

<h1>RISK ASSESSMENT: Manual Handling</h1>		<p><small>MAXIMUM RECOMMENDED LIFTING WEIGHT GUIDE FOR HEALTHY AVERAGE MEN AND WOMEN</small></p> <p>The risk of injury increases when objects are lifted:</p> <ul style="list-style-type: none"> - higher or lower than waist height - further away from the torso - twisting and sideways bending - with straightened arms - with bent back 	Folio Reference:
RAM prepared by:	<small>Print full name:</small>		H&S Manager: <input type="checkbox"/>
	<small>Signature:</small>		Site Manager: <input type="checkbox"/>
			Authorised Operative: <input type="checkbox"/>
		Date	

Site's Address	Town	Postcode
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Designated Site Manager(s):	<input type="checkbox"/> Andrew Schwarz	<input type="checkbox"/> Richard Cleary	<input type="checkbox"/> Jacob Whitmarsh	<input type="checkbox"/> Daniel Spiller	<input type="checkbox"/>
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Those at Risk of Harm:	<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Tenants	<input type="checkbox"/> Children and vulnerable adults	<input type="checkbox"/> Company and private property
	<input checked="" type="checkbox"/> Contractors and other site visitors	<input type="checkbox"/> Neighbours and the Public	<input type="checkbox"/> Pets and wildlife	<input type="checkbox"/> Environment

Safe Lifting, Carrying and Putting Down of loads (Remember T.I.L.E.) Think about what safe-lifting grabs and handles you can use to make lifting easier.

- Tasks:** When lifting, carrying or putting down any object, avoid twisting, stooping, bending, pushing, pulling or making sudden movements. They are more likely to cause injury?
- Individual:** The age, size, sex and health all affect an individual's ability to lift, carry and set down loads. Know the limits of what you can carry safely and stick to them.
- Loads:** Loads that are heavy, large, awkward and difficult to hold, sharp, hot, cold or unstable all increase the chances they will cause injuries when being carried.
- Environment:** Poor lighting, space constraints, trip hazards, uneven, unstable or slippery walk ways, climbing steps and stairs all present challenges to the safe lifting, carrying and setting down of loads. High winds, hot or cold temperatures, condensation, rain and ice can all adversely affect safe manual handling unless the carrier takes them into account.

- Equipment:** The use of well-maintained lifting and moving equipment, operated by trained individuals, can make manual handling of heavy loads much safer.
- Other:** Sudden and unexpected loud noises can distract the carrier; an escalator that suddenly stops; or collisions with unavoidable moving or unseen stationary objects can all serve to upset the stability of the person and the load being carried, resulting in falls and injuries. Thinking ahead and planning a safe route so there are no surprises can help avoid accidents.

Safe manual handling techniques

- Think before you lift:** Plan the lift. Where is it going to be placed? Can you divide the load to make each lift lighter? Use appropriate handling aids. Do you need help with the load?
- Don't lift or put down above chest height:** Attempting to lift or put down loads above what you can comfortably carry at chest height significantly increases the chances of injury.
- Protect your back:** Keeping the heaviest part of the load close to your waist, for as long as possible, will help avoid straining and damaging the soft tissue of your limbs and spine.
- Adopt a stable position:** Your feet should be apart with one leg slightly forward to maintain balance. Restricted, tight clothing and unsuitable shoes interfere with stability.
- Ensure a good hold:** Hug the load close to the body, using the arms and chest to support the load, which is far stronger than just trying to carry a load with the hands alone.
- Don't bend your back when lifting or putting down:** A slight bending of the back, hips and knees at the start of the lift is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees – in other words, fully squatting.
- Don't twist when you lift:** Avoid twisting the back or leaning sideways, especially while the back is bent. Doing so puts additional mechanical strain on the soft tissue of the spine.
- Look ahead:** Keep your head up and looking forward when handling the load. Don't look down. Doing so keeps the spine in the best position and you can see where you are going.
- Move smoothly:** Don't jerk or snatch the load as this can make it harder to keep control, reduces stability and increases the risk of injury.
- Know your limits:** Don't lift or handle more than you can easily manage. There's a difference between what people can lift and what they can safely lift!
- Put the load down, then adjust:** Put the load down and then adjust. If you need to position the load precisely, put it down first, then slide it into the desired position.

Hazards Identified	Who might be harmed and how	RISK with No controls	Standard controls that should be observed on all sites	RISK with Std controls	Std controls enforced?	Extra controls required if standard controls are insufficient to reduce residual risk to safe level	Revised risk after extra controls			
							Likelihood	Severity	Risk	
<input checked="" type="checkbox"/> Poor lifting technique	Individuals can suffer long-lasting and debilitating injuries by failing to apply the safe lifting, carrying and putting down techniques described above	21	Workers must undergo regular training on safe manual handling techniques. Experienced workers should always assist and educate improvers on how to apply the theory of safe manual handling in the work place and stop unsafe practice.	<input type="checkbox"/>	Yes/No <input type="checkbox"/>		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Trying to lift too much in one go	Workers may suffer injury if they attempt to lift loads that exceed their personal limit they can carry safely.	15	Education and reading the above reminders on safe manual handling technique will only work if the individual takes responsibility for their own safety and continuing good health at work by never attempting to lift more than they can safely handle.	<input type="checkbox"/>	Yes/No <input type="checkbox"/>		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Failure to plan the lift, taking into account the environment and weather	Workers may suffer an injury because they failed to plan how they could safely move a load taking into account poor lighting, potential slips and trips and the prevailing weather conditions.	15	Workers should think first. Can heavy objects be divided into lighter loads. Remove bulky packaging? Use slings or cut hand-holds into the side of cardboard boxes. Ask for help? Is the planned route free from slip and trip hazards? Is there a suitable place to safely put down the load at the final destination. Will wet or windy weather affect the lift?	<input type="checkbox"/>	Yes/No <input type="checkbox"/>		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Incorrect use of mechanical lifting aids, plant and machinery	Untrained operatives using unsound and poorly maintained mechanical aids to assist with manual handling can lead to injuries.	15	All lifting equipment should be visually checked before use to ensure they are sound and fit for purpose. Operators are to avoid overloading lifting aids that will reduce stability and lead to spillages and injury.	<input type="checkbox"/>	Yes/No <input type="checkbox"/>		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>

PPE To be worn:	<input type="checkbox"/> Safety boots	<input type="checkbox"/> Hi-Viz	<input type="checkbox"/> Hard hats	<input type="checkbox"/> Safety goggles	<input type="checkbox"/> Safety gloves	<input type="checkbox"/> Fall arrest harnesses / Soft landing	The optimum number of people to lift a heavy object is six.
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The likelihood a hazard could cause harm		
1	Improbable: 0% - 5%	Unlikely to happen
2	Remote: 6% - 35%	May occur at sometime
3	Possible: 36% - 65%	More likely to occur
4	Probable: 66% - 95%	Very likely to occur
5	Very probable: 96% - 100%	Certain to happen

The severity of the harm a hazard could cause	
1	No risk to short-term or long-term health or sustaining personal injury
2	Remote risk to health or sustaining minor injuries treatable by site first aid
3	Low risk of personal injury requiring medical attention at A&E Department
4	Moderate risk of personal injury resulting in more than 7 days off work
5	High risk of life-changing injury, long-term chronic illness, cancer and death

The calculated risk of harm from a hazard		
0 - 5	Low Risk - No extra controls needed	
6 - 15	Introduce extra controls to reduce risk	
16 - 20	Only under supervision of Site Manager	
21 - 25	Do not proceed as the risk is too high	
Make reference to the Company CDM Plan when assessing risk		