| **Date:** (1) | **Assessed by:** (2) | **Checked / Validated\* by:** (3) | **Location:** (4) | **Assessment ref no:** (5) | **Review date:** (6) |
| --- | --- | --- | --- | --- | --- |

| Task: (7) | Moving scrap equipment |
| --- | --- |
| Persons involved | Physics and Astronomy technical staff |
| Load weight | Up to 250 kg |
| Frequency of lift | 3 to 4 times in one day |
| Carrying distance | 100 m |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Is the risk beyond the guidance limit for each activity?**  | **Other problem indicators?** | **More detailed assessment required.** |
| (Y/N) | (Y/N) | (Y/N) |
| **Lifting and Lowering** | N | y | y |
| Carrying | y |  | y |
| **Pushing and pulling** | y |  | y |
| **Handling while seated** | N |  | y |
| NB – If you have answered “No” to the above 12 filter questions, further assessment is unnecessary. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall assessment of the risk of injury****(Complete tables below prior to making overall assessment)** | LOW | MEDIUM | HIGH |
| **Recommended Control Measures** | **Existing Control Measures** |
| Reduce handling distances e.g. from current location to back door Schuster | Equipment moved by shortest distance and using tested moving equipment |
| Review work area and travel route to eliminate or reduce defects e.g. uneven floors. | Technicians to walk route prior to carrying out the task. Ensure the route is free from defects and trip hazards |
| Provide training to personnel involved on safe handling techniques. | Only University staff who have completed SLD manual handling course to complete taskOnly trained and competent staff to operate the pallet truck and other lifting equipment |
| If a trolley is used is suitable for the weight of the load | Appropriate trolleys are selected on the basis of task / individual load and environment. Before use check trolley is in good condition and free from defects, especially the wheels. If defective, do not use and take it out of use.Trolley must also be able to take the weight of the load. Check the maximum Safe Working Load (SWL) |
| Ensure loads are secured or can be carried securely | Load to be secured with ratchet straps where necessaryBefore use, check straps are in good condition and free from defects. If defective, do not use and take it out of use. If these are lifting straps, ensure the statutory inspection is valid |
| Ensure checks are made of the manual handling equipment prior to using it | Visual inspection is carried out on equipment before use. If defective, do not use and take it out of use.If applicable, ensure the statutory inspection is valid |
| Implement a maintenance programme for all manual handling equipment.  | Pallet truck inspected by Allianz as per University policy. Ensure this statutory inspection is validIn between statutory inspections, carry out regular maintenance checks such as lubricating the mechanical parts |
| Provide information to personnel involved on weights of the load  | Make visual assessment of weight or check equipment details and associated manuals beforehand to ascertain the weight |
| Wear PPE as required e.g. protective footwear, safety glasses and gloves. | Safety boots, safety glasses, gripper gloves and face masks wornTo mitigate Covid transmission, all these are assigned to individuals and must not be sharedUsers to sanitise items after use and store them correctly |
| Avoid repeated lifting and manual handling | Take regular breaks between liftsPlan the work beforehand to avoid dealing with heavy items in succession. Assign the tasks to several staff so the workload is shared, thus avoiding a small number of staff being tasked with a lot of manual handling |

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions to Consider** | **If yes, tick appropriate level of risk** | **Notes on problems occurring from the task** | **Possible remedial action, e.g. task, load, environment – and who needs to be involved** |

| Do the ***TASKS*** involve: | L | M | H | N/A | Notes | Action |
| --- | --- | --- | --- | --- | --- | --- |
| Holding loads away from the torso? |  |  |  | x |  |  |
| Twisting? | x |  |  |  | Avoid any twisting when loading equipment onto trolley. Avoid over-reaching or any awkward postures | Ensure trolley is in correct location to perform straight lift. Keep spine in a neutral position,  |
| Stooping? |  |  |  | x |  |  |
| Reaching upwards? |  |  |  | x |  |  |
| Large vertical movement? |  |  |  | x |  |  |
| Long carry distances? |  |  |  | x |  |  |
| Strenuous pushing or pulling? |  |  |  | x |  |  |
| Unpredictable movement of loads? |  |  |  | x |  |  |
| Frequent or prolong physical effort? |  |  |  | x |  |  |
| Insufficient rest or recovery? |  |  |  | x |  |  |
| Work rate imposed by a process? |  |  |  | x |  |  |

| Are the ***LOADS:*** | L | M | H | N/A | Notes | Action |
| --- | --- | --- | --- | --- | --- | --- |
| Heavy? |  | x |  |  |  |  |
| Bulky or unwieldy? |  | x |  |  |  What are the safety controls here? Using kinetic lifting technique and lifting equipment? Ask colleagues to help with bulky item?Wear gripper gloves to help with secure hold?If possible and safe to do so, disassemble the equipment into smaller parts to enable easier handling? |  |
| Difficult to grasp? |  | x |  |  |  |  |
| Unstable/ unpredictable? | x |  |  |  | When manoeuvring large bulky items in a horizontal direction, ‘churning’ motion should be used to avoid straining. |  |
| Intrinsically harmful (e.g. sharp or hot) | x |  |  |  |  |  |

