

1. Introduction - what

- 1.1 'Manual Handling' is defined as the transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or arms.
- 1.2 Most tasks of manual handling will include an element of manual handling, although not every one will need a risk assessment. The 'filter' can be used to determine whether there is a risk of injury as a result of the task, and thus whether a Risk Assessment needs to be completed.
- 1.3 These Guidelines are divided into two sections:-
 - 1.3.1 The Risk Assessment Filter
 - 1.3.2 How to conduct a Risk Assessment

2. The Risk Assessment

- 2.1 The filter described in the following table will be useful for tasks that involve:
 - 2.1.1 raising/lifting
 - 2.1.2 carrying
 - 2.1.3 pushing/pulling
 - 2.1.4 handling
- 2.2 The filter will be used to confirm (or deny) whether this is the case. If it is confirmed that the activity falls within the filter, a risk assessment will be required *unless* there are no significant risks who may be at significant risk (for example, a recent injury, or anyone who is pregnant).
- 2.3 The risk assessment will be used where the load is easy to grasp and is to be handled in a good working environment.
- 2.4 Warning: The weight limits provided within the risk assessment filter should not be regarded as safe weight limits for

lifting. Even when the task lies within the recommended limits, the manual handling should be avoided or minimised.

pass manual handling tasks that lie within the recommended limits, the manual handling should be avoided or minimised, where reasonably practicable to do so.

3. The Filter

3.1 Using the Filter

3.1.1 The filter is used to categorise different categories of manual handling tasks into six categories.

3.1.1.1

3.1.1.2

3.1.1.3

3.1.1.4

3.1.1.5

3.1.1.6

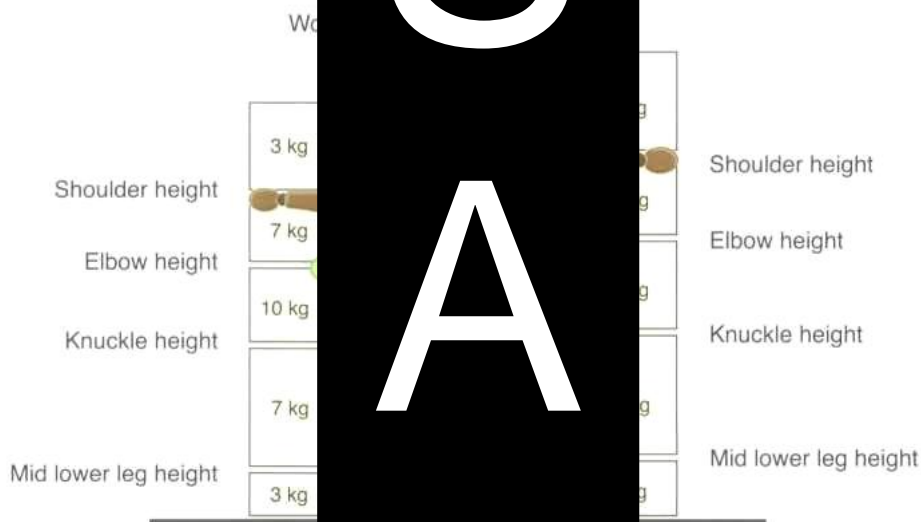
3.1.2 For each task, the filter should be used to assess the activity against each of the six categories, applying the filter to determine if the activity involves weights exceeding the recommended limits, or that the activities do not come within the recommended limits. It will be necessary to carry out a detailed assessment of the task.

3.1.3 Results of the filter should be recorded on a form like the one below. Note that the filter is a requirement to complete a Risk Assessment. The information may be useful at a later date.

3.2 Lifting and lowering

3.2.1 Each zone (i) contains a recommended maximum weight that can be lifted or lowered within that zone for a recommended time. The diagram enables the assessor to take account of the height of the load is to be held relative to the body. The recommended maximum weights are recommended for the zones where injuries are most likely to occur.

DIAGRAM (i)



3.3 Frequent lifting and lowering

3.3.1 The recommended weights for lifting and lowering in Diagram (i) are for infrequent operations – which means operations that are performed every two minutes - and as long as the worker is not in a form of automation.

3.3.2 As a result of the assessment, a detailed assessment should be made where the worker is performing frequent lifting and lowering.

3.3.2.1 The worker should be able to control the pace of work;

3.3.2.2 The worker should be able to change the load or there is no change of load, and the worker has an opportunity to use different lifting techniques.

3.3.2.3 The worker should not be required to hold the load for any length of time.

3.4 Twisting

3.4.1 Most recommended weights will involve some twisting of the upper body. The combination of twisting and stooping and lifting are stressful, and where the handling involves twisting, a detailed assessment should be made.

