

## Safety Code of Practice SCoP 12

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# MANUAL HANDLING



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## Contents

<b>1.</b>	<b>POLICY STATEMENT</b> .....	<b>5</b>
<b>1.1</b>	<b>The Policy</b> .....	<b>5</b>
<b>2.</b>	<b>BACKGROUND</b> .....	<b>6</b>
<b>3.</b>	<b>LEGISLATION AND GUIDANCE</b> .....	<b>6</b>
<b>3.1</b>	<b>Legal Requirements</b> .....	<b>6</b>
<b>4.</b>	<b>MANAGEMENT ARRANGEMENTS</b> .....	<b>7</b>
<b>4.1</b>	<b>Responsibilities for Manual Handling Assessments</b> .....	<b>7</b>
<b>4.2</b>	<b>Heads of Department (including academic, administrative and technical areas)</b> .....	<b>7</b>
<b>4.3</b>	<b>Staff</b> .....	<b>7</b>
<b>4.4</b>	<b>Safety Services</b> .....	<b>7</b>
<b>5.</b>	<b>Manual Handling Assessment in Practice</b> .....	<b>8</b>
<b>5.1</b>	<b>Application and Training</b> .....	<b>8</b>
<b>5.2</b>	<b>Manual Handling Assessment</b> .....	<b>8</b>
<b>5.3</b>	<b>TILE</b> .....	<b>9</b>
5.3.1	Task.....	9
5.3.2	Individual Capacity.....	9
5.3.3	Load .....	9
5.3.4	Environment.....	9
<b>5.4</b>	<b>Beginning your Assessment</b> .....	<b>9</b>
<b>5.5</b>	<b>Manual Handling Cover Sheet and Sign Off MHA3</b> .....	<b>10</b>
<b>5.6</b>	<b>STAGE 1 Simple Assessment</b> .....	<b>10</b>
<b>5.7</b>	<b>Completing a STAGE 1 Assessment MHA1</b> .....	<b>10</b>
5.7.1	General rules for completing MHA1 Questions 1-5 .....	10
5.7.2	Question 6 is there frequent lifting (> 30/hr)?.....	10
5.7.3	Question 7 Is there any twisting?.....	11
5.7.4	Question 8 Referring to the Lifting Guidance, does this activity exceed the guidance criteria?11	
5.7.5	Questions 9-13.....	11
5.7.6	Question 14 .....	11
<b>5.8</b>	<b>STAGE 2 Detailed Manual Handling Assessment</b> .....	<b>11</b>

5.8.1	STAGE 2 ASSESSMENT .....	11
<b>5.9</b>	<b>Completing a STAGE 2 Assessment.....</b>	<b>11</b>
<b>5.10</b>	<b>Team Lifting .....</b>	<b>12</b>
<b>5.11</b>	<b>Record Keeping.....</b>	<b>12</b>
<b>5.12</b>	<b>Worked Examples.....</b>	<b>12</b>
6.	APPENDIX 1 Legislation and Guidance.....	13
7.	APPENDIX 2 Manual Handling Assessment in Practice.....	14
8.	APPENDIX 3 CONSIDERATIONS FOR A SIMPLE ASSESSMENT MHA1 .....	15
9.	APPENDIX 4 Considerations When Assessing Manual Handling MHA2 .....	18
10.	APPENDIX 5 Assessment Sign Off Form MHA3 .....	19
11.	APPENDIX 6 Stage 1 Assessment Form MHA1.....	21
	<b>STAGE ONE ASSESSMENT.....</b>	<b>21</b>
12.	APPENDIX 7 Stage 2 Assessment Form MHA2.....	23
	APPENDIX 8 Considerations When Making an Assessment.....	26
	APPENDIX 9 Worked Examples .....	27

# POLICY

## 1. POLICY STATEMENT

### 1.1 The Policy

This Safety Code of Practice sets out the operational arrangements to be followed in order to implement the University Health and Safety Policy. In particular, the key principles of this policy are:

1. All manual handling operations will be carried out in accordance with the Manual Handling Operations Regulations 1992
2. Where manual handling operations cannot be avoided, they will be assessed to determine the level of risk and suitable control measures implemented
3. Staff will be provided with appropriate training, equipment and PPE to ensure they can carry out all manual handling operations safely
4. The University of Worcester will provide adequate resources to ensure that this policy can be fully implemented
5. Implementation of this policy will be monitored and reviewed to ensure that it remains fit for purpose and is properly followed

## 2. BACKGROUND

Manual handling causes over a third of all workplace injuries including work-related musculoskeletal disorders (MSDs). In 2017/18 HSE, reported there were 0.5 million cases of self-reported work related MSD's in the UK and so the size of the problem cannot be underestimated. These include repetitive strain injuries, upper limb disorders, backache, and injuries to arms, legs and joints. Potentially resulting in lengthy periods of ill health, manual handling injuries are avoidable by following a simple hierarchy of control as set out in this SCoP.

Many manual handling operations can be carried out without risk, however it will be necessary to consider the higher risk activities more carefully and to apply simple control measures to reduce the risk of injury and ill health.

This SCoP should be read in conjunction with the [University Health and Safety Policy and the Roles and Responsibilities](#) documents to ensure there is transparency in how the University seeks to provide a safe working environment. There is also a significant amount of guidance published by the [HSE](#).

## 3. LEGISLATION AND GUIDANCE

### 3.1 Legal Requirements

The Manual Handling Operations Regulations (MHOR) 1992 came into force in the UK on 1 January 1993 and defines manual handling as the transporting or supporting of any load, using physical effort, which also includes lifting a person. It follows a hierarchy of control [AVOID, ASSESS, REDUCE](#) and this SCoP sets out how the University will manage manual handling in accordance with the hierarchy.

MHOR should be considered alongside the Management of Health and Safety at Work Regulations 1999, which contain a general requirement on employers to undertake a suitable and sufficient risk assessment of health and safety issues in the workplace that may affect employees while they are at work. All manual handling activities should be subject to an assessment, but higher risk activities should follow a more formal process as set out in this SCoP.

Where an assessment indicates that there is a possibility of risk from the manual handling of loads, the specific requirements of MHOR are applicable.

A list of relevant legislation and guidance can be found in [Appendix 1](#)

Please refer to the [University web pages covering Manual Handling](#) for guidance, information and template forms MHA1, MHA2, MHA3 and Safe Lifting Procedures.

# Organisational Arrangements and Responsibilities

## 4. MANAGEMENT ARRANGEMENTS

### 4.1 Responsibilities for Manual Handling Assessments

As an employer, the University of Worcester will retain ultimate responsibility to ensure compliance with all health and safety legal requirements. Responsibility to act in accordance with this SCoP can be delegated, however the duty to comply with the law cannot and remains with the University of Worcester.

All Responsibilities are set out in the University of Worcester Health and [Safety Policy Statement of Roles and Responsibilities](#) and apply to this Policy. In practical terms, responsibilities to implement this SCoP are as follows.

