


Risk Assessment Form (Qualitative)

Project / Location:	H.H.D.A.S WATERS	RA & Issue No:	001
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Prepared by:	L.R.SMITH	Date:	2/1/18	Signature:	
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ACTIVITY DESCRIPTION:	General – Manual Handling		
Person (s) at risk:	Employees		Public
	Contractors		Visitors

Start Date:		Anticipated Duration:	
Review Date Of Risk Assessment:			

POTENTIAL HAZARD CHECK LIST – Prior to Risk Assessment

LEVEL OF RISK 0 = NONE L = LOW M = MEDIUM H = HIGH

HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL	HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL
EX	Excavation (Trench collapse, Atmosphere Etc.)		MH	Manual Handling (Weight, Awkward, Location Etc.)	H
WAH	Working at Heights (Falling, Access Etc.)		NV	Noise / Vibration (Hearing Damage, Circulation)	
CS	Confined Spaces (Hazardous atmospheres)		AH	Working adjacent to hazards (Interference, Falling objects Etc.)	
EAS	Existing / Adjacent Services (Electric Shock, Gas, water Etc.)		EH	Electricity – Hazards (Electric Shock Etc.)	
C	Material Hazard COSHH (Fumes, Skin damage, Burns Etc.)		E	Environment (Dust, fume, biological)	
LO	Lifting Operations: (Weights, Falling, High Winds Etc.)		HW	Hot Work (Fire, Sparks etc.)	
A	Asbestos, Lead or Other Contamination: (Inhalation, Digestion)		TM	Traffic (Work adj to Public Highway, Site Vehicles)	
WE	Work Equipment & Small Tools (Overturning, Other people Etc.)		STF	Slip, Trips & Falls	
F	Fire		HK	Housekeeping	
O1	Other:		O2	Other:	

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HAZ Code	Significant Hazards	Risk Level (M/H)	Control Procedure / COSHH / PPE / Permit to Work / Method Statement etc.	Residual Risk Level (L/0)	Further requirements, e.g. monitoring, training, advice to others etc.	
MH	<p>Injuries can be caused by the Task, Individual, Load, Environment or an amalgamation of these hazards</p> <p>Injuries include Abrasions Cuts Sprains / Strains Crushes Muscular skeletal Fracture Break Concussion Contusion</p> <p>Damage to Load Damage to Property Injury to 3rd Party</p>	H	<p>Eliminate Manual Handling activity completely</p> <p>Use suitable and sufficient mechanical aids to transport load</p> <p>Reduce distance of travel</p> <p>Reduce load overall size and weight</p> <p>Increase number of people to lift load (one person in charge)</p> <p>Task</p> <p>Inspect route of travel, is it excessive, greater than 10m, if so incorporate rest break. Keep load close into the body – Move any restrictions that keep handler away from the load. Reduce stress to lower back - Do not twist while holding load. Do not stoop or bend - To lift load bend at knees. Reduce the height the load has to be lifted too – heavy items to be stacked near floor. Keep pushing or pulling of load to a minimum - Keep extremities clear of obstructions reducing entrapment. Precise positioning may require the operative to be in a more awkward position, use additional person to assist.</p> <p>Individual</p> <p>Handler must have had Manual Handling Training – associated with the type of loads they will lift. Ensure that the task does not stretch the handlers physically capability. Do not lift load if: (Must be reported to supervisor)</p> <ol style="list-style-type: none"> Handler a pregnant female. If handlers present state of health poor <p>Wear the appropriate PPE: Including footwear, gloves, goggles, head protection</p>	L		

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MH		H	<p>Load</p> <p>Where possible heavy loads are to be kept to a minimum or reduced in overall weight – HSE guidance on Max loads to be lifted per person: Man = 25kg Woman = 20kg Is the load bulky / unwieldy – Seek assistance if handler can not see route of travel or load larger than 750mm square. Is the load difficult to grasp due to no handles, sharp, slippy, rounded – wear correct PPE gloves for type of load, use slings. Ensure the load will not shift or move inside its packaging Is the load weight evenly distributed – Lift with heavier side to body</p> <p>Environment</p> <p>Ensure that there is adequate room to manoeuvre load. Ensure floor is not slippery or uneven. Check that any change in height during transit route suitable for access with load. Ensure weather conditions do not effect task ie high wind applying additional force to load been carried or wet weather increasing slip hazard. Ensure that there is enough lighting in the area to undertake the task safely.</p> <p>Other factors</p> <p>Ensure that manual handling task is not hindered by clothing or PPE worn. Ensure that hazards are not increased due to tenant interaction. Ensure any outside influences such as other operatives / transport / area use does not increase the danger to handler</p>	L	

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MH		H	<p>Adopt a good manual handling technique</p> <ul style="list-style-type: none"> a. Think before handling - Plan lift / access load b. Adopt a stable position – feet apart c. Bend at knees – slight bend of back may be required d. Take good hold of load e. Lift using leg muscles f. Keep load close to body g. Avoid twisting and leaning h. Keep head up i. Move smoothly j. Do not lift beyond personal means k. Put load down then adjust position 	L	Operative to have received training on the correct manual technique as part of the BSC One H&S awareness training as well as specific tool box talk if task is of a complex nature.