



**• Manual Handling Policy and Procedure**

<b>Reference No.</b>	<b>P16:2004</b>
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<b>Implementation date</b>	<b>November 2006</b>
<b>Version Number</b>	<b>1.13</b>

<b>Linked documents</b>	
<b>Reference No:</b>	<b>Name.</b>
<b>P22:2004</b>	Health and Safety Policy

<b>Suitable for Publication</b>	
<b>Policy Section</b>	<b>Yes</b>
<b>Procedure Section</b>	<b>Yes</b>

<b>Protective Marking</b>
<b>Not Protectively Marked</b>

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# 1 Policy Section

## 1.1 Statement of Intent – Aim and Rationale

1.1.1 This policy, depending on the individual circumstances can apply to both the Chief Constable as the employer of Police Officers and Police Staff and the Office of the Police and Crime Commissioner as the employer of staff employed by them. Where the phrase “Dorset Police” is stipulated, this policy may apply to the Chief Constable or the Office of the Police and Crime Commissioner, or potentially both acknowledging that they are in their own right separate corporations sole and both have legal responsibilities under the Health and Safety At Work etc Act 1974.

1.1.2 Dorset Police is committed to safeguarding the health, safety and welfare of its staff. This policy is intended to put in place arrangements to prevent so far as is reasonably practicable, injuries and chronic long term ill health occurring to Dorset Police staff from undertaking manual handling work activities on behalf of the organisation.

## 1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision – A Safer Dorset for You”

Our strategic priority is to achieve two clear objectives:

- To make Dorset safer
- To make Dorset feel safer

In doing this we will act in accordance with our values of:

- Integrity
- Professionalism
- Fairness and
- Respect

### National Decision Model

The National Decision Model (NDM) is the primary decision-making model used in Dorset Police. The NDM is inherently flexible and is applied to the development and review of all policy, procedure, strategy, project, plan or guidance. Understanding, using and measuring the NDM ensures that we are able to make ethical (see Code of Ethics), proportionate and defensible decisions in relation to policy, procedure, strategy, project, plan or guidance.

### Code of Ethics

The Code of Ethics underpins every day policy, procedures, decision and action in policing today. The Code of Ethics is an everyday business consideration. This document has been developed with the Code of Ethics at the heart ensuring consideration of the 9 Policing principles and the 10 standards of professional behaviour. Monitoring is carried out through the Equality Impact Assessment process which has been designed to specifically include the Code of Ethics.

## 1.3 People, Confidence and Equality

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion
3. Focus on community priorities
4. Demonstrate professionalism
5. Express Force values
6. Instil confidence in staff

This document also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectations for communities in Dorset to be:-

- Listened to
- Kept informed
- Protected, and
- Supported

## 2 Standards

### 2.1 Legal Basis

- 2.1.1 To enable Dorset Police to comply with the “Manual Handling Operations Regulations 1992 (as amended)”.

### 2.2 People, Confidence and Equality Impact Assessment

During the creation of this document, this business area is subject to an assessment process entitled “People, Confidence and Equality Impact Assessment (EIA)”. Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

### 2.3 Monitoring / Feedback

- 2.3.1 This document will be monitored by The HR Specialist (Health and Safety). The business area will fall within the health and safety active monitoring programme and monitoring will be undertaken against the agreed policy contents and will be

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undertaken every 4-5 years or sooner if an adverse manual handling accident trend is identified through the accident statistics.

Feedback relating to this policy can be made in writing or by e-mail to:

Address : Mr R Aiston, HR Specialist (Health and Safety), Winfrith, Dorchester, Dorset.  
DT2 8DZ.

E-mail : [bob.aiston@dorset.pnn.police.uk](mailto:bob.aiston@dorset.pnn.police.uk)

Telephone : 01300 223724

## 3 Procedure Section

### 3.1 Introduction

3.1.1 Under the Manual Handling Regulations 1992 (as amended) there is a requirement for employers, in the first instance, to avoid the need to undertake manual handling activities which could potentially give rise to injuries or subsequent ill health to employees, so far as is reasonably practicable. Where this is not possible or feasible (e.g. moving a person under the affects of alcohol), then a suitable and sufficient assessment of those activities must be carried out.

3.1.2 An employer must consider putting in measures to reduce the risk of injury etc occurring to the lowest level that is reasonably practicable.