### 4.2 Heads of Department (including academic, administrative and technical areas)

Heads of Department are responsible for ensuring arrangements are in place to implement this Policy, to ensure staff are competent and that each Department manages the risks presented by potentially unsafe manual handling activities. In particular, Heads of Department should identify staff who can assess manual handling activities and ensure they possess the required knowledge and competence for this role. They should seek to arrange training where necessary, assisted by Safety Services and to promote this Policy to all staff within their area. They should ensure that any issues arising out of a failure to follow this SCoP, or similar standard, are fully reviewed and any concerns addressed.

### 4.3 Staff

All staff will be responsible for complying with this Policy in their day-to-day roles. In particular, they should be familiar with the Operational Arrangements of this Policy and apply the principles of safe lifting and carrying etc. They should always use the equipment provided to them and raise any concerns, as and when they arise, with line managers. Staff must follow any safe system of work agreed for the activity.

### 4.4 Safety Services

Safety Services will coordinate the implementation of this policy across the University and in particular it will:

- Assist in arranging training
- Audit compliance with this Policy and report findings to the Safety, Health and Wellbeing Committee
- Provide support and advice, in particular to Heads of Department
- Review the Policy and make further recommendations where necessary

# Operational Arrangements

## 5. Manual Handling Assessment in Practice

### 5.1 Application and Training

It is important to clarify that you are **NOT** expected to carry out a documented manual handling assessment for every single time you lift and carry anything at work. The majority of lifting and carrying can be carried out following a quick assessment, however, this relies on that person being competent.

As part of your online induction, there is a section on safe lifting / manual handling practice, and this is designed to provide sufficient instruction to cover most simple manual handling operations without the need for further training. However, Heads of Department should identify roles whereby further and more detailed training is needed. The University has identified an appropriate training session and all enquiries should be made to the Head of Safety Services. Further information can be found on the health and safety webpages with further videos to watch.

### 5.2 Manual Handling Assessment

The law requires that the University applies a staged approach to managing manual handling operations. The University has adopted the HSE approach to manual handling assessment which is designed to be simple and this is set out in [HSE Guidance Manual handling at work a brief guide](#).

The majority of manual handling activities that staff at the University engage in are relatively low risk and therefore do not require a detailed assessment. However, some activities e.g. carrying crash mats, relocating fridge freezers, moving furniture and equipment may require a detailed assessment to ensure staff are not exposed to unacceptable risk. This means we apply a **2-stage assessment process** with the more formal manual handling assessment reserved only for the higher risk activities. [Appendix 2](#) sets out the arrangements for managing manual handling adopted by the University.

This approach follows HSE hierarchy of control set out in the HSE Guidance [INDG 143](#) and is as follows:

1. **AVOID:** Can the University avoid manual handling activities presenting an avoidable risk to staff? If so, it should always aim to avoid such activities. For example, can the activity be passed onto a contractor who can deliver the load to where it is needed rather than to a central location for University of Worcester staff to then have to carry onwards? Can a heavy item be dismantled and carried in manageable sections and then reassembled in situ?

If you cannot **AVOID** manual handling as per point 1 above, you then progress to point 2 and carry out a manual handling **ASSESSMENT**.

2. **ASSESS:** If it is not possible to avoid manual handling, the activity must be subject to an assessment, see [Appendix 2](#)
3. **REDUCE:** Following the assessment, measures need to be applied to reduce the risk to the lowest level 'reasonably practicable'. For the more complex handling activities, consider the criteria set out in [Appendix 3](#) and [Appendix 4](#)



4. Where measures are applied as per point 3 above, staff need to be provided with details of the weight of each load and the information on the heaviest side of the load if the centre of gravity is not positioned centrally

### 5.3 TILE

If the preliminary STAGE 1 assessment determines that a full manual handling assessment is required, the following factors (TILE) need to be considered in detail in your STAGE 2 manual handling assessment. See [Appendix 4](#)

- Task
- Individual capability
- Load
- Environment

#### 5.3.1 Task

Where possible, manual handling operations should avoid known risk factors including poor posture, holding loads away from the trunk, stooping, twisting, excessive carry distances, reaching etc.

#### 5.3.2 Individual Capacity

Everyone is different and we have different lifting capabilities and in our assessment, this needs to be considered. For example, is the person already injured, do they suffer from back pain. Are they young or old? Are they expecting? These factors do not prevent them from carrying out normal duties, but we need to consider these in our assessment.

#### 5.3.3 Load

Clearly the nature of the load needs to be considered. Weight, size, shape, type of material (slippy, rough, hot), rigidity, hard to grasp etc.?

#### 5.3.4 Environment

The space in which we lift and carry objects is an important factor. Is the floor level, are there obstacles or stairs? Are lighting levels, temperature and humidity satisfactory?

When carrying out your STAGE 2 assessment you will need to consider all of these factors using the template assessment form [MHA2](#)

### 5.4 Beginning your Assessment

To be read in conjunction with the Manual Handling Process in [Appendix 2](#).

First, decide whether this activity presents any risk of injury as a result of the manual handling activity. This is meant to filter out every day lifting practice that is very low risk e.g. moving light objects for example display screens, bundle of paper, small boxes etc. If not, no further action is needed apart from observing good manual handling techniques. Every manual handling activity needs to be considered but many routine activities will be very low risk and will not require any formal action.

If you decide that the task requires an assessment, begin by completing form [MHA1](#) (see [Appendix 5](#)). The purpose of this assessment is to determine whether the activity falls within the broad definition of 'acceptable' low risk lifting manual handling activities. This is based on generalisations that have been made where the risk of injury is determined to be low provided the parameters of a

STAGE 1 assessment have been met. If the load can be lifted/moved within the parameters of a STAGE 1 assessment, there is nothing further to do apart from complete [MHA3](#).

### 5.5 Manual Handling Cover Sheet and Sign Off MHA3

When completing [MHA3](#) it is important that all relevant fields are completed. Even though some fields may not need to be completed (e.g. push/pull distance), it is still important to enter not applicable (N/A) to show that it has been considered. It is important to include your 'manager responsible' details, the assessment date, unique assessment reference and weights to be lifted/handled. When completing MHA3, it is assumed that you have determined that there is a risk of injury due to the manual handling activity. This is a subjective opinion and is based on the size and dimensions of the load, the environment and how the load is to be lifted. It is assumed that if you are completing MHA3, a STAGE 1 assessment is required.

