



# Health and Safety

## Manual Handling Risk Assessment

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## Manual Handling Risk Assessment

### 1. Purpose

- 1.1 The purpose of this document is to provide a procedure to identify and assess hazardous manual handling tasks/activities, and put in place appropriate control measures to remove or reduce the risk of injury to an acceptable level.
- 1.2 The Management of Health and Safety at Work Regulations (1999) require employers to carry out risk assessment, and the Manual Handling Operations Regulations (MHOR, 1992) sets out a methodology for addressing hazardous manual handling tasks/activities.

### 2. Scope

- 2.1 This procedure is specifically aimed at identifying and assessing hazardous manual handling activities/tasks carried out by staff at work. Low risk manual handling activities/tasks may be included in generic risk assessment required by Management of Health and Safety at Work Regulations.
- 2.2 Whilst the MHOR is specifically aimed at employer`s duties for employees, it is also recognised that students may require to carry out manual handling activities/tasks as part of coursework. The Assessment form requires the assessor to identify persons and groups at risk and include in the “Persons at Risk” section e.g. staff, students, pregnant workers etc

### 3. Responsibility

#### 3.1 Curriculum Heads/Heads of Service

3.1.1 All Curriculum Heads and Heads of Service should:

- Identify hazardous manual handling tasks/activities that pose a risk of injury to staff within their area.
- Ensure a suitable and sufficient risk assessment is undertaken for any hazardous manual handling tasks/activities that cannot be avoided, and ensure details are recorded on the Manual Handling Assessment Form (on H&S section of Connected under “Forms” [Manual Handling Risk Assessment Form](#))
- Ensure that any recommended actions/control measures are put in place, to

avoid or to reduce the risk of injury to an acceptable level,

- Ensure the assessment (hazards, risk and control measures) are communicated to those at risk.
- Ensure that staff carrying out manual handling tasks/activities receive adequate information, instruction and training on manual handling techniques, and, where necessary, provide additional training on the use of any mechanical aids.
- Arrange for staff carrying out hazardous manual handling tasks/activities to complete the E-learning manual handling module, or nominate staff via Staff Development to attend a manual handling course.

### **3.2 Staff**

3.2.1 All staff should:

- Follow any information, training, instruction and guidelines provided to reduce risk of injury.
- Undertake manual handling awareness training requested by their manager. N.B. All staff are encouraged to complete E-learning module on manual handling.
- Inform their manager/supervisor as necessary, where illness or injury may affect their ability to carry out any manual handling tasks which may be expected to be undertaken.
- Report any injuries, accidents or near misses resulting from manual handling at work.
- Not attempt to carry or move loads beyond their capability.
- Bring to the attention of their manager any difficulties in manual handling operations, including any faulty or unsuitable mechanical aids, such as trolleys, ladders, etc.

### **3.3 Health and Safety Team**

3.3.1 The Health and Safety Team will:

- Provide advice and support for staff on manual handling operations and completion of assessments.
- Provide training where appropriate.
- Monitor and review the manual handling procedure.

## 4. Manual Handling Risk Assessment Procedure

### 4.1. The Manual Handling Operation Regulations (MHOR)

4.1.1 As an employer, the College is subject to the measures established by MHOR, ie:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable.

4.1.2 In seeking to avoid hazardous manual handling as far as is reasonably practicable, consider whether the operation can be mechanised or automated. If hazardous manual handling cannot be avoided, a suitable and sufficient risk assessment must be undertaken, and the risk of injury reduced, so far as is reasonably practicable.

4.1.3 The procedure is covered in the headings below and the manual handling assessment form is at Appendix 1 (and at [Manual Handling Risk Assessment Form](#)). The step by step procedure relates to sections A, B, C and D of the form.

4.1.4 Ensure that staff who complete the assessment and form have received appropriate training (as assessors), and that they understand the requirements of the regulations, and how to carry out the risk assessment procedure.

### 4.2. Identify Manual Handling Tasks/Activities

4.2.1 Identify/list all manual handling tasks/activities in your area. You may have already done this as part of a generic risk assessment required by the Management of Health and Safety at Work Regulations.