3.1.3 Manual handling is defined as, “any transporting or supporting a load by hand or other bodily force and includes: lifting, lowering, pushing, pulling and carrying”. If physical effort is required to move an object, it will generally fall into the definition of “Manual Handling”. What is not regarded as a manual handling activity is: turning a starting handle, pulling on a rope while lashing down or the application of human effort for a purpose other than transporting or supporting a load.

Accidents attributable to manual handling in Dorset Police have been; 2013/14 = 29, 2014/15 = 28, 2015/16 = 28. Manual Handling is one of the most common causes of injury at work. The cost to the economy is enormous and most manual handling accidents could be prevented by employing simple measures such as waiting for assistance, breaking the load down, using a mechanised handling aid, avoiding twisting, bending and stretching. Lifting loads inappropriately over many years can result in cumulative wear and tear on the muscular-skeletal system (principally the spine) and can significantly reduce a person’s quality of life. Sprains and strains, particularly of the back, are the most common manual handling injury.

3.1.4 Most reported manual handling accidents result in an absence from the workplace for a period of greater than three days. The majority of accidents are caused by incorrect application and/or prolonged bodily force. Poor lifting posture and excessive repetition of movement and force are also important causative factors.

3.1.5 The Regulations establish a clear hierarchy of control measures which employers are obliged to consider when making their assessments.

3.1.6 The first of these hierarchy of control measures is to avoid the need to carry out manual handling tasks in the first place. Then consideration should be given to re-designing the task, automating or mechanising the process. This may not be a feasible option in a custody centre, for example. It may not be possible to avoid the task. Avoiding the task if you can is avoiding the risk of injury.

3.1.7 If the task cannot be avoided, a Manual Handling Assessment has to be carried out.

3.1.8 The risk of a potential injury to a person must be reduced so far as is reasonably practicable. To achieve this requirement, use could be made of a sack truck, using a

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lifting truck or other lifting aid, breaking the load down into smaller loads, getting assistance (team lifting and the provision of training).

- 3.1.9 Where there is a risk of a manual handling injury, consideration must be given to reducing the load weight. The load could be broken down i.e. box of photocopy paper. Placing moderately to heavy loads at waist height will avoid the need to bend down, etc. Place such loads at waist/chest height on secured racking/shelving/table etc.
- 3.1.10 There is no specific weight limit where the “Manual Handling Operations” start to apply. Factors like the individual’s capability, recent pregnancy, a medical condition, a disability etc must be considered.
- 3.1.11 Some loads can be bulky, awkward, be an odd shape, contain a liquid which could move when lifted and so effect the load’s centre of gravity, may be so large but light that still require two persons to lift it safely, the load could struggle/move when being carried i.e. a dog or prevent a person from seeing ahead safely. All these factors must be considered when carrying out a manual handling assessment.
- 3.1.12 The further the load is placed/carried away from the body’s trunk, the greater the level of stress is placed on the lower back. A load carried at arm’s length will place between 3 and 4 times greater stress on the lower back than a load carried close into the trunk.

## **3.2 Statutory Requirements**

- 3.2.1 The general provisions of the Health and Safety at Work Act 1974 (as amended) place a statutory obligation on employers to protect the Health, Safety and Welfare of its employees.
- 3.2.2 A more specific set of Regulations that cover the matter is the Manual Handling Operations Regulations 1992 (as amended).

## **3.3 Force Arrangements**

- 3.3.1 Managers should have identified through undertaking their general workplace risk assessments of their business areas whether manual handling tasks have been identified as a potential foreseeable hazard. If manual handling tasks have been identified and they cannot be avoided, a manual handling assessment will have to be carried out.
- 3.3.2 Managers will need to nominate a suitable member of staff within their business area with responsibility to undertake both operational and non-operational manual handling assessments. They will be known as the Department/Divisional manual-handling trained assessor.

3.3.3 Department/Divisional manual handling assessors will be required to undertake a recognised Manual Handling Assessors training course to provide them with the necessary skills and confidence for them to competently carry out assessments and to make recommendations to the manager. Courses will be arranged through the Health and Safety Unit.

## 3.4 Manual Handling Assessments

3.4.1 A manual handling assessment has to be completed where it is not possible to avoid having to carry out a manual handling work activity.

3.4.2 A simple but sufficient manual handling assessment form and guidance are located at appendix A. The assessment form is designed to guide the assessor step by step through the process.

