

MANUAL HANDLING STAGE ONE ASSESSMENT MHA1

To be completed in accordance with SCoP 12 Manual Handling Assessment. Review the manual handling activity using the Lifting Guidance points 1-4 to determine whether any further assessment is needed. If any red box is ticked – **consider** carrying out a detailed STAGE TWO assessment.

| | | | |
|------------------------|----------------------------------|-------------------------|-------------------------------|
| Assessor Signed | Click or tap here to enter text. | Dated (dd/mm/yy) | Click or tap to enter a date. |
|------------------------|----------------------------------|-------------------------|-------------------------------|

| STAGE 1 INITIAL MANUAL HANDLING ASSESSMENT | | | | |
|--|--|--------------------------|--------------------------|---|
| | PLEASE ANSWER Y/N | YES | NO | COMMENTS |
| 1. | Is this a 1-person lift? | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 2. | Is the pace of work forced? | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 3. | Are you prevented from taking rests | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 4. | Does any individual have reduced capacity e.g. through ill health or pregnancy (refer to a separate assessment for new or expectant mothers) | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 5. | When lifting, can loads be held with both hands with the lifter in a stable condition? | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 6. | Is there frequent lifting (> 30/hr) | <input type="checkbox"/> | <input type="checkbox"/> | If YES Apply the correction in Table 1 Original weight Click or tap here to enter text. New, amended weight Click or tap here to enter text. |
| 7. | Is there any twisting? | <input type="checkbox"/> | <input type="checkbox"/> | If YES Apply the correction in Table 1 Original weight Click or tap here to enter text. New amended weight Click or tap here to enter text. |
| 8. | Referring to the Lifting Guidance, does this activity exceed the guidance criteria? (point 2) | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 9. | If handling whilst seated, are loads less than 3kg for women / less than 5 kg for men? | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 10. | If you are pushing or pulling, are there extra risk factors i.e. uneven floors or constricted spaces | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 11. | If you are pushing or pulling, is the load moved > 20m without a break | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 12. | If you are pushing or pulling, are loads pushed or pulled with hands between knuckle or shoulder height | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 13. | If you are pushing or pulling, are the limits within point 4 of the Lifting Guidance? | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| 14. | OUTCOME Is a STAGE 2 assessment needed | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| COMPLETE FORM MHA3 | | <input type="checkbox"/> | | |

MANUAL HANDLING STAGE ONE

ASSESSMENT MHA1

Lifting Guidance

- These guidelines relate to specific low risk manual handling activities, for example cases where there is infrequent lifting (up to 30/hr), pace of work is not forced, adequate pauses and rest are allowed and the load is not supported by the individual for any length of time. As a rough guide, reduce the allowable weights by 30% if the operation is repeated once or twice per minute. By 50% if repeated 5-8 times per minute and by 80% if repeated >12 times per minute. Refer to [Table 1](#)

- Refer to Figure 1 Lifting Guidance and decide which box or boxes the lifters hands pass through when moving the load and identify the maximum weight being handled. If the lifters hand passes through >1 box, use the smallest weight. If they are close to a boundary between boxes use an in-between weight (err on the side of caution).

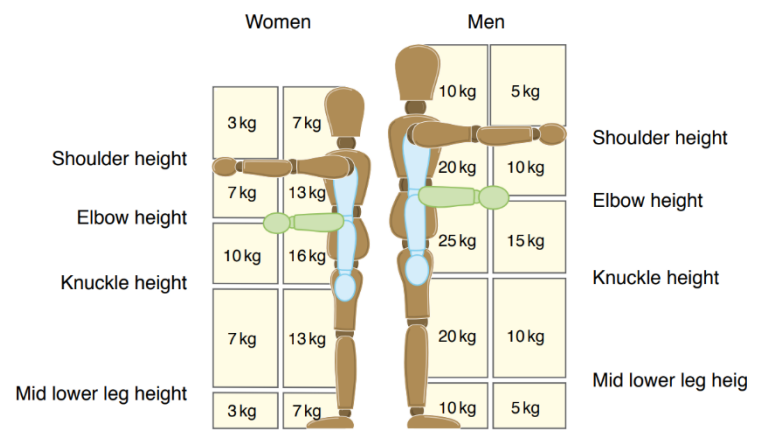


Figure 1 Guidance Lifting

Table 1 to be used when calculating loads that can be lifted by someone twisting/repeating

| NORMAL LIFT (Kg) | TWISTING >45°@10% | TWISTING >90°@20% | REPETITION 1-2 times per minute | REPETITION 5-8 times per minute | REPETITION >12 times per minute |
|------------------|-------------------|-------------------|---------------------------------|---------------------------------|---------------------------------|
| 3kg | 2.7kg | 2.4kg | 2.1kg | 1.5kg | 0.6kg |
| 5kg | 4.5kg | 4kg | 3.5kg | 2.5kg | 1kg |
| 7kg | 6.3kg | 5.6kg | 4.9kg | 3.5kg | 1.4kg |
| 10kg | 9kg | 8kg | 7kg | 5kg | 2kg |
| 13kg | 11.7kg | 10.4kg | 9.1kg | 6.5kg | 2.6kg |
| 15kg | 13.5kg | 12kg | 10.5kg | 7.5kg | 3kg |
| 16kg | 14.4kg | 12.8kg | 11.2kg | 8kg | 3.2kg |
| 20kg | 18kg | 16kg | 14kg | 10kg | 4kg |
| 25kg | 22.5kg | 20kg | 17.5kg | 12.5kg | 5kg |

- If the handler twists, reduce the weights as follows. Reduce by 10% if twist >45° and by 20% if >90°. These are rough guidelines. Refer to Table 1 below
- The guidelines state that when pushing or pulling loads, they are within the following. Force to stop or start a load - men 20kg and women 15kg. Sustained force to keep the load in motion – men 10kg and women 7kg.