### 5.6 STAGE 1 Simple Assessment

A STAGE 1 assessment is nothing more than a quick look at the activity and comparing it to published guidelines and this will be relevant to most routine activities. If the manual handling activity falls within these guidelines, a more detailed assessment is not required. However, for this to be the case, certain criteria must be met as follows:

- This is a one person lifting (see additional guidance for team lifting)
- Lifting and lowering should fall within the parameters of [figure 1](#) (Lifting and lowering Parameters)(having applied any reductions in loads due to twisting and repetition etc. see [Table 1](#))
- The load is carried/moved no further than 10m before resting
- The person carrying the load can walk normally
- The load is easy to grasp with both hands
- When pushing or pulling a load, the force is applied by the hands between knuckle and shoulder height and does not exceed the figures in [Table 2](#)

Controlling risk will be achieved by training and good manual handling practice. It must be remembered, the parameters set out guidelines and do not represent 'safe limits' for lifting. Working outside these parameters simply increases the risk of injury and therefore control measures still need to be put in place for all lifting to reduce the risk. This can start with simply observing safe lifting methods all the way up to detailed STAGE 2 assessment resulting in specific instructions on how to lift and using mechanical lifting equipment.

### 5.7 Completing a STAGE 1 Assessment MHA1

#### 5.7.1 General rules for completing MHA1 Questions 1-5

First determine the weight of the load. If this information is not available, you will need to determine the weight using scales or information from manufacturers/suppliers and then work through questions 1-5.

Answering these questions is subjective and if any RED boxes for questions 1-5 are ticked, the assessor must justify why a STAGE 2 assessment is not required.

#### 5.7.2 Question 6 is there frequent lifting (> 30/hr)?

If the activity occurs less than 30 times per hour answer **NO**. If it occurs more than 30 times per hour answer **YES** and apply the correction in [Table 1](#). For example, the limit of 10kg for a lift being repeated 1-2 times per min reduces to 7kg and that now becomes your lift.

SCoP 12 Manual Handling v7

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**REMEMBER** any lower load limit replaces the maximum recommended weight set out in [Figure 1](#) Lifting and Lowering Parameters

5.7.3 Question 7 Is there any twisting?

If the activity involves no twisting then answer **NO**. If there is twisting, then apply the corrections set out in point 3 and refer to [Table 1](#). For example, if the lifting of a 10kg weight involves a twist of >45°, the limit in [Figure 1](#) drops to 9kg (see the yellow highlighted data in Table 1)

If a lift involves twisting and repetition, the limit in [Figure 1](#) is the lower load limit. For example, for a lift involving twisting >45° that is repeated 1-2 times per minute, the limit of 10kg in [Figure 1](#) drops from 10kg to 7kg (7kg being the new limit). (Data highlighted green in [Table 1](#)).

**REMEMBER** any lower load limit replaces the maximum recommended weight set out in [Figure 1](#) Lifting and Lowering Parameters

5.7.4 Question 8 Referring to the Lifting Guidance, does this activity exceed the guidance criteria?

If the manual handling activity exceeds the limits set out in [Figure 1](#) Guidance Lifting, tick YES and tick YES in question 14. This should then be recorded in MHA3 and a STAGE 2 detailed manual handling assessment be carried out. If you tick NO, tick question 14 and complete MHA 3 and set out any additional actions in the Action Plan that may be necessary.

5.7.5 Questions 9-13

These questions are relevant if the manual handling involves sitting or pushing and pulling. Question 10 is purely subjective and the assessor needs to remember that a STAGE 1 assessment is satisfied where the environment does not present additional issues when carrying loads e.g. uneven floors etc.

5.7.6 Question 14

Having completed the STAGE 1 assessment, the assessor needs to decide whether a STAGE 2 assessment is needed. In general, if any red boxes are ticked, a STAGE 2 assessment will be needed.

## 5.8 STAGE 2 Detailed Manual Handling Assessment

5.8.1 STAGE 2 ASSESSMENT

Some manual handling activities are more complicated and create unacceptable risk and therefore a STAGE 2 assessment of manual handling will be necessary. This assessment is more detailed and is set out in the Manual Handling Assessment form [MHA2](#) see [Appendix 7](#). To carry out the assessment, you will need to become familiar with the general manual handling assessment form [MHA2](#) and follow the guidance set out below.

The purpose of the STAGE 2 assessment is to collect detailed information about the higher risk manual handling operations. This will then allow you to assess the risk of harm and then to set out the control measures necessary to reduce any risk to a tolerable level. This can be achieved by considering mechanical aids, changing working practices, sharing the load, training, providing PPE or a combination of all. For more information, refer to the guidance in [Appendix 1](#).

## 5.9 Completing a STAGE 2 Assessment

When completing the assessment, you need to understand the nature and extent of the manual handling activity. This will be achieved by observing the activity and /or discussing this with staff. It

is always preferable to involve colleagues in the assessment process. Systematically work through the sections making notes as you go along. One important aspect of the process is to understand that the level of risk is subjective, that means it is not an exact science and you will need to apply your own judgement. Even if every box is ticked HIGH, that does not mean the activity cannot proceed, it just means you need to consider very carefully how to ensure the activity can be carried out safely (although it is unlikely you will go ahead if every box is ticked HIGH). The important point is that issues are identified and the remedial action is recorded. This then becomes the document setting out how the activity will be carried out safely. In designing safe manual handling, regard should be had to use of mechanical aids, changing and/or rotating the work pattern, sharing the lifting, decanting larger loads into smaller ones, modifying storage arrangements to avoid excessive stooping, bending, twisting and reaching. For further information see HSE Guidance set out in [Appendix 1](#), [Appendix 4](#) and [Appendix 8](#).

### **5.10 Team Lifting**

To reduce the risk further, team lifting can help where mechanical aids or other measures are not available. There are a few simple rules that need to be considered:

1. Lifting should be limited to the capability of the weakest person in the team
2. Teams of more than 4 are unlikely to work successfully
3. One person should take the lead to manage the lift
4. Planning and coordination of the team is critical

When calculating the safe lifting limit for a team of 2, it is not a case of multiplying the individual capacity by 2. HSE suggests using 85% of the total of individual capabilities will allow an adequate safety margin. To determine individual capacity, reference should be made to [figure 1](#).

For example, for a 2-person lift, if each individual capacity is 20kg, the team of 2 can safely lift 34kg and a team of 3 can lift 51kg between them.

Further guidance can be found in [HSE Guidance L23](#) Manual Handling Manual Handling Operations Regulation 1992

### **5.11 Record Keeping**

Schools and Departments should retain copies of all Manual Handling Assessments. Training records for centrally funded manual handling assessors' courses will be kept centrally.

