**General Risk Assessment Form**



| **Date:** (1) | **Assessed by:** (2) | **Checked / Validated\* by:** (3) | **Location:** (4) | **Assessment ref no:** (5) | **Review date:** (6) |
| --- | --- | --- | --- | --- | --- |
| **Task / premises:** (7)  This RA is for general/ light manual handling tasks that take place on a routinely.  **Note:** Heavy (over 25 kg), unwieldy loads and large loads require a specific manual handling RA, see Physics policy section 3.5 for more details when a specific [manual handling RA template](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/physics/Manual-Handling-Risk-Assessment---Blank.docx) should be used (**see Appendix 1**- at the end of this RA).  The [manual handling checklist](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/physics/Manual-handling-checklist_final-V1.2.docx) on the Physics intranet should be used to assist you in considering the risks involved and how best to manage and control these. The checklist includes information on purchasing, design, manufacturing and end use of equipment.  **Appendix 1 - HSE manual handling low risk filters** (see end of RA) - use simple filters below to distinguish low risk tasks where a specific RA would not be required. | | | | | |

| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures in place to control risk** (11) | **Risk rating** (12) | **Result** (13) |
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| General manual handling activities | Transporting or supporting a load by hand or bodily force.  It includes lifting, putting down, pushing, pulling, carrying or moving loads. | All staff/students and those in the vicinity could suffer from back pain or other muscular-skeletal injury if regularly lifting/carrying objects.  Dropping items, crush, impact, bruise injuries to various parts of the body.  Damage to floors/walls and benches. | Staff should receive [manual handling training](https://app.manchester.ac.uk/training/profile.aspx?unitid=8344&parentId=4) via LOD.  Consider **TILE**:  **T**ask being performed  **I**ndividual performing the task  **L**oad being moved/lifted  **E**nvironment that the move will take place in.  Access the route beforehand. Ensure route is free from obstructions. Avoid uneven or poor-quality surfaces. Consider wet, icy or slippery surfaces. Direct sunlight can affect visibility.  Some items may need more than one person to handle.  Loads are broken down into smaller, more manageable weights and sizes where possible; journeys are planned to minimise the time an object is handled.  Additional staff are used to open doors and assure clear passage.  Lifts used rather than stairs when possible.  Adequate rest breaks are taken; handling activities are distributed throughout the team; staff with known health conditions are not asked to do tasks that may aggravate an existing condition. | Low | A |
| Use of the Kinetic lifting technique | Transporting or supporting a load by hand or bodily force.  It includes lifting, putting down, pushing, pulling, carrying or moving loads | All staff/students and those in the vicinity could suffer from back pain or other muscular-skeletal injury if regularly lifting/carrying objects.  Dropping items, crush, impact, bruise injuries to various parts of the body.  Damage to floors/walls and benches. | **Perform kinetic lifting** with feet apart, load held close to body and in front of operator.    Perform good loading technique   * check weight, centre of gravity, sharp edges * use stable position * bend knees not back * have a firm grip on load * keep load close to body * avoid twisting or stretching * avoid lifts above shoulders / below knees * move smoothly, avoid jerky movements. | Low | A |
| Use of trolleys  Loading/unloading; pushing, pulling | Manual Handling  Failure of trolley causing injures  Pushing / pulling loads on damaged floors  Pushing / pulling loads on damaged floors slopes, people bumping in to the trolley and knocking load  off trolleys e.g. glassware, heavy equipment, glassware etc. | Significant injury caused by trolley failure.  Users and those in vicinity – crush injuries to feet and hands  User – muscular skeletal injuries  Being hit by a vehicles  Loads falling off  Staff/students and those in the vicinity - falling objects causing crush injuries.  Cuts and laceration from broken glass  Exposure to hazardous substances | Appropriate trolleys are selected on the basis of task / individual load and environment.  Identified manual handling equipment is inspected at least annually and records kept locally. LabCup would be a suitable asset management system to manage this process.  They are stored in a secure location to prevent inappropriate use.  Users are trained to visually inspect trolleys before use which includes checking for weak points, lose or damaged / squeaky wheels, debris on the castors and any other defect.  If they are found to be defective they are taken out of service immediately and labelled accordingly. Reported defects to the line manager / supervisor.  Staff/students to wear robust shoes of the type that totally encloses the foot must not wear open-toed shoes.  Trolley wheels must suit the flooring and environment i.e. are the wheels on the device suited to a smooth lab flooring or carpets, or rough outside terrain.  Avoid roads where possible, hazardous substances must not be taken on any public pavement or cross any public road as this is against the ADR carriage of dangerous goods laws.  **Note - Large volumes of liquid can unbalance a load**  Users are told to push the trolley rather than pull unless pulling is more appropriate for the situation/location.  Damaged flooring is taped off with hazard tape and reported to Estates helpdesk for repair or by ringing 0161 275 2424. Hazard tape can be provided from the safety office in Schuster G.51.  All items are to be secure, stable and in secondary  containment where necessary.  The load must be stable and secure.  The trolley must not be overloaded or items double stacked.  Users should be able to see clearly over the top of the load or go in a pair with one person to guide and open doors. Hands are best positioned between the waist and shoulder height.  Brakes are used (where fitted) when loading/unloading. | Low | A |

