

## MANUAL HANDLING ASSESSMENT FORM - Worked example

<b>Location:</b> Anytown Shop
<b>Assessment of:</b> Handling incoming donations of clothes, books and bric-a-brac
<b>Reason for assessment:</b> Initial assessment <input checked="" type="checkbox"/> Significant change <input type="checkbox"/> Routine review <input type="checkbox"/>

Description of Manual Handling Task	Other information (diagrams if appropriate)
unloading and carrying stock from van and from donors' cars; receiving stock brought by donors to the front and rear doors; carrying upstairs to sorting and storage area on first floor	The Anytown shop has a 100 sq.m ground floor sales area. All sorting and storage of saleable products is on the first floor. The stairs have a 90° bend near the foot of the stairs.
<b>People exposed to risks</b>	There is a 20m passage from the rear door to the nearest place where vehicles can park to unload at the back of the premises.
Shop Manager and Van Driver in particular. All volunteers, especially those who receive stock from the public and carry it upstairs.	

Assessment Questions	Further Information
Tick if answer is Yes	<input checked="" type="checkbox"/> Main problems; possible changes to be made
<b>The Tasks</b> - do they involve: <ul style="list-style-type: none"> <li>• holding loads away from trunk?</li> <li>• twisting?</li> <li>• stooping?</li> <li>• reaching upwards?</li> <li>• large vertical movement?</li> <li>• long carrying distances?</li> <li>• strenuous pushing or pulling?</li> <li>• unpredictable movement of loads?</li> <li>• repetitive handling?</li> <li>• prolonged physical effort?</li> <li>• insufficient rest or recovery?</li> <li>• a workrate imposed by a process?</li> </ul>	<input checked="" type="checkbox"/> Not if safe lifting and carrying techniques used. <input checked="" type="checkbox"/> Not if safe lifting and carrying techniques used. <input checked="" type="checkbox"/> Stooping to unload car boots. <input checked="" type="checkbox"/> Sack truck not always being used for rear deliveries. <input checked="" type="checkbox"/> Sacks can split open easily.
<b>The Loads</b> – are they: <ul style="list-style-type: none"> <li>• heavy?</li> <li>• bulky/unwieldy?</li> <li>• difficult to grasp?</li> <li>• unstable/unpredictable?</li> <li>• intrinsically harmful (e.g. sharp or hot)?</li> </ul>	<input checked="" type="checkbox"/> Boxes of books delivered by van can be very heavy. <input checked="" type="checkbox"/> Some sacks and boxes can be bulky and unwieldy. <input checked="" type="checkbox"/> Sack contents unknown and unpredictable, particularly those left in the shop doorway outside opening hours. <input checked="" type="checkbox"/> Sacks can sometimes contain items with sharp edges.

<b>Assessment Questions</b>		<b>Further Information</b>	
Tick if answer is Yes	✓	<b>Main problems; possible changes to be made</b>	
<b>The Working Environment</b> - are there: <ul style="list-style-type: none"> <li>constraints on posture?</li> <li>poor floors? (e.g. uneven / slippery)</li> <li>variations in levels?</li> <li>hot / cold / humid conditions?</li> <li>strong gusts of wind?</li> <li>poor lighting conditions?</li> </ul>	✓ ✓	Incoming stock is often placed at bend on stairs creating a trip hazard. Outside walkway at rear can be icy in winter.	
<b>Individual capability</b> – does the job: <ul style="list-style-type: none"> <li>require unusual physical capability?</li> <li>create a hazard to those with a health problem?</li> <li>create a hazard to those who are pregnant?</li> <li>create a hazard to the young, elderly or disabled?</li> <li>call for special information or training?</li> </ul>	✓ ✓ ✓ ✓	Shop Manager and van driver carry most of the incoming stock upstairs. Pregnant women would not be permitted to do these tasks. Elderly volunteers have been instructed not to carry sacks upstairs. Basic Manual Handling training for all staff, particularly Manager and van driver.	
<b>Other Factors</b> – is movement/posture hindered by clothing/personal protective equipment?			

<b>Risk Control Measures</b>		<b>Action Required</b>		
Tick if existing		Tick (I) if immediate action required. Insert date when done.		
<b>Description</b>	✓	<b>I</b>	<b>What? When? By whom?</b>	<b>Done</b>
Reduce strain of carrying long distances. Control weight of loads.  Control trip hazards on stairs and set housekeeping standards.  Vulnerable workers not permitted to carry stock up or down stairs. Reduce risk of slips at rear during icy weather. Use personal protective equipment.  Provide Manual Handling training and information.	✓	✓ ✓ ✓ ✓  ✓ ✓	Sack truck to be used for van deliveries. van driver to deliver books in smaller boxes. Shop Manager to instruct team to break large loads down into smaller ones before lifting. Manager to create holding area for incoming stock on ground floor within a month and instruct staff to keep stairs clear at all times.  Manager to buy salt before the winter to keep by the rear door. Manager to buy heavy-duty gloves and ensure they are worn when lifting sacks that have been left in the shop doorway. Manager and van driver to attend a course within 2 months. Manager to: <ul style="list-style-type: none"> <li>instruct shop team in basic safe lifting and carrying techniques within 3 months</li> <li>display Manual Handling poster on the H&amp;S notice board within 3 months</li> </ul>	

<b>Details of Staff Consultation</b>	
Assessor (Name/Title)	Shop meeting in July Signed
Manager (Name/Title) (usually the Assessor's manager)	Signed
Assessment Date March 2009	Review Date end of 2010