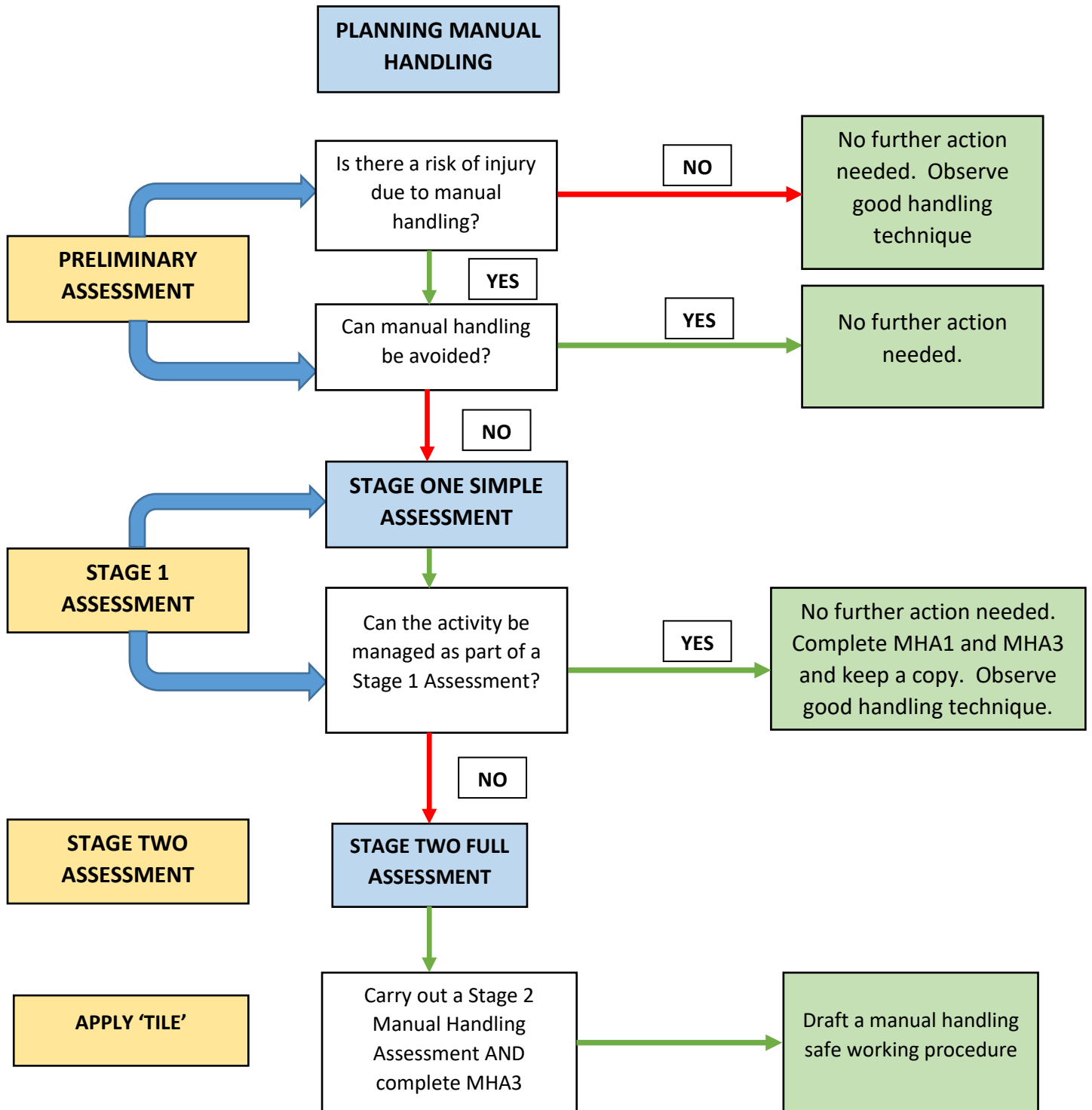
### **5.12 Worked Examples**

See [Appendix 9](#) for a number of worked examples.

## 6. APPENDIX 1 Legislation and Guidance

LEGISLATION	BRIEF DETAIL
<a href="#">Health and Safety at Work etc. Act 1974</a>	Overarching legislation setting out duties for employers and employees. A breach of MHOR could result in action also being taken under the 'Act'
<a href="#">Management of Health and Safety at Work Regulations 1999</a>	Regulations introducing the process of risk assessment. An employer would carry out a general risk assessment identifying the risk of injury from manual handling. This would then prompt assessment and compliance with MHOR.
<a href="#">Manual Handling Operations Regulations 1992</a>	Regulations seeking to prevent injury resulting from manual handling in the workplace. Specifically, they implement a hierarchy of control that must be followed. Can manual handling be avoided? If not, it should be assessed and then adequate control measures applied. When carrying out the assessment, the regulations set out the factors that must be considered.
<a href="#">Provision and Use of Work Equipment Regulations 1998</a>	Regulations requiring all work equipment to be suitable for use, maintained and provided free of charge to staff. Staff also need to be provided with adequate information to be able to use equipment safely
<a href="#">Personal Protective Equipment at Work Regulations 1992</a>	Regulations requiring assessment, provision and management of PPE whilst at work
GUIDANCE	REFERENCE
<a href="#">Manual handling at work: A brief guide</a>	HSE Guidance INDG 143 (rev3)
<a href="#">Making the best use of lifting and handling aids</a>	HSE Guidance INDG398 (rev1)
<a href="#">Managing upper limb disorders in your business</a>	HSE Guidance INDG 171 (rev2)
<a href="#">Upper limb disorders in the workplace</a>	HSE Guidance 60
<a href="#">Manual handling – Manual Handling Operations Regulations 1992 – Guidance on Regulations</a>	HSE Guidance L23 (fourth edition)
<a href="#">Full manual handling risk assessment: Examples of assessment checklists</a>	HSE Guidance

## 7. APPENDIX 2 Manual Handling Assessment in Practice



## 8. APPENDIX 3 CONSIDERATIONS FOR A SIMPLE ASSESSMENT MHA1

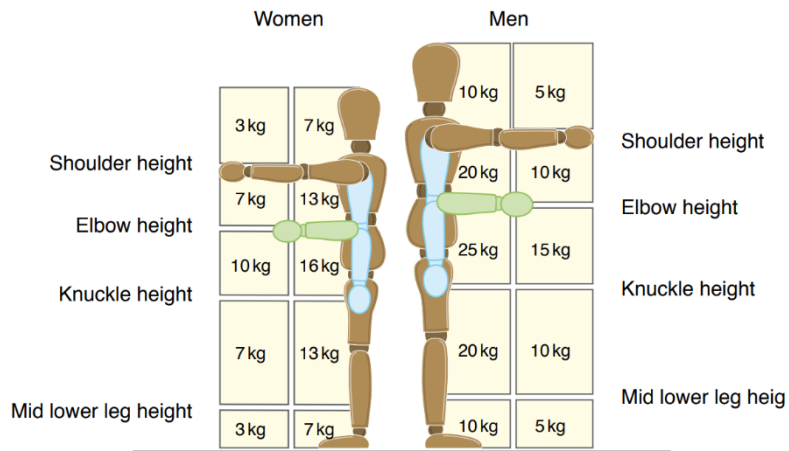
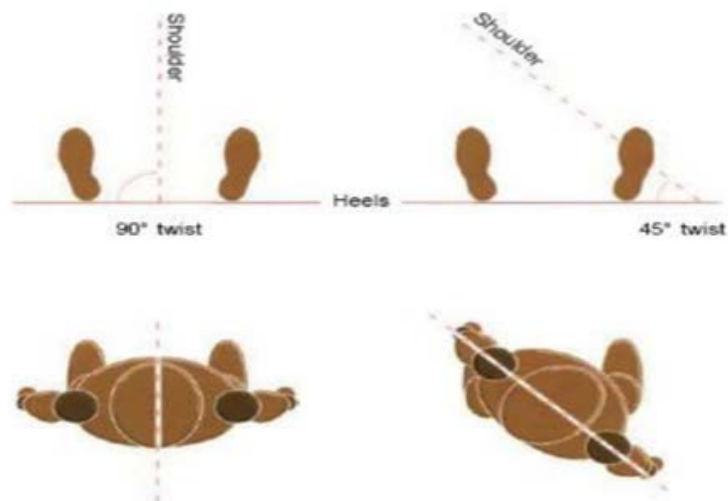


