



Bournemouth Council for Voluntary Service

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7. RISK ASSESSMENT – MANUAL HANDLING

Task: Any process involving lifting, placing down, pushing, pulling, carrying or moving a load by hand. At BCVS manual handling of heavy items is very occasional and is likely to be office deliveries and items.

Hazards: Sprains and strain. Cuts, abrasions, burns, splinters, bruising etc. Slips, trips, falls. Trapping or physical injury caused by falling objects

Who might be harmed?

- Person(s) involved in the handling operation
- Persons in the vicinity

Controls:

Training: All persons who are required to undertake potentially hazardous manual handling operations should refer to the HSE leaflet 'Manual handling at work' (www.hse.gov.uk/pubns/indg143.pdf) and will be trained to:

- recognise potential harmful manual handling situations
- apply appropriate systems of work
- use mechanical aids as supplied
- adopt good handling technique

Procedures:

- Where possible use equipment that can provide mechanical support and reduce the need for manual handling.
- Ensure that all equipment is maintained to the manufacturers' instructions (safe working load notices must be displayed).
- Deploy more than one person to lift heavy objects.
- Mark the mass on all items of more than 25kg.
- Use appropriate lifting techniques according to training.

Environment:

- Repair any damaged floor surfaces or steps
- Maintain floor surfaces to a high standard and keep dry

- Wet slippery surfaces should be identified and closed off with a physical barrier
- If differences in floor levels cannot be reduced then they must be clearly marked
- Ensure that sufficient headroom is available for the operation to be undertaken safely. If this is not possible undertake a separate risk assessment
- Ensure that visibility is sufficient and that artificial lighting is of sufficient intensity for the operation to be carried out safely.
- Ensure that areas of limited space are free from obstructions.
- Ensure that storage is appropriate e.g. heavy items at waist height.

Personal Protective Equipment:

Overalls, gloves, aprons, shoes/boots will be worn as appropriate to protect against sharp/rough edges, hot or cold surfaces.

Risk Assessment:

Taking all factors into consideration and if the controls are maintained, the potential for harm to occur from manual handling operations will be low.

Risk assessment reviewed by P.Turner, Jan 2013

To be reviewed by Jan 2015.