



**P A N T H E R  
P R I N T & D E S I G N L T D**

***PANTHER PRINT & DESIGN***

***MANUAL HANDLING RISK ASSESSMENT***

***March 2004 (PPDP 06)***

HEADING	TOPIC	NOTES
AIM	To insure compliance with legislation in respect to manual handling activities within the work activities of Panther Print	
SCOPE	All employees, temporary employees and agency staff who undertake manual handling activities as part of their work are entitled to the assessment provisions contained within the policy	Non employees are not included within the scope of this policy but are owed a “Duty of Care” under the Health & Safety Act S.3
RELEVANT LEGISLATION & COMPLIANT REQUIREMENTS	<ul style="list-style-type: none"> <li>• Health &amp; Safety at Work Act 1974</li> <li>• Management of Health &amp; Safety at Work Regulations 1992</li> <li>• Manual Handling Operations Regulations 1992</li> <li>• Personal Protective Equipment Regulations 1992</li> </ul>	S2 Regs 3 Regs 4 Employers duty to carry out a Risk Assessment Regs 5 Employees Duties

<b>HEADING</b>	<b>TOPIC</b>	<b>NOTES</b>
DEFINITIONS	Hazard	The inherent property or potential of something to cause harm
	Risk	The probability that a hazard will result in an accident with definite consequences
	Risk Assessment	A process within which hazards are identified and risks evaluated with the objective of removing or reducing the likelihood and possible consequences through appropriate management controls.
	Manual Handling Operations	Any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force such as a shoulder. The force applied is exerted by human effort as opposed to mechanical means. Anything of a moveable nature and includes packages, boxes, trays, bags, furniture, work equipment, animals and people Note: This effort may be applied directly to the load or indirectly by rope or lever.
	Task	Refers to the activity within which the manual handling operation is carried out.
	Environment	Refers to the place where the activity occurs and relates to space, lighting, floor levels, ceiling height etc
	Individual	The person actually carrying out the manual handling activity.

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POLICY	<p>All managers responsible for work activities of employees will carry out an assessment of identified manual handling tasks with the support of a competent person and introduce management controls to:</p> <ol style="list-style-type: none"> <li>1. Remove the task altogether thus eliminating the risk of injury (First Action)</li> <li>2. Reduce the risk of injury by introducing safer systems of work or the use of mechanical aids. (Second Action)</li> </ol>	
	<p>Where these tasks are significant or findings of the assessment are considered so, a formal record is to be kept and reviewed at times of change. Records need not be kept if:</p> <ol style="list-style-type: none"> <li>1. the task is simple and evident,</li> <li>2. the work is straightforward, of low risk and lasting only a short time</li> </ol> <p>The records should be kept for the period, which the task remains.</p>	

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PROCEDURE	Task Analysis	An analysis programme will be carried out to identify training needs among staff
	Training	Where manual handling activities are identified, staff involved are to be included within the Training Schedule.
	Manual Handling Assessments	<p>This is a legal requirement and consideration must be given to the following:</p> <ol style="list-style-type: none"> <li>1. Task</li> <li>2. Individual</li> <li>3. Load</li> <li>4. Environment</li> </ol>
	Who Should Undertake Assessments	<p>A meaningful assessment will only be carried out if it is based on a practical understanding of the work being performed.</p> <p>Equally, the assistance of a trained health &amp; safety officer will assist the process by broadening the areas under consideration.</p> <p>A joint approach therefore is recommended which includes:</p> <ol style="list-style-type: none"> <li>1. Local management</li> <li>2. Involved staff or their representatives</li> <li>3. Trained Health &amp; Safety personnel</li> </ol>
	What should be included	The assessment should be both suitable and sufficient and formally show that every consideration has been given to the presence of risk and the elimination or reduction as appropriate.
	First Action	The first action should be to eliminate the risk of injury by ceasing the activity.
	Second Action	<p>It will not always be an option to carry out the First Action and so the Second Action must be to reduce the risk of injury by introducing safe systems or work or mechanical aids.</p> <p>Examples of safe systems would include:</p> <ol style="list-style-type: none"> <li>1. Remove heavy items stored at a height to a level more accessible to staff and repositioning lighter items to the higher areas.</li> <li>2. Marking packages or boxes</li> </ol>

		<p>to show the gross weight clearly so that people can consciously decide whether or not to lift or move.</p> <ol style="list-style-type: none"> <li>3. Reducing the size of loads to more manageable weights</li> <li>4. Team handling</li> <li>5. Operate a task rotation system to prevent muscular fatigue</li> </ol> <p>Examples of useful aids would include:</p> <ol style="list-style-type: none"> <li>a. Trolleys for delivery</li> <li>b. Castors on equipment cases</li> <li>c. Vehicle tail lifts</li> <li>d. Hoists for lifting</li> </ol>
	Assessing the Task	<p>In assessing the task. The following should be included in the considerations:</p> <ol style="list-style-type: none"> <li>1. Holding the load some distance from the body</li> <li>2. Posture of the operative</li> <li>3. Twisting of the trunk</li> <li>4. Bending or stooping</li> <li>5. Reaching upwards</li> <li>6. Lifting or lowering</li> <li>7. Excessive carrying distances</li> <li>8. Excessive pushing or pulling</li> <li>9. Frequent or prolonged physical effort</li> </ol>
	Assessing the Environment	<p>Consider the following:</p> <ol style="list-style-type: none"> <li>1. Space</li> <li>2. Uneven, slippery or unstable floors</li> <li>3. Variation in floor levels</li> <li>4. Variation in work surfaces</li> <li>5. Extremes of temperature</li> <li>6. Ventilation difficulties</li> <li>7. Poor lighting</li> </ol>
	Assessing the Load	<p>Consider the following:</p> <ol style="list-style-type: none"> <li>1. Weight</li> <li>2. Bulk (shape, size)</li> <li>3. Handling method</li> <li>4. Stability (or the contents likely to shift)</li> <li>5. Temperature (hot items)</li> <li>6. Sharp edges/corners or difficult to grasp</li> </ol>
	Assessing the Individual	<p>Consider the following:</p> <ol style="list-style-type: none"> <li>1. Is strength and height required</li> </ol>

		<ol style="list-style-type: none"> <li>2. Could the task affect staff with a known physical condition/problems</li> <li>3. Is special information or training necessary for safe performance</li> <li>4. Is personal protective equipment necessary</li> </ol>
	Personal Protective Equipment	Staff may require protection against the physical aspects of the load in the form of gloves, aprons, and safety footwear. Restrictions on the handlers movement caused by protective clothing need to be recognised in the design of the task. Staff who regularly and constantly lifts heavy items may require consideration to be given to some personal protection for the back. However, this is a specialist area and assessments likely to include these considerations should seek advice from occupational health advisers.

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ADMINISTRATION	The Standard Manual Handling form to be used where there are general risks associated with a particular type of manual handling. Similarly, the form can be used to address identified risks that are specific to an individual.	