3.4.3 Manual handling assessors will need to consider a list of factors that will need to be considered when carrying out an assessment. The majority of considerations can be remembered through the mnemonic **TILE**. They are:

- The task (moving box from A to B);
- Individual capability; (muscular, slim, tall, short. The individuals' circumstances, including diversity issues around gender, disability and age. etc)
- Load (large, bulky, restricts vision etc);
- Environment (inside/outside, dry/wet, dark/light, floor surface pedestrian route.
  
- Other factors (safe system of work, instructions, training;
- Personal Protection Equipment (PPE) may restrict movement.

3.4.4 Manual handling assessments must be reviewed when the:

- Task changes;
- An accident or ill-health has occurred which is directly related to the task;
- Every two years;
- Change of staff;
- When the assessment is not considered to be valid any more.

3.4.5 Manual handling assessments are to be completed by a person who has received suitable training in carrying out manual handling assessments.

3.4.6 Assessments are to be retained locally by the Division/Department and are to be readily available for viewing by any member of staff or to an appointed safety representative. Completed assessments demonstrate that a manager has recognised that manual handling is a potential hazard in their business area and that they are attempting to manage that hazard. They must be maintained in a satisfactory condition. The assessments could be requested by the relevant enforcing authority, insurance company or solicitor.

### **3.5 Duty of Employees/Staff**

- 3.5.1 Employees while at work shall make full and proper use of any safe system of work provided by the employer.
- 3.5.2 Safe system of work could include amongst other matters, carrying out the task as instructed, follow the training, using the correct manual handling aids if the task cannot be avoided and adopting the correct lifting posture and the wearing of personal protective equipment (PPE) when instructed to.
- 3.5.3 Employees shall wear personal safety footwear, gloves etc where the assessment requires them to be worn. It is the responsibility of employees to ensure that all PPE is easily accessible, in a serviceable condition and it is looked after. PPE must not restrict or interfere with body movement. Defects in PPE must be reported by the employee directly to the person's line manager/supervisor immediately.
- 3.5.4 Where it has been assessed necessary to provide PPE, it must be done so at no cost to the employee.

### **3.6 Staff Training**

- 3.6.1 Staff training on correct lifting procedures is vitally important in assisting in reducing the risk of injury. Training is but one control measure and should only be considered necessary where it has been assessed that it is not possible to avoid or mechanise the task. Training must not be seen as the only means of reducing risk. Appropriate training is only part of the answer. Training informs staff of the potential hazards and ill health effects through inappropriate lifting of loads and the correct lifting techniques.
- 3.6.2 Police officers and police staff are frequently required to undertake manual handling tasks where it is not feasible to employ mechanised means i.e. dealing with a person who may be suffering from the effects of drink/drugs; being called upon to move protestors etc. However, the risk of personal injury can be reduced considerably if officers and staff have been provided with appropriate manual handling training and use a safe system of work i.e. a four/five person lift to carry out the task. Appropriate training should provide staff etc with the confidence and the necessary knowledge to undertake when required manual handling operations. Appropriate training in this case should include guidance on how to move people (inanimate objects).
- 3.6.3 Police officers and police staff may be required to work away from Dorset Police premises, therefore the organisation may have little or no direct control or influence over other people's premises. Dorset Police can influence the task through the provision of suitable manual handling training.
- 3.6.4 Control and restraint (C&R) training includes an element of relevant manual handling training. This includes employing methods seeking co-operation through the application of specific handholds.