3.4.2 If the twisting is frequent, or the worker has no opportunity to change the maximum weights in Diagram (i) can be used.

3.5 Carrying

3.5.1 The method shown in Diagram (i) can also be applied where the load is held against the body. It can be carried securely on the back and should not be lifted (for example when unloading a truck). The guideline figures can be applied for distances in excess of 10 m.

3.5.2 A more detailed assessment should be made for carrying operations.

3.5.2.1 Carrying over a longer distance without

or

3.5.2.2 Carrying at knuckle height or above elbow

3.6 Pushing and pulling

3.6.1 The weight of the load in Diagram (i) assume that the force is applied at the wrist, elbow, knuckle and shoulder height. It is assumed that the distance involved in pushing or pulling is less than 20 metres. If these assumptions are not met, a detailed assessment is required.

3.6.2 Moving loads on uneven surfaces requires a greater effort than on a level ground or floor (this can be offset by the use of trolleys or large wheels). Pushing and pulling force is increased if workers have to negotiate obstacles. A detailed assessment will be necessary for situations such as uneven floors, confined spaces or the presence of obstacles.

3.7 Handling while standing

3.7.1 The guideline figures in Diagram (i) can apply to handling while standing when the hands are within the box zone in the diagram. If handling beyond the box zone involves twisting, a more detailed assessment is required.

DIAGRAM (ii)

Women



4. Recording findings

- 4.1 For each task, the activities involved should be recorded in a form like the one below. Completion is not a legal requirement, but having the information is useful to date if any issues arise.

Task	Is a full Risk Assessment required?
Lifting and lowering boxes from belt to pallets	Yes
Twisting	No
Carrying	No
Pushing /pulling	Yes
Handling when seated	No

5. How to do a Manual Handling Risk Assessment

- 5.1 A Manual Handling Risk Assessment Form should be completed for each employee performing a manual handling task that may cause a risk to health. The form should be completed for each distinct task that the employee performs.
- 5.2 The Risk Assessment should be set out in a logical format to enable the assessment of the risks of an employee's manual handling tasks.

handling tasks
in which the task

the task itself and the environment

5.2.1 The load
moves

it to move, whether it is stable or
moving from side to side in a box).

5.2.2 The worker
strength
condition

task; does he/she need special
the worker have any medical
by the affect the task.

5.2.3 The task

it involve pushing pulling etc?

5.2.4 The work

hot, cold, windy, well lit?

5.3 The regulation

should:-

5.3.1 Avoid

ould cause injury

5.3.2 Assess

that may cause injury, and

5.3.3 Reduce
etc.

work patterns, using machinery

5.4 When consid
(something w
task.

in the workplace, the hazard
e harm) is the manual handling

5.5 The risk is the
of risk will de
potential sever
health effect,

ry from that hazard. The degree
d of harm occurring, and (ii) the
any resultant injury or adverse
sacle or slipped disc.

5.6 Thus a **Manu**
the types of h
extent of the
measures or p

ssment will involve considering
work activity, and evaluating the
into account existing control
effectiveness.

5.7 The Assessm
impact on th
decisions on
taken may be

y the risks arise and how they
ormation can be used to make
s and what proportionate action

5.8 The risk as
High/Medium/

older are based on simple

RISK	
High risk	Stop
Medium risk	Some
Low risk	No a

controls
to ensure they are adequate

Manual Handling Risk Assessment Form							RA Ref No:	
Assessor		Job Title		Assessment Date		Review Dates / Initials		
John Smith		Office Manager		22 nd February 2012		21/02/13		
Name of employee assessed:				Mary Jane		Job/role		Assembler/Packer

Hz No.	Are the Loads	Details	Level of Risk			Existing controls	Further controls / action
			L	M	H		
L1	Heavy	General individual item weight is less than 1Kg. Full boxes can exceed 50Kg		x		No need to lift full boxes.	
L2	Bulky or unwieldy						
L3	Difficult to grasp/hold						
L4	Unstable/unpredictable						
L5	Harmful – hot/sharp						

Hz No.	The individual: Does the job -	Details	Level of Risk			Existing controls	Further controls / action
			L	M	H		
I1	Require unusual strength or capability						
I2	Call for special training/equipment						
I3	Pose a risk for pregnant workers						
I4	Pose a risk to those with a health problem or physical or learning difficulty						

The assessment should be reviewed from time to time and revised if necessary (particularly if there is a change in the individual carrying out the manual handling task). It is important to remember that the individual carrying out the task should be involved in the assessment.

Any 'Further controls/actions' that have been identified need to be transferred to the Action Plan document.

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