipment identified to support task.  Equipment used and maintained in accordance with manufacturer’s instructions.  Any damaged or defective equipment to be immediately taken out of use and reported to the Site Manager.  Equipment such as trolleys / sack barrows etc. kept close to body to maintain control.  Equipment is not overloaded, and care taken to ensure the load is stable.  Assess the route to be taken considering changes in level, contact with people / objects, doors, and weather etc.  Information, instruction, and training for safe use of manual handling equipment provided for employees.  Equipment is suitably stored in a manner which does not pose a risk and is easily accessible. |  |  |  |  |
| Inappropriate or unsuitable storage of objects. | Employees may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures. | Consider location and height of storage to minimise awkward postures and avoiding working at height.  Work at height to be avoided wherever possible. Where work at height cannot be avoided a risk assessment is completed, and suitable risk controls implemented.  Racking, shelving, and other storage designed to be robust and load bearing capacity assessed to prevent unintended collapse or toppling.  The positioning of heavy loads on racking / shelving considered to prevent the unnecessary lifting or lowering of loads to reduce the risk of injury from bending, stretching and other awkward postures. |  |  |  |  |
| Inappropriate or unsuitable manual handling of sports equipment. | Employees and pupils may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures. | Information, instruction, and training for safe manual handling techniques provided for employees within the PE department.  Pupils instructed on safe handling and use of equipment. Pupils supervised and trained to move and erect low risk sports equipment. Due care and courtesy of pupils when carrying sports equipment.  Equipment erected and maintained in accordance with manufacturer’s instructions.  Netball / basketball nets erected in a safe manner using correct handling techniques.  Goal posts are erected on a seasonal basis by grounds staff.  Equipment suitably stored to minimise the need to overreach or adopt awkward postures. Equipment stored close to where required to minimise travel distance.  Trampolines moved on wheels to allow for ease of manoeuvrability. Team handling used as required. Pupils must not be involved in the erection or movement of trampolines.  Shared lifting practices to be adopted where appropriate. |  |  |  |  |
| Inappropriate or unsuitable manual handling of dining tables, chairs, or staging. | Employees and pupils may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures. | Equipment chosen that is easy to transport e.g. wheeled tables.  Team lifting used for movement of heavy or awkward loads.  Equipment suitably stored to minimise the need to overreach, adopt awkward postures. Equipment stored close to where required to minimise travel distance.  Mechanical aids used where required e.g. trolleys, sack barrows etc.  Care taken to avoid trapping fingers between equipment e.g. folding tables, between chairs.  In dining areas food debris is cleaned up immediately to minimise the risk of slips, trips, and falls.  Employees trained to erect and manoeuvre specialist equipment e.g. staging.  Equipment used and maintained in accordance with manufacturer’s instructions. |  |  |  |  |
| Inadequate or unsuitable management of receiving deliveries on site. | Employees and contractors (e.g. delivery drivers) may receive physical injuries from incorrect lifting techniques, attempting to lift heavy / cumbersome loads or trapping under / against objects. Injuries may include sprains, strains, back injuries, musculoskeletal disorders, repetitive strain injury, hernia, cuts, or fractures.  Physical injury from contact with moving or reversing plant, equipment, or vehicles. Injuries may include cuts, bruises, fractures, or entrapment. Potential for fatality. Risk of property damage to vehicles and buildings. | Organise deliveries to avoid busy times of the day, ensuring employees are on site to accept the delivery.  Wherever possible organise deliveries to be dropped close to the required location by the driver e.g. kitchen or main reception.  Break down the load to ensure it is manageable to transport to the required location.  Ensure deliveries to not impede emergency exit routes or create slip, trip, or fall hazards.  Workplace transport and vehicle risk assessment completed which outlines key control measures for traffic management on site. |  |  |  |  |
| Additional Notes | | | | | | |
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| Control Improvements/Developments | | | | |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
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| Signature of Assessor: | Date: |
| Signature of Person Authorising: | Date: |

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| Potential Severity of Harm | Major | **Medium** | **High** | **High** |
| Minor | **Low** | **Medium** | **High** |
| Negligible | **Low** | **Low** | **Medium** |
|  | | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring | | |

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| **Definitions** | |
| High | Take appropriate action within agreed period |
| Medium | Monitor & Review Situation |
| Low | No Action Required |

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| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident | | | | | | | | |
| Review Date | Comments/Amendments | Reviewed By | Signature |  | Review Date | Comments/Amendments | Reviewed By | Signature |
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| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

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