Risk Assessment

Reference	PI – GEN RA02 v4.0	RA Title	Manual Handling - Generic	Location	Pickering
Risk Assessment Description	Generic assessment of manual handling activities (push/pull/lift/lower/repetitive/twist/stoop)				
Additional Information	Manual Handling Operations Regulations 1992 (Amended 2002) Management of Health and Safety at Work Regulations 1999				
Groups of People Affected	All employees and non-employees on site				
Assessment Date	15/07/2024	Previous Date	24/02/2022	Review Due Date	Risk category 2 – 15/07/2026

Likelihood of Hazard Occurring	**5**	**Certain to Occur at Some Time**	**4**	**Likely to Occur in the Short Term**	**3**	**Likely to Occur at sometime**	**2**	**May Occur at Sometime**	**1**	**Unlikely to Occur**
Severity (Worst Case Scenario) if the Hazard Occurs	**5**	**Fatality**	**4**	**Major Injury/ 7 Day Injury (RIDDOR)**	**3**	**Moderate Injury (Visit to Dr or A&E)**	**2**	**Minor Injury Requiring First Aid Treatment**	**1**	**Negligible Injury Not Requiring Treatment**
Risk (Likelihood x Severity)	15 – 25 High Risk Immediate response – stop activity.				6 – 14 Medium Risk Action to be rectified within 1 month.			1 – 5 Low Risk Monitor quarterly.		

List Names of All Persons Assisting in Risk Assessment	Signature	Date
Mick Ward – HSE Advisor		**25/02/2020 – Initial assessment**
Mike Maczuga – HSE Advisor		**25/02/2020 – Initial assessment**
Clare Gibson – HSE Manager		**24/02/2022 - Review**
M. Ward HSE Support		**15/07/2024 – Reviewed**

List Names of All Managers/ Supervisors with Direct Responsibility for this Assessment	Signature	Date

Name of Manager with overall Responsibility for this Assessment	Signature	Date

Hazard Anything with the Potential to Cause Harm	Types of Ill health, injury or environmental damage from the hazard.	Original Risk Rating			Controls Currently in Place	Residual Risk Rating			Recommended Further Controls	Action Plan Reference Number
		L	S	R		L	S	R		
Generic hazards when manually handling loads	Musculoskeletal injuries, strains, sprains, cuts, bruises, broken bones Acute injury (damage that will heal over a short period of time) Chronic injury (caused by activities over a period of time and long term injury)	3	4	12	Use of mechanical lifting and moving aids wherever practicable including: • Overhead pendant cranes • Forklift trucks • Sack barrows • Manual pallet trucks • Electric pallet trucks FLT are operated by trained and competent drivers, undergo daily visual driver check and are on a maintenance schedule Overhead cranes are operated by trained and competent staff and are on an inspection schedule Manual handling training is part of induction process for new starters Wherever practicable multiple items are wrapped onto pallets to support easier handling Accident and Incident reporting procedure in place to report incidents and near misses so actions can be implemented to prevent a recurrence Daily Production Meeting where health and safety issues are addressed Employee representatives involved in the Colleague Consultative Group where safety issues can be raised and addressed	1	4	4		
Hazards associated with the task repetitive action, poorly planned operation,	Musculoskeletal injuries, strains, sprains, cuts, bruises, broken bones	3	3	9	Each handling activity is to be planned before commencing Assembly tasks are set up to have a reasonable work rate and minimise manual handling of material, equipment and waste	1	3	3		

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insufficient manpower for task, poor communication between team members, prolonged physical effort, unreasonable work rate, unreasonable distance to move load) Hierarchy from legislation: • Avoid manual handling • Assess tasks that cannot be avoided • Reduce the risk					disposal and have suitable rest and recovery time for operators Any activity that involves prolonged repetitive actions is subject to job rotation Work instructions in place for individual operations Method statements in place for individual operations Risk assessments in place for individual operations Team brief and daily meetings. Incident reporting Hazard Observation Ticket (with Sustainability) HOTS procedure in place for staff to report potential hazards and communication with their line manager.					
Hazards associated with the individual (Insufficient strength, experience or ability to move load, pregnancy or pre-existing illness, the individual is ergonomically unsuited to be handling the load	Musculoskeletal injuries, strains, sprains, cuts, bruises, broken bones	3	3	9	Employee recruitment includes a pre-employment questionnaire - any medical conditions that may impede carrying out tasks must be declared Tasks are risk assessed to take into account the capability of operators A range of lifting and handling aids are available New and expectant mother undergo an individual risk assessment and do not engage in any handling activities outside their ability Employees returning to work or on a phased return after sickness absence undergo an individual risk assessment to determine their capacity to handle items	1	3	3		

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Hazards associated with the load (Heavy or awkward to grip, unstable load such as containers of liquid, extreme temperature, sharp edges)	Musculoskeletal injuries, strains, sprains, cuts, bruises, broken bones	3	3	9	Dynamic risk assessments are conducted where required to determine the suitability of handling arrangements for loads, i.e. PPE – Safety footwear is mandatory in the factory. A range of gloves are available to provide better grip and hand protection when handling items Operations are planned to avoid manually handling heavy or awkward loads, and lifting aids are provided Larger loads may be broken down into smaller loads to make them easier to handle Sufficient persons to be available to safely handle the load. If more than one person is moving the load all persons must communicate their intentions	1	3	3		
Hazards associated with the environment (Poor light levels, sloping or uneven surfaces, adverse weather conditions)	Musculoskeletal injuries, strains, sprains, cuts, bruises, broken bones	3	3	9	Adequate levels of lighting throughout the site Demarcation of walkways and FLT routes to ensure they are kept clear and high housekeeping standards are in place All parts of the production area undergo a daily H&S inspection. Any spillages are cleared up to prevent trip hazards. Cleaning stations in place around the site, work area to be kept clean and tidy. Hazard Observation Ticket (with Sustainability) HOTS procedure in place for staff to report potential hazards such as poor floor conditions so they can be repaired Dynamic risk assessments are conducted in adverse weather conditions such as extreme cold, rain, snow, ice, winds etc. which may lead to the postponement of some tasks until conditions improve	1	3	3		

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Action Plan

Action Plan Reference	Further Controls Agreed to be Taken Forward	Priority (H/M/L)	Responsible Person	Target Date	Completion Date	Signature (Completed)