

MANUAL HANDLING OF LOADS RISK ASSESSMENT (MH009)

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>SUMMARY OF ASSESSMENT</p> <p>Operations covered by this assessment: Moving Parcels</p> <p>Location: All Areas</p> <p>Personnel involved: One persons</p> <p>Date of Assessment: 17th July 2020</p>	<p>Overall priority for remedial action: Nil/ Low/ Med/High</p> <p>Remedial action to be taken: See Section D</p> <p>Date by which action is to be taken: 17th November 2020</p> <p>Date of re-assessment: 17th November 2020</p> <p>Assessor's name: Calogero Gattuso</p> <p>Signature: <i>Calogero Gattuso</i></p>
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SECTION A – Preliminary			
Q1 Do the operations involve a significant risk of injury	Yes	No	
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	No	
SECTION B - More detailed assessment overleaf			
SECTION C – Overall assessment of risk:	Insignificant		
	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	Low	Med

SECTION D – Remedial action:
Q4 Remedial steps to be taken, in order of priority. None identified at this time.

AND FINALLY:

Complete the SUMMARY above.
Decide your priorities for action.

TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT

SECTION B – More detailed assessment, where necessary:					
Questions to consider: (If the answer to a question is 'Yes' place a tick against it and then consider the level of risk)	Level of risk: (Tick as appropriate)				Possible remedial action: (Make rough notes in this column in preparation for completing Section D)
In red is hazards to consider	Yes	Low	Med	High	
<p>The tasks</p> <p>Do they involve: Holding loads away from trunk? Twisting? Stooping?</p> <p>Carrying?</p> <p>Reaching the load at ground level? Lifting the load at ground level? Reaching upwards?</p> <p>Large vertical movement?</p> <p>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?</p>	√	√			<p>Make sure that you bend your knees and bring the load close to your body, use the correct manual handling technique as instructed.</p> <p>Use the correct manual handling technique as instructed, if the load is heavy down into smaller loads if possible, use mechanical aids if practical. Only carry one item at a time make multiple journeys, as necessary.</p> <p>Make sure that you bend your knees prior to lifting the load and get underneath the load using the correct manual handling technique as instructed.</p> <p>Try not to overreach is possible use step ladder or footstool to prevent overreaching.</p>
<p>The loads</p> <p>Are they: Bulky/ Unwieldy? Difficult to grip? Hot to touch? Cold to touch? Heavy? Light? Sharp/Abrasive? Unstable/unpredictable? Eccentric shape?</p>	√	√			<p>Some loads will be light.</p>

<p>The working environment Are there: Hot environments? Cold environments? Humid environments? Strong air movements? Dusty conditions? Noisy environment? Vibration exposure? Constraints on posture? Obstructions? Need to negotiate steps? Flooring - Slopes? Uneven/Slippery surfaces Poor lighting conditions?</p>	√		√		<p style="color: red;">Make sure that the route you are going to take is clear from any obstructions Make sure that you wear shoes with a good anti-slip sole to prevent a fall.</p>
<p>Individual capability Does the task require: Require unusual capability? 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 style="color: red;">No persons that are likely to be pregnant undertake this task.</p> <p style="color: red;">All persons are trained in manual handling techniques upon induction and at regular intervals (Yearly basis)</p>
<p>Other factors Is movement or posture hindered by clothing or personal protective equipment?</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>					