

Devon & Somerset Fire & Rescue Service

MANUAL HANDLING ASSESSMENT



This risk assessment form must be completed for all manual handling tasks where it is considered that the task places an employee or student at risk of injury. If the load is considered small enough and light enough as to be easily moved safely by one person repetitively without risk of sprain or strain, then it is not necessary to complete this form. This assessment should be carried out with the aid and consultation of the operatives.

Assessors Name:	S40(2)(a) FOIA 2000	Risk Assessment No:	
		<small>H&S Use Only</small>	
Task / Activity:	Changing slurry cylinder on Rapid	Date of Assessment:	16-Jun-16
		Location:	Mobile appliance
Type of Assessment:	<input checked="" type="checkbox"/> Initial	<input type="checkbox"/> Review	<input type="checkbox"/> Specific <input type="checkbox"/> Generic

EMPLOYEE GROUP

<input checked="" type="checkbox"/> Firefighters	<input type="checkbox"/> Maintenance Staff	<input type="checkbox"/> Inexperienced Staff	<input type="checkbox"/> Lone Workers	<input type="checkbox"/> All Workers
<input type="checkbox"/> Office Workers	<input type="checkbox"/> Disabled Staff	<input type="checkbox"/> Contractors	<input type="checkbox"/> Pregnant Women	<input type="checkbox"/> Cleaners

SECTION 1 - Assessment

QUESTIONS HIGHLIGHTED IN RED TEXT ARE DEEMED POTENTIAL HIGH RISK

THE LOAD

Is it:	YES	NO	FURTHER INFORMATION or COMMENTS
■ heavy (state approx weight)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15 kg
■ bulky and unwieldy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No carry handle
■ difficult to grasp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No carry handle
■ unstable or with contents likely to shift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ sharp, rough, hot or otherwise potential to cause injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Square edge manifold into tight space

THE INDIVIDUAL

does the activity:	YES	NO	FURTHER INFORMATION or COMMENTS
■ require unusual physical capability (not able to perform in a relaxed and comfortable manner)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ does any protective clothing used interfere with the work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ require special training or knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
■ risk injuring those with a health problem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People with a known back issue should not carry out his activity
■ present a greater risk to women who are pregnant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

THE TASK

does it involve:

	YES	NO	FURTHER INFORMATION or COMMENTS
■ holding the load away from the trunk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ twisting the trunk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
■ stooping/bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ excessive vertical lifting or lowering distances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ carrying long distances (10 metres or more without a break)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ unpredictable movement of the load	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ excessive or strenuous pulling or pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Getting cylinder off seal prior lifting out of tray
■ more than 30 repetitions an hour	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ team handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
■ handling whilst seated, kneeling or laying down	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ insufficient rest and recovery time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ a force when standing or stopping exceeding 15kg for women and 20kg for men	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ a force to keep the load in motion exceeding 7kg for women or 10kg for men (this assumes a maximum 20m push/pull)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

THE ENVIRONMENT

are there:

	YES	NO	FURTHER INFORMATION or COMMENTS
■ space constraints preventing good posture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Due to need to fit past drawer front
■ uneven, slippery, unstable to obstructed walking surfaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ steps, slopes or changes in level of walk surfaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
■ extremes of humidity, temperatures or air movements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depends on weather conditions, as the extremes are not identified in the question this is difficult to answer.
■ poor lighting/visibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Can control this
■ working where falling from height could present a risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

MINIMUM LIFTING REQUIREMENTS

What do you consider the minimum number of persons who can carry out the task safely:

N.B. If more than one person is necessary a safety sign/s will need to be placed on the item.

No. of PERSONS

2

SECTION B - Evaluation of Identified Risks

Can the risks from the hazards identified in the previous section be reasonable reduced by:

	YES	NO
■ ordering smaller sizes/weights of product/load	<input type="checkbox"/>	<input checked="" type="checkbox"/>
■ dividing the load into more manageable and lighter sections	<input type="checkbox"/>	<input checked="" type="checkbox"/>
■ protecting hazardous areas of load (padding, packaging etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
■ the assistance of colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
■ the introduction of mechanical aids (sack truck, trolley, hoist, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
■ rearranging the task procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
■ the provision of PPE (hand, foot, head, other)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
■ introducing rest periods	<input type="checkbox"/>	<input checked="" type="checkbox"/>
■ any other means	<input type="checkbox"/>	<input checked="" type="checkbox"/>

RISK RATING

The risk rating for this activity has been determined as

MEDIUM

The overall risk level is calculated using the answers from the above questions. The following guidelines specify the actions necessary to reduce the risk to an acceptable level.

- LOW -** The activity identifies no specific risk and the activity may continue.
MEDIUM - Additional controls are required to ensure personnel carrying out this activity are not exposed to excessive risk.
HIGH - Stop the activity if it is appropriate to do so, otherwise seek alternative method of carrying out the task.

Specify actions to be taken to reduce risk by methods denoted by ticks in YES boxes above:

1.	Two person activity
2.	Use PPE i.e hand protection personal issue gloves
3.	
4.	
5.	
6.	
7.	
8.	
9.	

Notes about any other risks connected with the activity:

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