### 4.3. Requirement of a More Detailed Assessment (Section A of Form)

- 4.3.1 For each task/activity, decide if it involves hazardous manual handling. To do this, refer to the risk assessment filter in HSE guidance:

<http://www.hse.gov.uk/pubns/indg143.pdf>.

The purpose of the filter is to save effort in screening out low risk cases and focus on the hazardous activities. Next identify and record existing controls to reduce risk of injury. Then, taking into account the existing controls, decide if a further assessment is required.

- 4.3.2 If a more detailed assessment is required then continue and complete sections B, C and D of the form.

#### 4.4. More Detailed Assessment (Section B of Form)

- 4.4.1 **Section B** is used to gather more detailed information and consider possible remedial actions. It includes a number of questions on four specific factors (task, load, the individual and the working environment), which require you to make a judgement and give them a risk rating of high, medium or low. This will help you identify the areas of concern and prioritise in terms of any remedial actions. To help you decide possible remedial actions, Appendix 2 outlines the factors to consider for each of the four factors and ways of reducing the risk of injury. This list is not exhaustive.

#### 4.5. Overall Assessment (Section C of Form)

- 4.5.1 In **Section C** record the overall assessment of the risk of injury: Low, Medium or High. When deciding this you should take into account the existing control measures in place and your findings in section B. Any overall assessment recorded as high should be addressed immediately.

#### 4.6. Remedial Actions to Reduce Risk to an Acceptable Level (Section D of Form)

- 4.6.1 In **Section D** list any remedial actions you have identified together with the name of person(s) responsible for each action, target implementation date, and completion date.

## 5. References

Document Type	Document Name
Web Link	HSE Getting to Grips with Manual Handling <a href="http://www.hse.gov.uk/pubns/indg143.pdf">http://www.hse.gov.uk/pubns/indg143.pdf</a>
Web Link	<a href="http://www.hse.gov.uk/pubns/books/l23.htm">http://www.hse.gov.uk/pubns/books/l23.htm</a>
Appendix 1	Manual Handling Assessment Form
Appendix 2	Factors which Assessment should take into Account (also indg143)

## 6. Document Control and Review

<b>Approval Status</b>	Approved	
<b>Approved by</b>	VP Finance and Planning	
<b>Date Approved</b>	26 Mar 2014	
<b>EQAI Status</b>	Full EQIA Conducted?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<b>Proposed Review Date</b>	Mar 2016	
<b>Lead Department</b>	Health and Safety	
<b>Lead Officer(s)</b>	Head of Health and Safety	
<b>Board Committee</b>	N/A	
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## 7. Revision Log

<b>Version Date</b>	<b>Section</b>	<b>Description</b>
Version 0.1 Sep 2013	Health & Safety	First draft Manual Handling Risk Assessment Procedure
Version 1.0 Mar 2014	Health & Safety	Final version (1.0) Manual Handling Risk Assessment Procedure



**APPENDIX 1**

**Overall Assessment -**

**SECTION A**

<b>Campus</b>	
<b>School/Department/ Service Area</b>	
<b>Task/Activity</b>	
<b>Persons At Risk</b>	
<b>Existing Controls</b>	

Does the task/activity involve hazardous Manual Handling? Yes/No

Is a more detailed assessment required? Yes/No

If **NO** the assessment is now complete.

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If **YES** complete the following sections **B, C and D**:

**SECTION B**

Questions to Consider	If YES mark X for level of risk			Possible Remedial Actions
	LOW	MEDIUM	HIGH	
<b><i>The Tasks</i></b> - Do they Involve:				
Holding away from trunk				
Twisting				
Stooping				
Reaching upwards				
Pushing				
Pulling				
Long distance carrying				
Repetitive handling				
Insufficient rest periods				
A work rate imposed by a process				
<b><i>The Loads</i></b> - Are They:				
Heavy				
Bulky/Unwieldy				
Difficult to grasp				
Unstable/unpredictable				
Harmful e.g. hot, cold or sharp edges				
<b><i>The Working Environment</i></b> – Are there:				
Constraints on posture				
Poor floors e.g. slip/trip hazards				
Variations in levels				
Poor lighting conditions				
Strong air movements				
Hot/cold/humid conditions				
Strong air movements				

<b>Individual Capability – Does the task/activity:</b>				
Require unusual capability				
Hazard those with a health problem				
Call for special information/training				
<b>Other Factors</b>				
Is movement or posture hindered by clothing or Personal Protective Equipment				

**SECTION C**

What is your overall assessment of the risk of injury?

