

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			
Trivial	(eg discomfort, slight bruising, self-help recovery)	VERY LOW RISK	LOW RISK	MEDIUM RISK	HIGH RISK
Minor	(eg small cut, abrasion, basic first aid need)				
Moderate	(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
Serious	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)				Could contribute to serious injury
Fatal	(single or multiple)				
All identified risk factors (where the answer is 'YES') must be considered in the risk assessment.		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:		Insert task and location	
Assessor(s): Insert name and role			Date: Insert date of assessment
Overview of activity / location / equipment / conditions being assessed: Insert description			

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
• heavy?		• require unusual strength, height etc?		• holding or manipulating loads at distance from trunk?		• space constraints preventing ergonomic posture?	
• bulky or unwieldy?		• create a hazard to those who might reasonably be considered to be pregnant or to have a health problem or other vulnerability?		• unsatisfactory bodily movement or posture, especially:		• uneven, slippery or unstable floors?	
				○ twisting the trunk?			
				○ Stooping?			
○ Reaching upwards?							
• Difficult to grasp?		• Require special information or training for its safe performance?		• excessive movement of loads, especially:		• Variations in level of floors or work surfaces?	
				○ Excessive lifting or lowering distances?			
				○ Excessive carrying distances?			
				○ Excessive pushing or pulling of loads?			
• Unstable, or with contents likely to shift?		• Is movement or posture hindered by personal protective equipment or by clothing?		• Frequent or prolonged physical effort?	Y	• Extremes of temperature or humidity?	

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"> Sharp, hot or otherwise potentially damaging? (such as a hazardous chemical product) 				<ul style="list-style-type: none"> Insufficient rest or recovery periods? 		<ul style="list-style-type: none"> Conditions causing ventilation problems or gusts of wind? 	
				<ul style="list-style-type: none"> A rate of work imposed by a process? 		<ul style="list-style-type: none"> Poor lighting conditions? 	
				<ul style="list-style-type: none"> Use of vibrating equipment? 		<ul style="list-style-type: none"> Doors along the route? 	
				<ul style="list-style-type: none"> Use of lifting equipment? 		<ul style="list-style-type: none"> Other people / other activities in the area? 	
						<ul style="list-style-type: none"> Hazards associated with the storage of items? 	

Assessment of risk factors

#	Hazard(s) identified	Persons affected and how	Existing controls & measures	Additional controls required
1	Factors relating to the TASK			
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
2	Factors relating to the INDIVIDUALS			
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

#	Hazard(s) identified	Persons affected and how	Existing controls & measures	Additional controls required
		•	•	•
3	Factors relating to the LOAD			
		•	•	•
		•	•	•
		•	•	•
4	Factors relating to the ENVIRONMENT			
			•	•
			•	•
			•	•

Assessor signature:	Print name:	Review date:

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.

Action Plan in respect of:					Prepared by:
Additional Controls required	Action to be taken, incl. cost where relevant	By whom	Target date	Review date	Outcome at review date
Line manager's signature:					Line manager's signature:
Print name:					Print name:
Date:					Date