

## Manual Handling Risk Assessment Record

Regulation 4(1) of the Manual Handling Operations Regulations 1992 (MHOR) sets out a hierarchy of measures to reduce the risks of manual handling.

- avoid hazardous manual handling operations so far as is reasonably practicable;
- assess any hazardous manual handling operations that cannot be avoided;
- reduce the risk of injury so far as is reasonably practicable.

### Risk Rating Guidance

Injury rating		Risk Rating Bands			
		Add a colour to each factor where there is a 'YES' response			
<b>Trivial</b>	(eg discomfort, slight bruising, self-help recovery)	<b>VERY LOW RISK</b>	<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>
<b>Minor</b>	(eg small cut, abrasion, basic first aid need)				
<b>Moderate</b>	(eg strain, sprain, incapacitation > 3 days)	Unlikely to contribute to injury	Could contribute to trivial or minor injury	Could contribute to moderate injury	Likely or very likely to contribute to moderate injury OR Could contribute to serious injury
<b>Serious</b>	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)				
<b>Fatal</b>	(single or multiple)				
<b>All identified risk factors (where the answer is 'YES') must be considered in the risk assessment.</b>		Blue-rated factors require no additional controls but should continue to be monitored for any change in circumstance.	Green-rated factors require additional controls where reasonably practicable and should be monitored for effectiveness.	Amber-rated factors require additional control measures to be put in place as soon as practicable and should be monitored for effectiveness.	All red-rated factors must be addressed before further work can be permitted.

**Risk Assessment of:**

**Generic Risk Assessment for Collection of office chairs from University premises for home use**

**Assessor(s):**

Amanda Chapman. Health and Safety Advisor

**Date:**

09/06/2020

**Overview of activity / location / equipment / conditions being assessed:**

Colleagues collecting office chairs from University premises and transporting to cars to use when working at home.

**Note that similar hazards will exist when moving the chair from the vehicle and into the colleague's home working area. There may be additional space constraints which should be taken into consideration when situating the chair in the home. See Action Plan for further information.**

**Identification and Rating of Risk Factor**

The Load – Is it:	Yes / No	The Individuals – Does the job:	Yes / No	The Task – Does it involve:	Yes / No	The Environment – Are there:	Yes / No
<ul style="list-style-type: none"> <li>heavy?</li> </ul>	N	<ul style="list-style-type: none"> <li>require unusual strength, height etc?</li> </ul>	N	<ul style="list-style-type: none"> <li>holding or manipulating loads at distance from trunk?</li> </ul>	N	<ul style="list-style-type: none"> <li>space constraints preventing ergonomic posture?</li> </ul>	N
<ul style="list-style-type: none"> <li>bulky or unwieldy?</li> </ul>	Y	<ul style="list-style-type: none"> <li>create a hazard to those who might reasonably be considered to be pregnant or to have a health problem or other vulnerability?</li> </ul>	Y	<ul style="list-style-type: none"> <li>unsatisfactory bodily movement or posture, especially:                             <ul style="list-style-type: none"> <li>twisting the trunk?</li> </ul> </li> </ul>	N	<ul style="list-style-type: none"> <li>uneven, slippery or unstable floors?</li> </ul>	Y
				<ul style="list-style-type: none"> <li>Stooping?</li> </ul>	N		
				<ul style="list-style-type: none"> <li>Reaching upwards?</li> </ul>	N		
<ul style="list-style-type: none"> <li>Difficult to grasp?</li> </ul>	Y	<ul style="list-style-type: none"> <li>Require special information or training for its safe performance?</li> </ul>	Y	<ul style="list-style-type: none"> <li>excessive movement of loads, especially:                             <ul style="list-style-type: none"> <li>Excessive lifting or lowering distances?</li> <li>Excessive carrying distances?</li> <li>Excessive pushing or pulling of loads?</li> </ul> </li> </ul>	N	<ul style="list-style-type: none"> <li>Variations in level of floors or work surfaces?</li> </ul>	Y