Figure 1 Lifting and lowering parameters

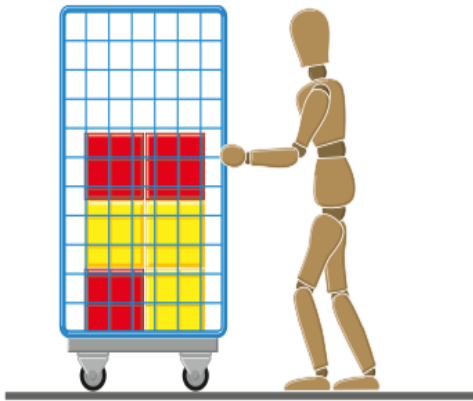
NORMAL LIFT (Kg)	TWISTING >45°@10%	TWISTING >90°@20%	REPETITION 1-2 times / minute	REPETITION 5-8 times / min	REPETITION >12 times / minute
3kg	2.7kg	2.4kg	2.1kg	1.5kg	0.6kg
5kg	4.5kg	4kg	3.5kg	2.5kg	1kg
7kg	6.3kg	5.6kg	4.9kg	3.5kg	1.4kg
10kg	9kg	8kg	7kg	5kg	2kg
13kg	11.7kg	10.4kg	9.1kg	6.5kg	2.6kg
15kg	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

Table 1 Twisting and repetition parameters



### Pushing and pulling risk filter

In pushing and pulling operations, the load might be slid, rolled or moved on wheels. Observe the worker's general posture during the operation. Figure 2 shows some acceptable push/pull postures. The task is likely to be low risk if:



- the force is applied with the hands;
- the torso is largely upright and not twisted;
- the hands are between hip and shoulder height;
- the distance moved without a pause or break is no more than about 20 m.



*Pushing and pulling: Do I need to make a more detailed assessment?*

If the load can be moved and controlled very easily, for example with one hand, you do not need to do a more detailed assessment. You should make a more detailed assessment using, for example, the RAPP tool or full risk assessment checklists (or equivalent) if:



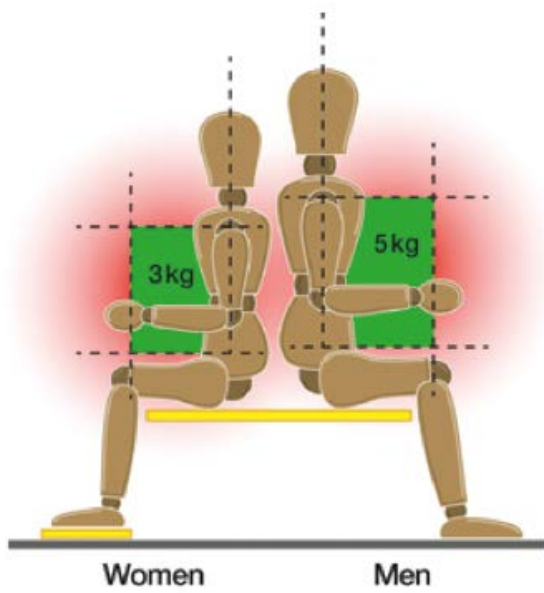
- the posture shows that the task requires significant forces, for example, leaning;
- there are extra risk factors like slopes, uneven floors, constricted spaces or trapping hazards.

	MEN	WOMEN
Guideline figure for stopping or starting a load	20kg (i.e. about 200N)	15kg (i.e. about 70N)
Guideline figure for keeping the load in motion	10kg (i.e. about 100N)	7kg (i.e. about 70N)

**Table 2 Guidelines for pushing and pulling a load**



### ***Handling while seated***



MEN	WOMEN
5kg	3kg

**Table 4 Guidelines for handling while seated**

## 9. APPENDIX 4 Considerations When Assessing Manual Handling MHA2

### Manual Handling Operations Regulations 1992

SCHEDULE 1 Regulation 4(1)(b)(i)  
FACTORS TO WHICH THE EMPLOYER MUST HAVE REGARD AND QUESTIONS HE MUST CONSIDER WHEN  
MAKING AN ASSESSMENT OF MANUAL HANDLING OPERATIONS

Column 1 <i>Factors</i>	Column 2 <i>Questions</i>
1. The tasks	<p><b>Do they involve:</b></p> <ul style="list-style-type: none"> <li>— holding or manipulating loads at distance from trunk?</li> <li>— unsatisfactory bodily movement or posture, especially:               <ul style="list-style-type: none"> <li>— twisting the trunk?</li> <li>— stooping?</li> <li>— reaching upwards?</li> </ul> </li> <li>— excessive movement of loads, especially:               <ul style="list-style-type: none"> <li>— excessive lifting or lowering distances?</li> <li>— excessive carrying distances?</li> </ul> </li> <li>— excessive pushing or pulling of loads?</li> <li>— risk of sudden movement of loads?</li> <li>— frequent or prolonged physical effort?</li> <li>— insufficient rest or recovery periods?</li> <li>— a rate of work imposed by a process?</li> </ul>
2. The loads	<p><b>Are they:</b></p> <ul style="list-style-type: none"> <li>— heavy?</li> <li>— bulky or unwieldy?</li> <li>— difficult to grasp?</li> <li>— unstable, or with contents likely to shift?</li> <li>— sharp, hot or otherwise potentially damaging?</li> </ul>
3. The working environment	<p><b>Are there:</b></p> <ul style="list-style-type: none"> <li>— space constraints preventing good posture?</li> <li>— uneven, slippery or unstable floors?</li> <li>— variations in level of floors or work surfaces?</li> <li>— extremes of temperature or humidity?</li> <li>— conditions causing ventilation problems or gusts of wind?</li> <li>— poor lighting conditions?</li> </ul>
4. Individual capability	<p><b>Does the job:</b></p> <ul style="list-style-type: none"> <li>— require unusual strength, height, etc?</li> <li>— create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?</li> <li>— require special information or training for its safe performance?</li> </ul>
5. Other factors	<p><b>Is movement or posture hindered by personal protective equipment or by clothing?</b></p>