***Appendix 1 -* HSE manual handling low risk filters**

Use simple filters below to distinguish low risk tasks where a specific RA would not be required.

**Lifting and lowering risk filter**

A diagram of a person and person

Description automatically generated

* Assume the load is grasped easily with both hands, is handled in reasonable working conditions and the worker in a stable body position.
* Use the zones below to determine where the worker’s hands pass through when moving the load and assess the maximum weight being handled.
* Where task falls within the filter guidelines, no need to do any other form of risk assessment unless individual workers at significant risk e.g. pregnant, with disabilities, after recent injury, inexperienced or temporary workers, lone workers or workers where English is not their first language.
* If outside this or the torso is twisted, more frequent than lifting every 2 mins, it’s a complex lift or its done by a team, you will need to do a more **detailed specific assessment.**

**Carrying risk filter**

* You can apply the filter weights for lifting and lowering in figure above to carrying operations where the load is held against the body;, carried no further than about 10 m without resting; does not prevent the person from walking normally; does not obstruct the view of the person carrying it; does not require the hands to be held below knuckle height or much above elbow height.
* Where you can carry the load securely on the shoulder without lifting it first (for example, by sliding it onto your shoulder), you can apply the filter values up to 20m

**Pushing and pulling risk filter**

A wooden doll pushing a green cart

Description automatically generatedA wooden mannequin pushing a cart full of boxes

Description automatically generatedA wooden figure pushing a cart

Description automatically generated

* In pushing and pulling operations, the load might be slid, rolled or moved on wheels.
* Observe the worker’s general posture during the operation. The figure above shows some acceptable push/pull postures.
* The task is likely to be low risk if: the force is applied with the hands; the torso is largely upright and not twisted; the hands are between hip and shoulder height; the distance moved without a pause or break is no more than about 20m.
* If the load can be moved and controlled very easily, for example with one hand, you do not need to do a more detailed assessment.
* You should make a more detailed assessment using, for example, the RAPP tool or full risk assessment checklists (or equivalent) if: the posture shows that the task requires significant forces, for example, leaning; there are extra risk factors like slopes, uneven floors, constricted spaces or trapping hazards.

**Handling while seated**

A diagram of a couple of wooden mannequins sitting on a bench

Description automatically generated

* The filter values for handling operations carried out while seated, as shown above are Men: 5 kg and Women: 3 kg. These values only apply for two-handed lifting and when the hands are within the green zone shown.

If handling beyond the green zone is unavoidable, you should make a full assessment.

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| **Action plan** (14) | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
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| **Declaration by user and supervisor / PI / Line Manager (17)**  **I confirm that I have read this Risk Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.**  **I confirm that the user who has signed below is competent to undertake the work** |

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| **Name (please print)** | **Role** | **Signed** | **Date** |
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