The Load – Is it:	Yes / No	The Individuals – Does the job:	Yes / No	The Task – Does it involve:	Yes / No	The Environment – Are there:	Yes / No
<ul style="list-style-type: none"> <li>Unstable, or with contents likely to shift?</li> </ul>	N	<ul style="list-style-type: none"> <li>Is movement or posture hindered by personal protective equipment or by clothing?</li> </ul>	N	<ul style="list-style-type: none"> <li>Frequent or prolonged physical effort?</li> </ul>	N	<ul style="list-style-type: none"> <li>Extremes of temperature or humidity?</li> </ul>	N
<ul style="list-style-type: none"> <li>Sharp, hot or otherwise potentially damaging? (such as a hazardous chemical product)</li> </ul>	N			<ul style="list-style-type: none"> <li>Insufficient rest or recovery periods?</li> </ul>	N	<ul style="list-style-type: none"> <li>Conditions causing ventilation problems or gusts of wind?</li> </ul>	Y
				<ul style="list-style-type: none"> <li>A rate of work imposed by a process?</li> </ul>	N	<ul style="list-style-type: none"> <li>Poor lighting conditions?</li> </ul>	N
				<ul style="list-style-type: none"> <li>Use of vibrating equipment?</li> </ul>	N	<ul style="list-style-type: none"> <li>Doors along the route?</li> </ul>	Y
				<ul style="list-style-type: none"> <li>Use of lifting equipment?</li> </ul>	N	<ul style="list-style-type: none"> <li>Other people / other activities in the area?</li> </ul>	N
						<ul style="list-style-type: none"> <li>Hazards associated with the storage of items?</li> </ul>	N

### Assessment of risk factors

#	Hazard(s) identified	Persons affected and how	Existing controls & measures	Additional controls required
1	<b>Factors relating to the LOAD</b>			
	Office chairs may be bulky/unwieldy and may be difficult to grasp for easy lifting. The swivel base may move during the lift and cause instability.	<ul style="list-style-type: none"> <li>Anyone lifting an office chair.</li> </ul>	<ul style="list-style-type: none"> <li>Note: Chairs are on castors and can be pushed for most of the distanced of movement. May need to be lifted down stairs. Will need to be lifted into vehicles.</li> <li>Ensure the chair has been firmly grasped before lifting and allow the swivel base to stabilise before completing the lift.</li> <li>Colleagues to be aware of approximate chair dimensions: most chairs fall into this range: 60 x 60 x 123cm</li> </ul>	<ul style="list-style-type: none"> <li>If colleague is unable to handle their chair unaided, they must seek an alternative solution. Line managers must contact SHEW for further advice.</li> </ul>

#	Hazard(s) identified	Persons affected and how	Existing controls & measures	Additional controls required
			<ul style="list-style-type: none"> <li>Use lift if available for transport between levels. Do not travel in lift with the chair, but send it down and meet it at its destination level.</li> <li>All colleagues to view lifting video prior to collection of items.</li> </ul> <a href="https://www.youtube.com/watch?v=KIMSsJunXB4">https://www.youtube.com/watch?v=KIMSsJunXB4</a>	
<b>2</b>	<b>Factors relating to the INDIVIDUALS</b>			
	Information or training required	<ul style="list-style-type: none"> <li>Colleagues collecting their own chairs are often office workers who will not routinely have received standard manual handling training</li> </ul>	<ul style="list-style-type: none"> <li>All colleagues to view lifting video prior to collection of items.</li> </ul> <a href="https://www.youtube.com/watch?v=KIMSsJunXB4">https://www.youtube.com/watch?v=KIMSsJunXB4</a>	<ul style="list-style-type: none"> <li>If colleague is unable to handle their chair unaided, they must seek an alternative solution. Line managers must contact SHEW for further advice.</li> </ul>
	Hazards to those who might reasonably be considered to be pregnant or to have a health problem or other vulnerability	<ul style="list-style-type: none"> <li>May affect individuals with reduced strength or fitness, previous injury, or with a musculo-skeletal condition</li> <li>May affect expectant or new mothers</li> <li>May affect young person whose physiology is not fully developed</li> </ul>	<ul style="list-style-type: none"> <li>All colleagues to view lifting video prior to collection of items.</li> </ul> <a href="https://www.youtube.com/watch?v=KIMSsJunXB4">https://www.youtube.com/watch?v=KIMSsJunXB4</a>	<ul style="list-style-type: none"> <li>If colleague is unable to handle their chair unaided, they must seek an alternative solution. Line managers must contact SHEW for further advice.</li> </ul>