## 10. APPENDIX 5 Assessment Sign Off Form MHA3

MANUAL HANDLING ASSESSMENT SIGN OFF STAGE 1 AND STAGE 2 ASSESSMENTS			
ASSESSMENT DESCRIPTION: Click or tap here to enter text.			REF Click or tap here to enter text.
School / Dept Click or tap here to enter text. / Click or tap here to enter text.		Location Click or tap here to enter text.	
ASSESSOR Click or tap here to enter text.		Manager Responsible Click or tap here to enter text.	
Assessment Date (dd/mm/yy) Click or tap to enter a date.			Staff Male/Female M <input type="checkbox"/> F <input type="checkbox"/>
Detailed Description of Activity Click or tap here to enter text.			
Weights (kg) Click or tap here to enter text.	Carry Distance (m) Click or tap here to enter text.	Push/Pull Distance (m) Click or tap here to enter text.	
STAGE 1 SIMPLE ASSESSMENT			
Complete MHA1 where there is a risk of injury due to manual handling			
1. Does the lifting activity clearly fall within the guidelines for a Stage 1 Simple Assessment? If in doubt state NO			YES <input type="checkbox"/> NO <input type="checkbox"/>
2. If YES, no further assessment is required, however monitor the activity and reassess if there are significant changes. Complete the Outcome of STAGE 1 Assessment section below, sign, date and file. If NO proceed to completing the STAGE 2 Detailed Assessment using MHA2			
Outcome of STAGE 1 Assessment	No significant risk and no further action required <input type="checkbox"/> Minor actions required (see Action Plan) <input type="checkbox"/> STAGE 2 Assessment Required <input type="checkbox"/>		
STAGE 2 DETAILED ASSESSMENT			
Complete MHA2			
STAGE 2 Assessment using form MHA2 completed? <input type="checkbox"/>			
Referring to MHA2, where the YES box has been ticked, have all potential problems identified and remedial action boxes been completed? <input type="checkbox"/>			
STAGE 2 form (MHA2) signed? <input type="checkbox"/>			
Signed	Click or tap here to enter text.		Dated (dd/mm/yy) Click or tap to enter a date.

This form should now be kept in your departments manual handling register, instruction should be provided to all staff carrying the activity and it should be reviewed regularly.

## ACTION PLAN

ACTION TO REDUCE RISK	WHO	COMPLETED BY WHEN	SIGN OFF WHEN COMPLETED	DATED
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.

## 11. APPENDIX 6 Stage 1 Assessment Form MHA1

### STAGE ONE ASSESSMENT

To be completed in accordance with SCoP 12 Manual Handling Assessment. Review the manual handling activity using the HSE General Risk Assessment Guidelines (1-5) to determine whether any further assessment is needed. If any box is ticked YES – go on to carry out detailed STAGE 2 assessment

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 <input type="text"/> New, amended weight <input type="text"/>
7. Is there any twisting?	<input type="checkbox"/>	<input type="checkbox"/>	If YES Apply the correction in Table 1 Original weight <input type="text"/> New amended weight <input type="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. <b>OUTCOME</b> Is a STAGE 2 assessment needed	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>COMPLETE FORM MHA3</b>	<input type="checkbox"/>		

## Lifting Guidance

1. 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](#)

2. 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).

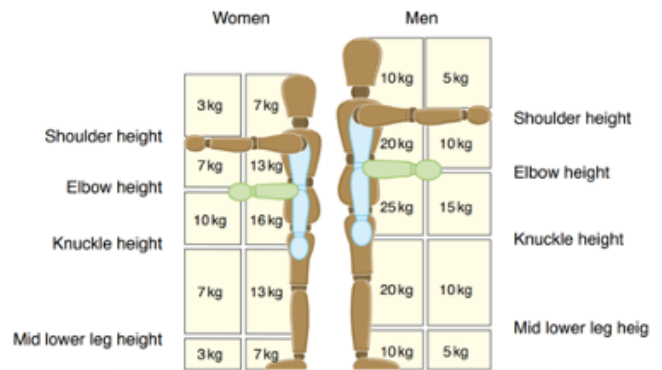
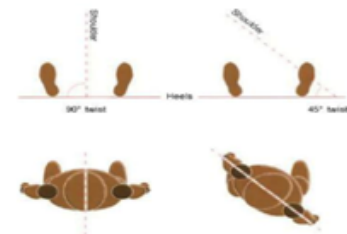


Figure 1 Guidance Lifting

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

3. 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
4. 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.



## 12. APPENDIX 7 Stage 2 Assessment Form MHA2

**To be completed in accordance with SCoP 12 Manual Handling Assessment. On completion, ensure this is attached to MHA3 and signed off.**

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

- 1. ONCE COMPLETED PRINT OFF AND ATTACH TO MHA3 TO SIGN OFF THE ASSESSMENT**
- 2. THE PROPOSED REMEDIAL ACTION BOX WILL SET OUT HOW THIS MANUAL HANDLING ACTIVITY WILL BE CONDUCTED SAFELY**
- 3. COMPLETE THE ACTION PLAN IN MHA3 SETTING OUT THE ARRANGEMENTS NECESSARY TO ENSURE THE MANUAL HANDLING ACTIVITY IS CARRIED OUT SAFELY**

STAGE 2 DETAILED MANUAL HANDLING ASSESSMENT						
QUESTIONS		LEVEL OF RISK			POTENTIAL PROBLEMS IDENTIFIED	PROPOSED REMEDIAL ACTION Set out changes needed and reference each to be identified in the Action Plan
If the answer to a question is 'YES' confirm the level of risk and complete additional boxes.		YES/NO	HIGH	MED		
TASK						
Holding loads away from torso?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Twisting?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stooping?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reaching upwards?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Large vertical movement?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Long carrying distances?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

STAGE 2 DETAILED MANUAL HANDLING ASSESSMENT						
QUESTIONS		LEVEL OF RISK			POTENTIAL PROBLEMS IDENTIFIED	PROPOSED REMEDIAL ACTION Set out changes needed and reference each to be identified in the Action Plan
YES/NO		HIGH	MED	LOW		
If the answer to a question is 'YES' confirm the level of risk and complete additional boxes.						
Strenuous pushing or pulling?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Unpredictable movement of loads?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Repetitive handling?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Insufficient rest or recovery?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
A work rate imposed by a process?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>INDIVIDUAL</b>						
Require unusual capability?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Staff with a health problem?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Staff who are pregnant?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Special information/training?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>LOADS</b>						
Heavy?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bulky/unwieldy?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Difficult to grasp?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Unstable/unpredictable?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Harmful (e.g. sharp / hot?)	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>ENVIRONMENT</b>						
Constraints on posture/space?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



STAGE 2 DETAILED MANUAL HANDLING ASSESSMENT						
QUESTIONS		LEVEL OF RISK			POTENTIAL PROBLEMS IDENTIFIED	PROPOSED REMEDIAL ACTION Set out changes needed and reference each to be identified in the Action Plan
If the answer to a question is 'YES' confirm the level of risk and complete additional boxes.		YES/NO	HIGH	MED		
Poor floors?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Variations in levels?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hot/cold/humid conditions?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Strong air movements?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Poor lighting conditions?	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## APPENDIX 8 Considerations When Making an Assessment