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- 3.6.5 Moving obdurate sat-down protestors requires particular care. Invariable, officers have to bend down to move protestors off the ground which makes the officer particularly vulnerable to a lower back injury. Moving sat down protestors requires careful thought at the pre-planning stage. Two officers should be employed to move one sat-down protestor efficiently; one officer by themselves must not move a protestor unless operational or an emergency situation dictates. Employing two officers is far more efficient, far less tiring and attracts less risk when employing one officer only.
- 3.6.6 Organisational Development will nominate members of the Public Order and Safety Training Unit to undergo a recognised manual handling trainer's course designed to move inanimate objects. On successful completion, they will then be able to cascade this training down to other personal safety trainers who will in turn impart the relevant component of manual handling techniques into C&R training.
- 3.6.7 Organisational Development will nominate training staff to undergo a recognised manual Handling Trainers Course designed to move animate objects. On successful completion, they will then be able to cascade this training down to staff attending for manual handling training.
- 3.6.8 An important element of Conference is the searching of premises, equipment, etc. This activity requires extensive manual handling tasks to be undertaken such as moving beer kegs, photocopier paper, stores etc.
- 3.6.9 Officers/staff employed on searching duties shall receive manual handling training. This is to be undertaken prior to the Conference commencing.
- 3.6.10 Certain police staff roles identified through the role risk assessment and job descriptions are required to undertake dedicated manual handling tasks, on a more regular basis. Their role requires them to move pre-determined loads. Such loads include photocopier boxes, desks, chairs, lockers, etc. The majority of their work can be pre-planned and should be mechanised wherever possible, to reduce the risk of injury. They must receive training prior to taking up their post and refresher training every three years.
- 3.6.11 All probationer police officers receive manual handling training during their initial training. This training will be re-emphasised again during ongoing C&R and/or search training etc as identified in the role risk assessment.
- 3.6.12 Managers, having identified through the role risk assessments relating to their business area and require staff to receive manual handling training must forward training requests PPP5 onto Organisational Development (OD) who will co-ordinate all requests for manual handling training except training undertaken by the personal safety trainers.
- 3.6.13 The officer in charge of Conference planning will ensure that those officers, who will be undertaking manual handling tasks whilst undertaking Conference duties, will have undergone manual handling training prior to Conference commencing.
- 3.6.14 All staff are to complete the manual handling training 'e' learning training package accessed through Ncalt every three years. A significant amount of Force sickness absence is attributable to non-work related muscular injuries. Training is to be programmed by Organisational Development.

## 4 Consultation and Authorisation

### 4.1 Consultation

Version No:	Name	Rank/Role	Date
Police & Crime Commissioner			
Police Federation			
Superintendents Association			
UNISON			
Other Relevant Partners (if applicable)			

### 4.2 Authorisation of this version

Version No:1.13	Name	Signature	Date
Prepared:	Bob Aiston	Bob Aiston	17/2/2017
Quality assured:			
Authorised:	Peter Channon		
Approved:			

## 5 Version Control

### 5.1 Review

Date of next scheduled review	Date:
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## 5.2 Version History

Version	Date	Reason for Change	Created / Amended by
1.0	11/06	Initial Document	Mr R Aiston
1.1	11/11/04	Reformatting	Ms M Ashdown
1.2	08/07	Update	Mr R Aiston
1.3	01/08	Add Assessment Form	Mr R Aiston
1.4	07/10	Minor review to reflect changes to restructure	Mr R Aiston
1.5	20/8/10	Reformatting and fit for purpose	Mr R Aiston
1.6	7/11/12	Amended to reflect transitional change from DPA to the PCC	Mr R Aiston
1.7	13/6/13	All references to assessments consolidated into one new paragraph. Clarification regarding training of manual handling trainers. Accident data updated. Table at paragraph 3.3.5. re-sorted. Introduction of 'e' learning training for all staff. Minor grammatical changes.	Mr R Aiston
1.8	21/10/2013	Reviewed and updated manual handling assessment form	Mr R Aiston
1.9	7/3/2014	Reviewed to reflect the 2 <sup>nd</sup> staff transfer arrangements.	Mr R Aiston
1.10	10/9/2014	Document reviewed very minor grammatical changes made	Mr R Aiston
1.11	18/11/14	The policy has been reviewed in preparation for NICHE implementation (April 2015), no changes necessary	Policy Co-ordinator (6362)
1.12	15/10/2015	Data at paragraph 3.1.4 updated. Paragraph 3.6.13 clarified. Fit for purpose review	Mr R Aiston
1.13	17/2/2017	The following paragraphs were amended; 3.1.3 accident figures updated, 3.4.3 list amended, 3.4.4 amended review date from 1 to 2 years and 3.6.7 Operational Command amended to read Organisational Development.	Mr R Aiston

## 5.3 Related Forms

Force Ref. No.	Title / Name	Version No.	Review Date
A 476	Manual Handling Assessment	Two	17/2/2017

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	Form		

5.4 Document History

<b>Present Portfolio Holder</b>	Director of Human Resources
<b>Present Document Owner</b>	HR Specialist (Health & Safety)
<b>Present Owning Department</b>	Human Resources
<b>Details only required for version 1.0 and any major amendment ie 2.0 or 3.0:</b>	
<b>Name of Board:</b>	HR Forum
<b>Date Approved:</b>	November 2004
<b>Chief Officer Approving:</b>	Director of Human Resources