<b>3</b>	<b>Factors relating to the TASK</b>			
	No specific hazard relating to the task has been identified.	•	<ul style="list-style-type: none"> <li>All colleagues to view lifting video prior to collection of items. <a href="https://www.youtube.com/watch?v=KIMSsJunXB4">https://www.youtube.com/watch?v=KIMSsJunXB4</a></li> </ul>	<ul style="list-style-type: none"> <li>Liaison with Security to ensure they are aware of the collection occurring.</li> </ul>
<b>4</b>	<b>Factors relating to the ENVIRONMENT</b>			
	Doors along the route	• All	<ul style="list-style-type: none"> <li>Plan route in advance. Doors may require temporarily wedging open. Remove wedge immediately after passing through the doorway.</li> </ul>	•
	Potential need to use stairs if lifts are not available	• All	•	<ul style="list-style-type: none"> <li>Line managers must contact SHEW for further advice</li> </ul>
	Open air conditions – gusts of wind, or rain; uneven surfaces.	• All	<ul style="list-style-type: none"> <li>Consider postponing the collection if weather is inclement.</li> <li>Park as close to the building as possible (within designated parking spaces)</li> <li>Plan the route in advance and go slowly where the surface is rough or uneven.</li> </ul>	•

<b>Assessor signature:</b>	<b>Print name:</b>  Amanda Chapman	<b>Review date:</b>  9 <sup>th</sup> September 2020
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# Risk Assessment Action Plan

All additional controls required as identified in the final column of the assessment should be copied into the relevant column of the table below and should be used to inform the Actions to be taken.

<b>Action Plan in respect of:</b>  Colleagues collecting office chairs from University premises and transporting to cars to use when working at home.					<b>Prepared by:</b>  <b>Amanda Chapman</b>
<b>Additional Controls required</b>	<b>Action to be taken, incl. cost where relevant</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
If colleague is unable to handle their chair unaided, they must seek an alternative solution. Line managers must contact SHEW for further advice.	Line manager to contact SHEW and agree an alternative solution	Line manager	At least a week before the date of the proposed collection	Two days prior to date of proposed collection	Either an alternative solution has been agreed or the collection is not permitted to proceed.
Line managers must contact SHEW for further advice if chair needs to be taken up or down levels and lifts are not available	Line manager to contact SHEW and agree a solution	Line manager	At least a week before the date of the proposed collection	Two days prior to date of proposed collection	Either a solution has been agreed or the collection is not permitted to proceed.
Liaison with Security to inform them of the collection occurring.	The individual to contact Security to inform them of the proposed collection. Security to agree to make the relevant location available to access.	The individual; Security	Two days prior to date of proposed collection	n/a	n/a
Consideration of risk in the home situation and prior planning to help ensure that the proposed use of the office chair is feasible in the	Assessment of the home situation with careful planning before removing the chair from the vehicle and taking it to its planned home position.	The individual.	Prior to collection	n/a	n/a

home situation and that any adjustments needed in the home are made in advance of the collection date.					
Line manager's signature:  Print name:  Date:					Line manager's signature:  Print name:  Date