**Table 1** Making an assessment

<b>Problems to look for when making an assessment</b>	<b>Ways of reducing the risk of injury</b>
<p><i>The tasks, do they involve:</i></p> <ul style="list-style-type: none"> <li>■ holding loads away from the body?</li> <li>■ twisting, stooping or reaching upwards?</li> <li>■ large vertical movement?</li> <li>■ long carrying distances?</li> <li>■ strenuous pushing or pulling?</li> <li>■ repetitive handling?</li> <li>■ insufficient rest or recovery time?</li> <li>■ a work rate imposed by a process?</li> </ul>	<p><i>Can you:</i></p> <ul style="list-style-type: none"> <li>■ use a lifting aid?</li> <li>■ improve workplace layout to improve efficiency?</li> <li>■ reduce the amount of twisting and stooping?</li> <li>■ avoid lifting from floor level or above shoulder height, especially heavy loads?</li> <li>■ reduce carrying distances?</li> <li>■ avoid repetitive handling?</li> <li>■ vary the work, allowing one set of muscles to rest while another is used?</li> <li>■ push rather than pull?</li> </ul>
<p><i>The loads, are they:</i></p> <ul style="list-style-type: none"> <li>■ heavy or bulky?</li> <li>■ difficult to grasp?</li> <li>■ unstable or likely to move unpredictably (like animals)?</li> <li>■ harmful, eg sharp or hot?</li> <li>■ awkwardly stacked?</li> <li>■ too large for the handler to see over?</li> </ul>	<p><i>Can you make the load:</i></p> <ul style="list-style-type: none"> <li>■ lighter or less bulky?</li> <li>■ easier to grasp?</li> <li>■ more stable?</li> <li>■ evenly stacked?</li> </ul> <p>If the load comes in from elsewhere, have you asked the supplier to help, eg by providing handles or smaller packages?</p>

[HSE Guidance Manual Handling at Work A brief guide INDG 143 \(rev3\)](#)

## APPENDIX 9 Worked Examples

This worked example relates to a task involving taking a canoe from storage racking, carrying it <10m, placing it on the ground and then putting it into the river.

### MANUAL HANDLING ASSESSMENT COVER SHEET

MANUAL HANDLING ASSESSMENT SIGN OFF STAGE 1 AND STAGE 2 ASSESSMENTS		
<b>ASSESSMENT DESCRIPTION:</b> Movement of 15ft-18ft Canadian canoe approx.. 20-25kg		REF 12/20/LC
<b>School / Dept</b> SSES / Sport and Rec	<b>Location</b> Lakeside Campus	
<b>ASSESSOR</b> <a href="#">Click or tap here to enter text.</a>	<b>Manager Responsible</b> <a href="#">Click or tap here to enter text.</a>	
<b>Assessment Date (dd/mm/yy)</b> 02/12/2020	<b>Staff Male/Female</b> M <input checked="" type="checkbox"/> F <input type="checkbox"/>	
<b>Detailed Description of Activity</b> Movement of Canadian canoes in the setting up and packing down of activity, prior to and post delivery. Requires movement from racks situation at waist hight, canoes must first be turned right side up and then slid off racks on to the ground. Canoes must then be lifted (bending legs/back straight, 2 person lift) and walked approx. 5-10metres to waters edge. Once on the grassy bank they can be slid on to the water. Task happens in reverse post session, canoes are dragged off the water on to grass, then walked to the rack and lifted to waist height on to racks and then turn upside down for storage.		
<b>Weights (kg)</b> 20-25kg	<b>Carry Distance (m)</b> 5-10m	<b>Push/Pull Distance (m)</b> 2m
<b>STAGE 1 SIMPLE ASSESSMENT</b> Complete MHA1 where there is a risk of injury due to manual handling		
1. Does the lifting activity clearly fall within the guidelines for a Stage 1 Simple Assessment? If in doubt state NO		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
2. If YES, no further assessment is required, however monitor the activity and reassess if there are significant changes. Complete the Outcome of STAGE 1 Assessment section below, sign, date and file. If NO proceed to completing the STAGE 2 Detailed Assessment using MHA2		
<b>Outcome of STAGE 1 Assessment</b>	No significant risk and no further action required <input type="checkbox"/> Minor actions required (see Action Plan) <input type="checkbox"/> STAGE 2 Assessment Required <input checked="" type="checkbox"/>	
<b>STAGE 2 DETAILED ASSESSMENT</b> Complete MHA2		
STAGE 2 Assessment using form MHA2 completed? <input checked="" type="checkbox"/>		
Referring to MHA2, where the YES box has been ticked, have all potential problems identified and remedial action boxes been completed? <input type="checkbox"/>		
STAGE 2 form (MHA2) signed? <input checked="" type="checkbox"/>		

<b>Signed</b>	RMDELAHAY	<b>Dated (dd/mm/yy)</b>	02/12/2020
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This form should now be kept in your departments manual handling register, instruction should be provided to all staff carrying the activity and it should be reviewed regularly.

## ACTION PLAN

ACTION TO REDUCE RISK	WHO	COMPLETED BY WHEN	SIGN OFF WHEN COMPLETED	DATED
Reconsider work rate and appropriate 'time' given to under taken task as identified.	RD/FC/JH	29/01/2021	Click or tap here to enter text.	Click or tap to enter a date.
Specific training addressed when undertaking entry level Paddlesport instructor qualification, this is re-enforced when undertaking specific manual handling training as part of site induction. – make reference to	RD/FC/JH	29/01/2021	Click or tap here to enter text.	Click or tap to enter a date.
Ensure sections in the MH and Activity Specific risk assessment address following; * Requirement for two person lift/manoeuvre, appropriate lifting technique * adequate consideration of weather when moving equipment, highlighted in morning briefing * appropriate footwear (i.e. in SOP) * effective communication of updates to employees.	RD/FC/JH	29/01/2021	Click or tap here to enter text.	Click or tap to enter a date.
Busier commercial season - Young employees there is a need to check on fitness, pre-existing injuries, foster culture of openness, reporting injuries AND asking for help, emphasising not need for trying to 'prove' oneself – this can be addressed at induction	RD/FC/JH	29/01/2021	Click or tap here to enter text.	Click or tap to enter a date.