*Template version January 2013*

**Manual Handling Assessment Form  
(Manual Handling Operations Regulations 1992)**

**Appendix A**

Division/Department:

Role:

Date:

Assessor:

Notes:

1. This assessment need only be completed if:
  - (a) The load is in excess of the risk assessment flow chart (main consideration).
  - (b) The capabilities of the individual are such that an assessment is required regardless of the weight and size of the loads e.g. pregnancy, age, health etc.
  - (c) Having to move the load cannot be avoided.
  - (d) Mechanisation of the load cannot be achieved. (Mechanisation may evolve as a means of reducing the risk as a consequence of completing the assessment). Complete the assessment first and then consider mechanisation e.g. sack truck).
  - (e) There is a foreseeable significant risk of injury.
2. Carry out the assessment and determine whether the individual is at risk.
3. Determine the measures to reduce the risk to the lowest reasonably practicable.
4. Put the measures into place (e.g. consider temporarily ceasing the activity, order sack truck etc).
5. Implement the control measures. (It may well be that control measures have already been implemented. Confirm that they are appropriate).
6. Ensure safe systems of work have been written and disseminated to individuals (these could be very simple and short instructions).
7. Review the assessment after one year, after an incident or an accident, ill health, change of task.
8. The individual will require to undertake manual handling training before commencing the task and every three years.

A. Brief Description of the Task

B. The Task

THE TASK	High	Medium	Low	Possible Remedial and Control Measures	<i>High Risk Immediate Action Necessary</i>	<i>Medium Risk Action Necessary</i>	<i>Low Risk No Action Necessary</i>
Does the task involve?							
Having to hold loads away from the trunk? (undesirable, consider two person lift).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Load away from trunk (Reaching)	<i>Arms length</i>	<i>Arms half length</i>	<i>Arms into body</i>
Twisting? (Undesirable. Must be avoided when lowering or lifting a load).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting. Remind person to move feet instead of twisting	<i>&gt;30</i>		<i>&lt;30</i>
Stooping with the knees straight? (Avoid).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	<i>&gt;90 (hands below knees)</i>	<i>90-20 (mid thigh to knees)</i>	<i>&lt;20 (waist to mid thigh)</i>
Reaching upwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching Upwards (Light, easily managed loads only. Use steadied steps. Plan heavy awkward items at torso level).	<i>Above shoulder height</i>		<i>Shoulder to groin</i>
Carrying loads over long distances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduce distance (Consider moving the load and drop off to be nearer).	<i>&gt;10 metres</i>	<i>1-10 metres</i>	<i>1 metre</i>
Strenuous pushing/pulling? (Attempt to avoid.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing requires less effort than pulling. Pushing allows the individual to see direction of travel. Consider: slopes, floor-hard/ soft, uneven, potholes, kerbs, trolley wheels.	<i>&gt;20 /men, 15 (women) kgs to start or stop &gt;10 kgs to maintain possible sudden movement</i>		<i>&lt;25 kgs to start or stop &lt;10 kgs to maintain no sudden movement</i>

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THE TASK	High	Medium	Low	Possible Remedial and Control Measures	<i>High Risk Immediate Action Necessary</i>	<i>Medium Risk Action Necessary</i>	<i>Low Risk No Action Necessary</i>
Could the load move unpredictably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can the load be secured down to prevent unexpected movement?.	<i>Yes</i>		<i>No</i>
Is the task repetitive? (Muscle groups can become tired).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive (Frequency) Can the work be mechanised?	<i>&gt;4 operations every two minutes</i>	<i>1-4 operations every two minutes</i>	<i>&lt;1 operations every two minutes</i>
Insufficient rest periods for recovery? (Allow for adequate breaks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rest Periods (Pacing)	<i>Automatic pacing No Operator Control Piece work (refer to frequency) No breaks</i>		<i>No automatic pacing No time limits Operator Control Not piece work Adequate breaks</i>
Does the individual have an imposed deadline? (Avoid stipulating deadlines).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Limit (Refer to frequency)	<i>Tight set deadlines have been set. to carryout task</i>	<i>Flexible time limits to carryout task have been set</i>	<i>No time limit. Full discretion to set own pace</i>
Handling/moving while seated? (Light loads close into the body are low risk. The further the load from the body, the higher the risk. Avoid lifting from the floor while seated).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seated	<i>Above shoulder or below knee height</i>	<i>Between the shoulder and the knee</i>	<i>Waist Height</i>
Variation of task. (Vary the task to avoid monotony and reduction of awareness).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variation of Task	<i>No variation of load, operation or posture</i>	<i>Low variation of load, operation and posture</i>	<i>High variation of load, operation and posture</i>
Duration of task. (Muscle groups tire, fatigue).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Duration of Task	<i>&gt;4 hours</i>	<i>1-4 hours</i>	<i>&lt;1 hour</i>
Team handling. (Should preferably be of similar build and strength. Person at lower end bears most of the weight).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team Handling	<i>Unequal individuals 2 person – each person &gt; 66% 3 person – each person &gt; 50%</i>		<i>Equal individuals 2 person – each person &lt;66% 3 person – each person &lt;50%</i>
Asymmetry. (a balanced load is less hazardous).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asymmetry	<i>Unbalanced loading</i>		