Low	Medium	High

Please also record assessment on the front page.

MANUAL HANDLING RISK ASSESSMENT  
PROCEDURE

**SECTION D**

<i>Remedial Actions (to reduce risk to an acceptable level):</i>	<i>Person Responsible for implementing:</i>	<i>Target implementation date:</i>	<i>Completed date:</i>
<i>Name of Assessor:</i>			
<i>Signed:</i>			
<i>Date:</i>			

## APPENDIX 2

### MANUAL HANDLING ASSESSMENT

#### Factors which assessment should take into account

Factors	Reducing the risk of injury
<p><b><u>the tasks</u></b></p> <p>Do they involve:</p> <ul style="list-style-type: none"> <li>• holding loads away from body?</li> <li>• twisting, stooping or reaching upwards?</li> <li>• large vertical movements?</li> <li>• long carrying distances?</li> <li>• strenuous pushing or pulling?</li> <li>• repetitive handling?</li> <li>• insufficient rest or recovery time?</li> <li>• a work rate imposed by a process?</li> </ul>	<p><b><u>the tasks</u></b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• use mechanical aids?</li> <li>• improve workplace layout?</li> <li>• reduce amount of twisting/stooping?</li> <li>• avoid lifting from floor to above shoulder height, especially heavy loads?</li> <li>• reducing carrying distances?</li> <li>• avoid/minimise repetitive handling?</li> <li>• vary the work; allow one set of muscles to rest while another is used?</li> <li>• push rather than pull?</li> </ul>
<p><b><u>the loads</u></b></p> <p>Are they:</p> <ul style="list-style-type: none"> <li>• heavy, bulky or unwieldy?</li> <li>• difficult to grasp?</li> <li>• unstable or likely to move unpredictable?</li> <li>• harmful e.g. sharp or hot?</li> <li>• awkwardly stacked?</li> <li>• too large for the handler to see over?</li> </ul>	<p><b><u>the loads</u></b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• making it lighter or less bulky?</li> <li>• making it easier to grasp?</li> <li>• making it more stable?</li> <li>• making it less damaging to hold, use PPE?</li> <li>• ask the supplier to help, if it comes from elsewhere e.g. provide handles or smaller packages?</li> </ul>

Factors	Reducing the risk of injury
<p><b><u>the working environment</u></b></p> <p>Are there:</p> <ul style="list-style-type: none"> <li>• constraints on posture?</li> <li>• uneven, slippery or unstable floors?</li> <li>• variations in level of floors?</li> <li>• extremely hot/cold/humid conditions?</li> <li>• strong air movements (e.g. high winds)?</li> <li>• poor lighting conditions?</li> </ul>	<p><b><u>the working environment</u></b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• removing space constraints?</li> <li>• providing better flooring or using an alternative route?</li> <li>• avoiding steps and steep ramps?</li> <li>• prevent extremes of temperature?</li> <li>• improve the lighting?</li> </ul>
<p><b><u>individual capability</u></b></p> <p>Does the job:</p> <ul style="list-style-type: none"> <li>• require unusual capability e.g. above average strength or agility?</li> <li>• endanger those with a health problem or learning/physical disability?</li> <li>• endanger pregnant women?</li> <li>• require special information or training?</li> </ul>	<p><b><u>individual capability</u></b></p> <p>Can you:</p> <ul style="list-style-type: none"> <li>• pay particular attention to those who have a physical weakness?</li> <li>• take extra care of pregnant workers?</li> <li>• give more information, e.g. about the range of tasks they are likely to face?</li> <li>• provide more training?</li> </ul>
<p>Other factors</p> <ul style="list-style-type: none"> <li>• restrictions on movements or posture from clothes or personal protective equipment (PPE)</li> </ul>	<p>Can you:</p> <ul style="list-style-type: none"> <li>• ensure clothing and footwear is suitable for the work?</li> <li>• provide PPE that is less restrictive?</li> </ul>