## STAGE 1 MANUAL HANDLING ASSESSMENT

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	Rob Delahay	Dated (dd/mm/yy)	02/12/2020
-----------------	-------------	------------------	------------

STAGE 1 INITIAL MANUAL HANDLING ASSESSMENT				
	PLEASE ANSWER Y/N	YES	NO	COMMENTS
1.	Is this a 1-person lift?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15ft-18ft Canadian Canoes approx. 20-25kg
2.	Is the pace of work forced?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forced in terms of setting up equipment/moving canoes off racks prior to group arrival.
3.	Are you prevented from taking rests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No, generally will move 5 or 6 canoes prior to and at end of session
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 checked="" 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 checked="" type="checkbox"/>	Use of grab handles at front and rear of canoes, generally can only be held with single hand whilst stood to the either left or right side.
6.	Is there frequent lifting (> 30/hr)	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	If YES Apply the correction in Table 1 Original weight      25kg New amended weight 22.5kg
8.	Referring to the Lifting Guidance, does this activity exceed the guidance criteria? (point 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Weight generally passes between knuckle and elbow height at closest

			point to the body when moving canoes off and on to storage racks at approx. waist height.
9. If handling whilst seated, are loads less than 3kg for women / less than 5 kg for men?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
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"/>	N/A
11. If you are pushing or pulling, is the load moved > 20m without a break	<input type="checkbox"/>	<input type="checkbox"/>	N/A
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"/>	N/A
13. If you are pushing or pulling, are the limits within point 4 of the Lifting Guidance?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
14. <b>OUTCOME</b> Is a STAGE 2 assessment needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>COMPLETE FORM MHA3</b>		<input checked="" type="checkbox"/>	

## STAGE 2 MANUAL HANDLING ASSESSMENT

To be completed in accordance with SCoP 12 Manual Handling Assessment. On completion, ensure this is attached to MHA3 and signed off.

Signed	Rob Delahay	Dated (dd/mm/yy)	02/12/2020
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1. ONCE COMPLETED PRINT OFF AND ATTACH TO MHA3 TO SIGN OFF THE ASSESSMENT
2. THE PROPOSED REMEDIAL ACTION BOX WILL SET OUT HOW THIS MANUAL HANDLING ACTIVITY WILL BE CONDUCTED SAFELY
3. COMPLETE THE ACTION PLAN IN MHA3 SETTING OUT THE ARRANGEMENTS NECESSARY TO ENSURE THE MANUAL HANDLING ACTIVITY IS CARRIED OUT SAFELY

STAGE 2 DETAILED MANUAL HANDLING ASSESSMENT						
QUESTIONS		LEVEL OF RISK			POTENTIAL PROBLEMS IDENTIFIED	PROPOSED REMEDIAL ACTION
YES/NO		HIGH	MED	LOW		
If the answer to a question is 'YES' confirm the level of risk and complete additional boxes.						Set out changes needed and reference each to be identified in the Action Plan
<b>TASK</b>						
Holding loads away from torso?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slight twisting of torso towards canoe/grab handle, lifting with then knees requires some stooping. For some employees moving 5 or 6 canoes in quick	Consider work rate and appropriate 'time' given to carry out task as identified.
Twisting?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		



**STAGE 2 DETAILED MANUAL HANDLING ASSESSMENT**

QUESTIONS		LEVEL OF RISK			POTENTIAL PROBLEMS IDENTIFIED	PROPOSED REMEDIAL ACTION
If the answer to a question is 'YES' confirm the level of risk and complete additional boxes.		YES/NO	HIGH	MED		
Stooping?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	succession prior to group arrival 'may' provide insufficient rest or recovery. Work rate imposed by the process in terms of setting up and packing down prior/post group arrival/departure -	Set out changes needed and reference each to be identified in the Action Plan
Reaching upwards?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Large vertical movement?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Long carrying distances?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Strenuous pushing or pulling?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Unpredictable movement of loads?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Repetitive handling?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Insufficient rest or recovery?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
A work rate imposed by a process?	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>INDIVIDUAL</b>						
Require unusual capability?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Specific training addressed when undertaking entry level Paddlesport instructor qualification, this is re-

STAGE 2 DETAILED MANUAL HANDLING ASSESSMENT						
QUESTIONS		LEVEL OF RISK			POTENTIAL PROBLEMS IDENTIFIED	PROPOSED REMEDIAL ACTION
If the answer to a question is 'YES' confirm the level of risk and complete additional boxes.		YES/NO	HIGH	MED		
Staff with a health problem?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Canoes are an unusual object to move and for some employees they might not have prior capability to carry the task out. Specific information/training required.	enforced when undertaking specific manual handling training as part of site induction.
Staff who are pregnant?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Special information/training?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
LOADS						
Heavy?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy item, can be unwieldy and difficult to grasp in wet/windy condition therefore becomes unpredictable at time.	Requirement for two-person lift/manoeuvre, consider weather when moving equipment
Bulky/unwieldy?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Difficult to grasp?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Unstable/unpredictable?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Harmful (e.g. sharp / hot?)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ENVIRONMENT						
Constraints on posture/space?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside environment, often slippery underfoot (on grass), and result hot or cold environment as per weather. Lifting	Consideration given to weather conditions and addressed in daily briefing
Poor floors?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

**STAGE 2 DETAILED MANUAL HANDLING ASSESSMENT**

QUESTIONS		LEVEL OF RISK			POTENTIAL PROBLEMS IDENTIFIED	PROPOSED REMEDIAL ACTION
YES/NO		HIGH	MED	LOW		
If the answer to a question is 'YES' confirm the level of risk and complete additional boxes.						Set out changes needed and reference each to be identified in the Action Plan
Variations in levels?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	from floor to waist height considered different level.	
Hot/cold/humid conditions?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Strong air movements?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Poor lighting conditions?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# MANUAL HANDLING SAFE WORKING PROCEDURE

Staff should follow this safe manual handling procedure to ensure they maintain safe lifting practice. If they are unsure about the lifting activity, they should raise concerns with their line manager. It is important that staff receive training on safe lifting techniques, and this is set out in the health and safety induction training covering manual handling.

## TASK

Movement of Canadian canoes weighing 25kgs in the setting up and packing down of activity, prior to and post-delivery. Requires movement from racks where canoes are stored at waist height. Canoes must then be lifted (bending legs/back straight, 2-person lift) and walked approx. 5-10 metres to water's edge. Once on the grassy bank they can be slid on to the water. Task happens in reverse post session, canoes are dragged off the water on to grass, then walked to the rack and lifted to waist height on to racks and then turn upside down for storage.

## CONTROL MEASURES

1. Moving the canoes is a 2-person lifting activity
2. Staff may be put under pressure to speed up the manual handling activity to assist students wishing to use them. Staff must ensure that they do not rush this activity
3. Staff to ensure the ground is free from obstructions and is not slippery. If it is, the lift should not be considered
4. One person involved in lifting the canoe must take charge and direct the lifting activity
5. Canoes are to be lifted from no higher than waist height. Any canoe higher than waist height should not be lifted
6. Canoes must first be turned right side up and then slid off racks on to the ground by both members of staff
7. Canoes should then be lifted by 2 people observing good lifting technique (bending legs/back straight, 2-person lift). When lifting, the canoe should be kept close to the body and held by their handles
8. Once the canoe has been lifted to waist height, the route should be assessed to ensure it is clear and then the canoe can be moved to the waters edge and lowered to the grassy bank
9. Once by the river, the canoe can be easily slid into the water
10. Collecting a canoe is the reverse of 1-9

SIGNED

R Delahay

DATED

2 December 2020

POST TITLE