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THE TASK	High	Medium	Low	Possible Remedial and Control Measures	<i>High Risk Immediate Action Necessary</i>	<i>Medium Risk Action Necessary</i>	<i>Low Risk No Action Necessary</i>
PPE/Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal clothing may hinder/restrict task/ls. Has suitable protective clothing, footwear/gloves etc been provided? Unrestrictive clothing worn	<i>Tight restrictive clothing. No PPE</i>		<i>Lose fitting clothing worn. PPE provided</i>

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### C. The Loads

THE LOADS	High	Medium	Low	Possible Remedial and Control Measures	<i>High Risk Immediate Action Necessary</i>	<i>Medium Risk Action Necessary</i>	<i>Low Risk No Action Necessary</i>
Are the loads?							
Standing weight? (Use the filter to determine the level of risk).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing weight (refer to diagram 1)	<i>Outside weight guidelines</i>		<i>Within weight guidelines</i>
Seated weight? (Use the filter to determine the level of risk).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seated weight (refer to diagram 1)	<i>Outside weight guidelines</i>		<i>Within weight guidelines</i>
Weight marked? (Consider splitting up load, team lift, using a mechanical aid).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weight marked	<i>No</i>		<i>Yes</i>
Bulky/unwieldy? (Awkward shapes may prevent the individual from adopting a favourable lifting position. Gusts of wind or sudden air movements could increase the risk).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bulky/Unwieldy	<i>Awkward</i>	<i>Partial awkward</i>	<i>Not awkward</i>
Difficult to grasp/handles? (Large, round smooth, wet or greasy loads will require extra grip and encourage fatigue).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Difficult to grasp (handles etc)	<i>No handles or handholes</i>	<i>No handles but small improvised handholes</i>	<i>Designed handles/handholes</i>
Stability? (Loads made up of liquids may shift. The load may lack rigidity. Animals weight can shift).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stability	<i>C of G unmarked unstable</i>	<i>C of G unmarked but stable</i>	<i>C of G marked and stable</i>
Sharp, rough, hot or otherwise, potentially damaging? (Consider PPE eg gloves).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical hazards	<i>Possible hot/cold Sharp edges Rough/slippery</i>		<i>Not hot/cold Slippery/rough</i>
Restricted vision? (The load should not impair the forward view of the carrier. The carrier must be able to see where they are going).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restricted Vision	<i>Severe</i>	<i>Partial</i>	<i>No restrictions</i>

## Not Protectively Marked

THE LOADS	High	Medium	Low	Possible Remedial and Control Measures	<i>High Risk Immediate Action Necessary</i>	<i>Medium Risk Action Necessary</i>	<i>Low Risk No Action Necessary</i>
Restricted movement/space in which load is situated? (Moving loads in confined tight spaces may restrict the person from using their muscle groups to best advantage).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Break down load. Clear area.	<i>Severe</i>	<i>Partial</i>	<i>No restrictions</i>
Size? (Large loads can be difficult to adequately grasp. A person's grip may tire).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size	<i>&gt;75 cm in 2 dimension</i>	<i>&gt;75 cm in 1 dimension</i>	<i>&lt;75 cm in all directions</i>

