

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Manual Handling of Loads**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Injury caused by the task – holding loads away from the body, twisting, stooping, overstretching,  Long carrying distance, strenuous pushing / pulling, fatigue, slips, trips falls. |  | * Lifting aids, trolleys / other equipment used * Maintenance of handling equipment * Adequate housekeeping arrangements to minimise slip, trip, fall hazards. * Are staff appropriately trained to move and handle large, heavy, awkward loads (e.g. a caretaker maybe but a teacher isn’t). * Safe stacking/storage of articles * Rest periods during heavy/ prolonged manual handling tasks * Is it possible to lighten some loads * Team handling to reduce the strain on individuals * Provision of personal protective equipment e.g. gloves when required * Route clear of obstacles |  |  |  |  | Training requirements –  Equipment needed – |  |
| Injury caused by the load-  Heavy, bulky, unstable, difficult to hold or grasp, harmful e.g. sharp, hot, awkwardly stacked, too large to handle. |  | * Is it possible to make the load more stable * Lifting aids, trolleys / other equipment used * Is it possible to lighten some loads * Team handling to reduce the strain on individuals * Safe stacking/storage of articles |  |  |  |  | Training requirements –  Equipment needed – |  |
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