

Risk Assessment Guidance

Title

Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending stretching or other awkward posture you may adopt while doing a task

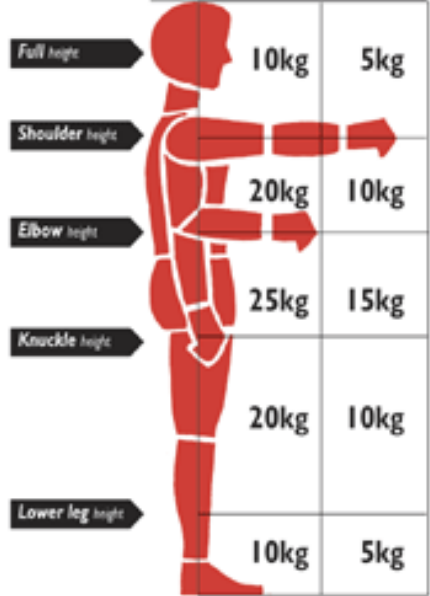
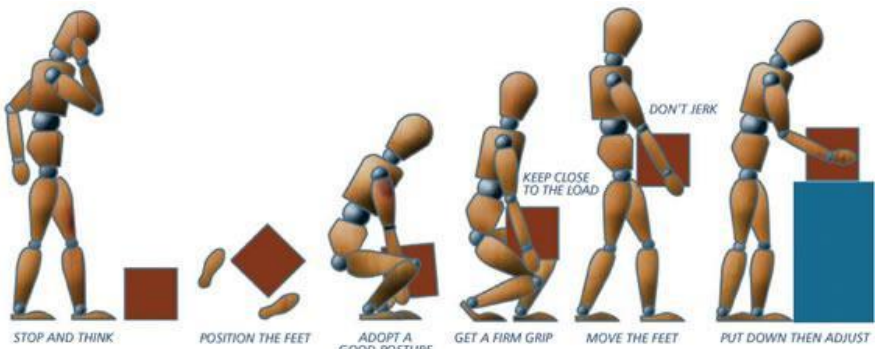
The Manual Handling Operations Regulations 1992 (MHOR) require employers to manage the risks to their employees. They must:

- Avoid hazardous manual handling operations as far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanizing the process.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable, then explore changes to the task, the load and the working environment.




Job Sequence	Hazard Identification	Controls
Manual lifting, carrying, pulling/pushing.	Musculoskeletal Injuries – strains, sprains etc.	<p>Always opt for mechanical aides where possible.</p> <p>Consider the physical fitness and capability of an individual carrying out the manual handling task.</p> <p>Where possible, walk the route first to ensure it is clear of obstacles and obstruction. Where possible, open doors to make the transfer of items easier.</p> <p>Note the weight of the load and the number of operatives performing the task. Indicate weight on heavy/awkward loads.</p> <p>Where manual handling is not avoidable, then suitably trained personnel capable of assessing the loads of the equipment/materials requiring handling must be used.</p>
Lifting.	Musculoskeletal Injuries – strains, sprains etc. between parts can lead to trapping	<p>Always plan the lift. Can handling aids be used? Check where the load is going to be placed. Consider help with the load.</p> <p>Remove obstructions along the route where the load is going to be placed.</p> <p>Assess the task and consider the position of the load and your hands as the lift progresses.</p> <p>Consider the position of the load at the start of the lift and as the lift progresses.</p> <p>Consider your trunk as the load is lifted.</p> <p>Avoid twisting and bending the trunk to the side as the load is lifted.</p> <p>Reduce the guideline weights below if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45°, and by 20% if the handler twists beyond 90°.</p>

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		 <table border="1"> <tr> <td>Full height</td> <td>10kg</td> <td>5kg</td> </tr> <tr> <td>Shoulder height</td> <td>20kg</td> <td>10kg</td> </tr> <tr> <td>Elbow height</td> <td>25kg</td> <td>15kg</td> </tr> <tr> <td>Knuckle height</td> <td>20kg</td> <td>10kg</td> </tr> <tr> <td>Lower leg height</td> <td>10kg</td> <td>5kg</td> </tr> </table> <p>The diagram above gives guidance on safe weights of loads to be lifted. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.</p> <p>The guideline weights assume that the load is readily grasped with both hands and that the operation takes place with the lifter in a stable body position.</p>	Full height	10kg	5kg	Shoulder height	20kg	10kg	Elbow height	25kg	15kg	Knuckle height	20kg	10kg	Lower leg height	10kg	5kg
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		<p>Diagram above shows good technique for lifting items from a ground position.</p>															
Carrying	Musculoskeletal Injuries. Dropping items (onto feet, others etc.)	When carrying items consider making the load lighter or less bulky, easier to grasp, more stable and evenly stacked. Keep the load close to the body.															

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		<p>Where the offset centre of gravities are present the load should be indicated.</p>  <p>Ensure you have a clear vision of where you are going. Do not carry big or high loads that will obscure the route ahead.</p>
Obstacles/objects along route e.g. boxes, trailing electrical cables.		<p>Where a task involves transferring items from one area to another, walking the route to ensure all obstructions, objects are clear to eliminate potential trip hazards. Operatives should get help whenever necessary, if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high.</p> <p>Consider temporary wedging open doors on the route to allow ease of task.</p>
Fatigue and Static Body Posture.	Musculoskeletal Injury.	<p>Plan work ahead, ensuring regular breaks are taken for extended tasks. During breaks and rest periods stretch the body and loosen muscles. Don't work on knees for long periods.</p> <p>Particularly heavy or awkwardly shaped loads should have an indication of their weight identified.</p>
Repetitive Action		<p>Plan work ahead. Take regular breaks between tasks. Rotate tasks where possible.</p>

All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out whilst working.

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Additional Guidance	COSHH Assessment	Method Statement	Other (Specify)
		N/A	Only trained persons are allowed to operate this equipment.
Name			
Signed			Date