## Not Protectively Marked

### D. The Environment

THE ENVIRONMENT	High	Medium	Low	Possible Remedial and Control Measures	<i>High Risk Immediate Action Necessary</i>	<i>Medium Risk Action Necessary</i>	<i>Low Risk No Action Necessary</i>
Are there?							
Space constraints? (May prevent adopting a favourable posture eg restricted headroom, furniture, fittings, narrow gangways etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear area, make space, break down loads	<i>Constrained to poor posture</i>	<i>Restriction of certain postures</i>	<i>Sufficient</i>
Poor floors? (Variations in floor levels prone to wetting, holes in floor structure. A bulky load could prevent the individual seeing the floor or the direction they are going in).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check floor condition along route. Consider avoiding steep slopes /(pushing/pulling) and stairs. Consider changing route	<i>Unstable Steeply sloping Slippery. Poorly maintained stairs/floor</i>	<i>Stable Sloping Occasionally slippery</i>	<i>Stable Flat Non-slippery</i>
Fluctuations in environmental conditions. Hot, cold, humid. (Consider the need for warm clothing. An individual's work rate may be affected by the workplace temperature, cold hands could affect grip).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temperature control. Consider providing warm clothing. Reduce layers of clothing. Can workplace temperature be controlled?	<i>Extreme heat or cold</i>	<i>Uncomfortably hot or cold</i>	<i>Room temperature</i>
Strong air movements, gusts of wind? (Large bulky flat loads could be affected).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air Movement/Winds/gusts. Delay or postpone task	<i>Exposed to wind</i>		<i>Not exposed to wind</i>
Poor lighting conditions? (May conceal tripping hazards, inappropriate lighting could cause direct glare).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting area and route should be sufficiently lit to see potential hazards/obstructions. Lighting should ideally be located down and not across aisles. Consider changing route	<i>Deep shadows Dazzle flicker Poor light levels</i>	<i>Shadows or glare</i>	<i>Well directed light Levels adequate</i>
House Keeping (Route hazards will impede progress. Hazards on floors will present a tripping hazard).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check area and route is clear of obstructions (slipping/tripping waste etc)	<i>Route/area is severely obstructed/untidy</i>		<i>Route and area are clear</i>
Stairs. (Person at lower end will bear most weight. Difficulty on stair bends restricts team lifting).				Stairs/Steps are in good condition with no obstructions on them	<i>Steps or stairs &gt;1 flight</i>	<i>1 flight of steps/stairs</i>	<i>None</i>

## Not Protectively Marked

### E. Individual's Capability

INDIVIDUAL'S CAPABILITY	High	Medium	Low	Possible Remedial and Control Measures	<i>High Risk Immediate Action Necessary</i>	<i>Medium Risk Action Necessary</i>	<i>Low Risk No Action Necessary</i>
Will the task?							
Require unusual strength/height etc? (It is fact that the ability to carry out manual handling safely does vary between individuals. However, reasonable adaptation must be considered or team lifting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unusual strength (an individual's strength varies with age)	Yes		No
Be a hazard to an individual with a health condition? (Pregnancy has a significant implication on risk for manual handling. Refer to pregnancy risk assessment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pregnancy. Re-allocate task	<i>Pregnant or 1-3 months after birth</i>		<i>&gt;3 months after birth</i>
Will the individual's health be affected by the physical demands imposed by manual handling? (Seek medical advice).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ascertain any health issues which would prevent or restrict manual handling tasks	<i>Previous history of related ill health</i>		<i>No previous history or related ill health</i>
Require training, information. (All staff who undertakes manual handling operations are to attend training as laid down in the Manual Handling Force Policy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Those that are assessed at risk from manual handling activities require initial MH Training and refresher training to be carried out every three years	<i>No MH Training</i>		<i>Regular MH Training</i>
Require a safe system of work/instructions to be written and disseminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brief written instructions on how manual handling tasks are to be carried out (safe system of work)?	<i>No instructions (safe system of work) in place</i>		<i>Simple instructions (systems of work) in place</i>
Age. (Physical capabilities vary with age. Injuries may take longer to overcome).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Age	<i>&lt;20, &gt;50</i>		<i>&gt;20 &lt;50</i>
Experienced at carrying out work activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Experienced staff are less likely not to adopt good MH practices and are more potentially aware of the risks	<i>New starter/temporary staff no experience at carrying out MH tasks.</i>		<i>Regular staff who frequently undertake manual handling task</i>

**Not Protectively Marked**

Signed Assessor: ..... Collar No: ..... Date: .....

Signed Manager of business area where work activity is being undertaken

: ..... Collar No: ..... Date: ..... Review date: .....

This assessment is to be reviewed on the following occasions:

- A change to the task has taken place;
- An accident or ill health has occurred to a member of staff which is directly related to the task;
- Annually;
- Change/new staff;
- When the assessment is not considered valid any more.