

**MANUAL HANDLING OF LOADS RISK ASSESSMENT (MH008)**

Note: This checklist will remind you of the main points to think about while you: Consider the risk of injury from manual handling operations, identify steps that can remove or reduce risk, Decide your priorities for action.

<p><b>SUMMARY OF ASSESSMENT</b></p> <p><b>Operations covered by this assessment:</b> Using pallet truck &amp; wheel barrows</p> <p><b>Location:</b> All Areas</p> <p><b>Personnel involved:</b> One persons</p> <p><b>Date of Assessment:</b> 17<sup>th</sup> July 2020</p>	<p><b>Overall priority for remedial action:</b> Nil/ Low/ <b>Med</b>/High</p> <p><b>Remedial action to be taken:</b> See Section D</p> <p><b>Date by which action is to be taken:</b> 17<sup>th</sup> November 2020</p> <p><b>Date of re-assessment:</b> 17<sup>th</sup> November 2020</p> <p><b>Assessor's name:</b> Calogero Gattuso</p> <p><b>Signature:</b> <i>Calogero Gattuso</i></p>
<b>SECTION A – Preliminary</b>	
Q1 Do the operations involve a significant risk of injury	Yes <span style="margin-left: 100px;"><b>No</b></span>
Q2 Can the operations be avoided/mechanised/automated at reasonable cost? If 'No' discuss with the Management If 'Yes' proceed and then check that the result is satisfactory	Yes <span style="margin-left: 100px;">No</span>
<b>SECTION B - More detailed assessment overleaf</b>	
<b>SECTION C – Overall assessment of risk:</b>	Insignificant
	Low <span style="margin-left: 50px;"><b>Med</b></span> <span style="margin-left: 50px;">High</span>
Q3 What is your overall assessment of the risk of injury? If not 'Insignificant' go straight to Section D If 'Insignificant' the assessment need go no further	
<b>SECTION D – Remedial action:</b>	
Q4 Remedial steps to be taken, in order of priority. None identified at this time.	
<b>AND FINALLY:</b>	
<p>Complete the SUMMARY above. Decide your priorities for action.</p> <p><b>TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT</b></p>	

<b>SECTION B – More detailed assessment, where necessary:</b>					
<b>Questions to consider:</b> (If the answer to a question is 'Yes' place a tick against it and then consider the level of risk)	<b>Level of risk:</b> (Tick as appropriate)				<b>Possible remedial action:</b> (Make rough notes in this column in preparation for completing Section D)
In red is hazards to consider	Yes	Low	Med	High	
<b>The tasks</b>  Do they involve: Holding loads away from trunk? Twisting? Stooping? Carrying? Reaching the load at ground level? Lifting the load at ground level? Reaching upwards? Large vertical movement? Bending sideways? Handling while seating? Long carrying distances? Strenuous pushing or pulling?  Unpredictable movement of loads? Insufficient rest or recovery? A work-rate imposed by a process/repetition?	√	√			When using mechanical aids make sure as much as possible that you are pushing the load as this encourages using the back-leg muscles, make sure that any mechanical aids are in good condition.
<b>The loads</b> Are they: Bulky/ Unwieldy? Difficult to grip? Hot to touch? Cold to touch? Heavy?  Light? Sharp/Abrasive? Unstable/unpredictable? Eccentric shape?	√	√			Never exceed the equipment Safe Working Load (SWL)

<p><b>The working environment</b>                  Are there:                  Hot environments?                  Cold environments?                  Humid environments?                  Strong air movements?                  Dusty conditions?                  Noisy environment?                  Vibration exposure?                  Constraints on posture?                  Obstructions?</p> <p>Need to negotiate steps?                  Flooring - Slopes?                  Uneven/Slippery surfaces                  Poor lighting conditions?</p>	√		√		<p>Make sure that the route you are going to take is clear from any obstructions</p>
<p><b>Individual capability</b>                  Does the task require:                  Require unusual capability?</p> <p>Hazard to those with health problems?                  Hazard to those who are pregnant?                  Hazard to those persons either young or older persons?                  Call for special information/training?</p>	√		√		<p>Need to be physically fit as work can be strenuous at times also allow for recovery time.</p> <p>No persons that are likely to be pregnant undertake this task.</p> <p>All persons are trained in manual handling techniques upon induction and at regular intervals (Yearly basis)</p>
<p><b>Other factors</b>                  Is movement or posture hindered by clothing or personal protective equipment?</p>	√	√			<p>Make sure that any clothing is removed or repositioned so that the lifting technique is not restricted.</p>
<p>When you have completed Section, B go to Section C</p> <p>Deciding the level of risk will inevitably call for judgement.</p>					