



**HS Direct**  
Health and Safety Experts

Call: 0114 244 4461

# Manual Handling Assessment Notes

## Using your Document

The example document provided by HS Direct Ltd is supplied as a guide to enable you to complete your Assessment.

We strongly recommend that you thoroughly read, edit and change your document. Control procedures within the document make reference to the appropriate method statement, and also COSHH assessments if required. All editing should be made by a competent person. If you are not competent to carry out this task you should seek training or professional assistance to enable you to carry out a suitable and sufficient assessment.

A method statement should be completed for each of the risk assessments you have, enabling you to provide employees with a written safe system of work.

If using them all chemicals must have a corresponding COSHH assessment.

If your organisation has 5 or more employees, that includes all staff, not just site workers, then you also require by law a written health and safety policy.



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## About HS Direct

HS Direct take great pride in providing help and assistance with all health and safety related paperwork, software and consultancy for over 3,000 clients throughout the UK using our **Safety First Package**.



The world's most advanced Health & Safety Management system - the Safety First Package, is the fastest growing bespoke solution to all of your company's Health & Safety needs.

- Easy to access - All you need is a computer with an internet connection to access your documents making it easy to gain access to your health and safety documents on the go
- Simple to use - Your package comes preloaded with your industry specific documents making it simple for you to edit and create new documents quickly.
- Up to date - Any changes in legislation are instantly amended by our in house consultants meaning you will be able to meet any Health and Safety prequalification requirements for your next job.

**Price Promise** - If you can find the same service for less - **HS Direct** will give you it for **FREE** for a year.

To get further information on the entire range of products and services we can assist you with please do not hesitate to call us on **0114 244 4461** or visit **www.hsdirect.co.uk**. Our offices are open **8am – 9pm** Monday to Friday, and **9am - 5 pm** at weekends.

## Disclaimer

All information and advice is given in good faith. We cannot accept any responsibility for your subsequent acts or omissions. If you have any doubts queries or concerns, you should refer to the relevant regulations and take further professional advice.

# MANUAL HANDLING ASSESSMENT

<b>Summary of Assessment</b>	Assessment Reference:
Operations covered by this assessment:	Date of Assessment:
	<b>Comments:</b>
Locations:	
Personnel Involved:	

## Section A Preliminary (circle as appropriate)

- Q1.** Do the operations involve a significant risk of injury ? **Yes / No**  
If **YES** go to **Q2**. If **NO** the assessment need go no further.  
If unsure, answer **YES**
- Q2.** Can the operations be avoided/mechanised/automated at reasonable cost ? **Yes / No**  
If **NO**, go to **Q3**. If **YES**, proceed and check the result is satisfactory.
- Q3.** Are the operations clearly within the guidelines ? **Yes / No**  
(Do they involve twisting, stooping, heavy loads, long carrying distances, frequent lifts etc. - Consult Appendix 1 of the Manual Handling Regulations)  
If **NO**, go to **Section B**. If **YES**, proceed to **section C**. If unsure, answer **NO**

## Section B - See overleaf:

## Section C - Overall assessment of risk :

- Q1** What is the overall assessment of the risk of injury? **Insignificant/Low/Med/High**  
If not insignificant, go to section D. If insignificant the assessment is complete

## Section D - Remedial Action:

- Q1** What remedial action should be taken, in order of priority ?

Assessor Ref	Action	To be done by	Completion Date

Priority for action: **Nil/Low/Med/High**

Date for re-assessment: \_\_\_\_\_

Assessor: \_\_\_\_\_

Signature: \_\_\_\_\_

## Section B: Detailed assessment, if necessary :

### Handling Factors

Start or finish of lift		Close	Mid	Far	
1	Floor to knuckle	2	4	7	<input type="text"/>
2	Knuckle to shoulder	1	3	5	<input type="text"/>
3	Shoulder to above head	2	4	7	<input type="text"/>
			<b>No</b>	<b>Yes</b>	
4	Is the body twisted during lifting ?		0	2	<input type="text"/>
5	Does the person stoop whilst lifting ?		0	4	<input type="text"/>
6	Does carrying distance exceed 10 metres ?		0	3	<input type="text"/>
7	Is vision restricted by the load ?		0	2	<input type="text"/>
8	Is the load centrally balanced ?		2	0	<input type="text"/>
9	Is the centre of gravity evident ?		2	0	<input type="text"/>
10	Is the load difficult to grasp ?		0	2	<input type="text"/>
11	Is the load unstable ?		0	2	<input type="text"/>
12	Is the load hot/sharp/otherwise harmful ?		0	2	<input type="text"/>
13	Is pushing or pulling required ?		0	2	<input type="text"/>
14	Could the load suddenly jerk free ?		0	4	<input type="text"/>
<b>Addition of Handling Factors (H)</b>					
Environmental Factors			No	Yes	
15	Is the handling space confined ?		0	3	<input type="text"/>
16	Are conditions wet ?		0	1	<input type="text"/>
17	Is the ground icy ?		0	2	<input type="text"/>
18	Is the ground uneven ?		0	1	<input type="text"/>
19	Does the carrying route contain steps ?		0	3	<input type="text"/>
20	Is the handler affected by heat or cold ?		0	1	<input type="text"/>
21	Is the area adequately lit ?		2	0	<input type="text"/>
<b>Addition of environmental factors (E)</b>					
<b>Weight of load</b>		<b>Value</b>			
22	0 to 5kg	1			<input type="text"/>
23	5 to 10kg	3			<input type="text"/>
24	10 to 15kg	5			<input type="text"/>
25	15 to 20kg	10			<input type="text"/>
26	20 to 25kg	20			<input type="text"/>
27	over 25kg	25			<input type="text"/>
				<b>Load Factor (W)</b>	<input type="text"/>
<b>Frequency Factor</b>					
28	Occasional -1 < 30 times and hour	Moderate - 3 Moderate -	Frequent - 10 > 5 times a minute	<b>Frequency (F)</b>	<input type="text"/>

#### Risk Factor

$$(H + E) \times W \times F / 25$$

Add handling factor score (H) to Environmental Factor Score (E) Multiply the total by the weight load factor (W) and multiply that total by the Frequency Factor (F) divide the total by 25 to get your Risk Factor

#### Risk factor

Insignificant  
Low  
Medium  
High

<1  
1 to 5  
5  
>10

Now return to section C overleaf