| In the ***WORKING ENVIRONMENT*** – are there: | L | M | H | N/A | Notes | Action |
| --- | --- | --- | --- | --- | --- | --- |
| Constraints on posture? | x |  |  |  |  |  |
| Poor floors? | x |  |  |  |  |  |
| Variations in levels? | x |  |  |  | Checking the route beforehand to minimise level changes.Make sure all building occupants in the area are informed and ensure they will avoid the route while this task is being carried out.Ask a competent colleague to accompany the transit as “Banksman” to ensure route is clear throughout move. |  |
| Hot/ cold/ humid conditions? | x |  |  |  |  |  |
| Strong air movements? | x |  |  |  |  |  |
| Poor lighting conditions | x |  |  |  |  |  |
| Obstacles on the travel route e.g. doors |  | x |  |  | See above |  |

| Re ***INDIVIDUAL CAPABILITY*** does the job: | L | M  | H | N/A | Notes | Action |
| --- | --- | --- | --- | --- | --- | --- |
| Require unusual capability? | x |  |  |  |  |  |
| Pose risks to those with health problems, physical or learning difficulties? |  | x |  |  | Persons with health risks should not carry out manual handling task. Persons with learning difficulties should be closely supervised at all times. |  |
| Pose a risk to pregnant women? | x |  |  |  |  |  |
| Pose a risk to new workers / young people | x |  |  |  |  |  |
| Call for special information/ training? | x |  |  |  |  |  |

Other factors to consider

| ***PROTECTIVE CLOTHING*** | Y / N | Notes | Action |
| --- | --- | --- | --- |
| Is movement or posture hindered by clothing or personal protective equipment (PPE)? | n |  |  |
| Is there an absence of correct/ suitable PPE being worn? | n |  |  |

Other factors to consider

| ***Covid-19*** | Y/N | Notes | Action |
| --- | --- | --- | --- |
| Possible exposure to Covid-19, contamination of touch points, failure to maintain social distancing. | n | Staff to maintain 2 metre social distancing during the move. If staff needs to be within 2m to assist with manual handling or help with securing the item on trolley, face covering must be worn by all parties and interaction must be kept to less than 15 mins.The route taken involved passing research labs which may now be occupied. Operational Compliance Supervisor to check the sign in/ sign out board to ensure that those labs are not occupied during the move. If they are, researchers asked to stay in lab until move completed. All touch points were cleaned with 70 % IPA after the move. |  |
| Do workers feel that there is poor communication between managers and employees (e.g. not involved in risk assessments or decisions on changes in workstation design)? | n |  |  |
| Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change? | n |  |  |
| Do workers feel they have not been given enough training and information to carry out the task successfully? | n |  |  |

|  |
| --- |
| **Action plan** (14) |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
|  | none |  |  |  |

**Checklist notes**

1 A suitable and sufficient risk assessment is required when hazardous manual handling cannot be avoided. The assessment should identify where the risk of injury lies and identify appropriate ways to reduce that risk. A checklist can help with this process by helping you to systematically examine all the possible risk elements. Involving employees and safety representatives in the risk assessment process is a highly effective way of identifying hazards and developing solutions that work. The Appendix in L23 Manual handling includes more information on choosing the right level of detail for your manual handling risk assessment – you may not need to carry out a full risk assessment.

2 Using the checklists for lifting and carrying and for pushing and pulling will help to highlight the overall level of risk involved and identify how the job may be modified to reduce the risk of injury and make it easier to do. This will also help to prioritise the remedial actions needed. The checklists may be downloaded freely or may be used to help design your own assessment checklist. They are not interactive, but can be printed out and completed.

3 Work through the three sections of the appropriate checklist:

**Section A – Preliminary**

■ Describe the task you are assessing. You may also find it helpful to include diagrams or photographs to illustrate the tasks.

**Section B – More detailed assessment**

■ Work through the list of factors and tick the level of risk you believe to be associated with each of the items. Note down the precise nature of the problem and include suggestions about the remedial action that may be taken. It may also help to write down the names of those you need to consult about implementing the remedial steps, eg managers, trainers, maintenance personnel or engineers and employees or their representatives.

■ If you are assessing a lifting, carrying or team-handling operation, you can use the MAC tool (www.hse.gov. uk/pubns/indg383.htm) to help you decide the risk levels to be entered in Section B. For pushing and pulling operations, you can use the RAPP tool (www. hse.gov.uk/pubns/indg478.htm) to help you.

■ Some tasks may involve more than one operator, each with a different level of risk, depending on what they do. Either note the differences on one checklist or use a separate one for each operator.

■ Return to the end of Section A and decide whether the overall risk of injury is Low, Medium or High.

This will help to prioritise remedial action if you have a large number of risk assessments to carry out. Ring the appropriate word at the bottom of Section A after you have completed Section B.

**Section C – Remedial action to be taken**

■ Summarise the remedial steps that should be taken, in order of priority. Record the assessor’s name, the name of the person responsible for carrying out any remedial action and the date by which it should be completed. Only complete the final column once this action has been taken. It may also be useful to enter the target date for reassessment if appropriate.

4 When all the manual handling tasks have been assessed, the completed checklists can be compared to help prioritise the most urgent actions. However, there are likely to be several ways to reduce the risks identified and some will be more effective than others. Do not delay action on those that can be implemented easily and quickly simply because they may be less effective than others.

5 Check at a later date to make sure that the remedial action to remove or reduce the risk of injury has been effective.

6 The checklists will help bring out a range of ideas on how the risks identified can be avoided or reduced by making modifications to the load, the task, and the working environment. Many suggestions for reducing risks in particular situations are given in L23 (www.hse.gov.uk/ pubns/books/123.htm). Worked examples of risk assessments are included as well as the blank checklists to show how they might be used in practice.