

**Manual Handling - Risk Assessment Template No.13 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Transporting heavy loads, e.g. caretaker transporting a heavy load to stores  Ask: Is the load secure? Is the weight too heavy? Is the load too big? Is the shape unwieldy or difficult to grasp?		Back or upper limb injury  Over frequent or over prolonged physical effort involving in particular the spine	H	When purchasing stock such as clay, ingredients, wood for woodwork, the guidelines weights are taken into account and small weight items are purchased where possible, e.g. 5 kg bag of clay instead of 12.5 kg bag  An appropriate trolley is used to transfer heavy loads and a team lift is used to transfer load to trolley  Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley				
Lifting a heavy load above shoulder height, e.g. lifting cooking utensils from shelves in canteen or Home-Economics room		Back or upper limb injury	H	Storage of regularly accessed utensils is arranged so that heavier items are stored on middle shelves not on the floor or above shoulder height  No lifting of loads which are too heavy is ensured  See <b>Guideline weights</b> at end of Template 13				
Injury sustained due to lack of knowledge, instruction or training to complete manual handling tasks appropriately		Back or upper limb injury	H	Risk assessment of tasks prior to manual handling is carried out. Staff receive training from a competent instructor where necessary  Appropriate measures are in place to reduce risk factors that contribute to the risk of back injury. These risk factors include excessive force or load weight, awkward posture and poor housekeeping or a work environment with limited space or access				

**Manual Handling – Risk Assessment Template No.13 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Poor housekeeping, e.g. cleaner using floor cleaning equipment		Awkward and repetitive bending posture leading to injury	H	The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture  Cleaning equipment is appropriate for the job it is intended for				
		Poor suction in the vacuum leading to over frequent physical effort	H	Cleaning equipment is in good working order and repaired or replaced when necessary				
Carrying loads over distances, e.g. storage of classroom supplies such as Art room materials		Back strain, slipped disc, hernia	H	Work areas are organised to ensure materials are stored close to point of use or a handling aid is sourced				
Pushing/pulling heavy or awkward items		Back strain, slipped disc, hernia	H	An appropriate trolley is provided for moving items				
				Items are made lighter or less bulky, where possible				
				Individuals ask for help when moving heavy items				
				All potential obstructions are removed				
				The safest route for moving items is chosen, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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**Date:**    /    /

### Manual Handling – Risk Assessment Template No.13 cont'd.

There are no longer any absolute weight limits as there are too many other risk factors involved. Figure 1 indicates guideline weights for lifting and lowering for an adult male (fit and healthy) in the best working conditions. For a female, all weights should be reduced by one third. These guidelines weights assume up to 30 leisurely operations an hour - where the pace of work isn't forced, there are adequate pauses to rest and the load isn't held for any length of time. If the operation is repeated more often then the weights must be reduced.

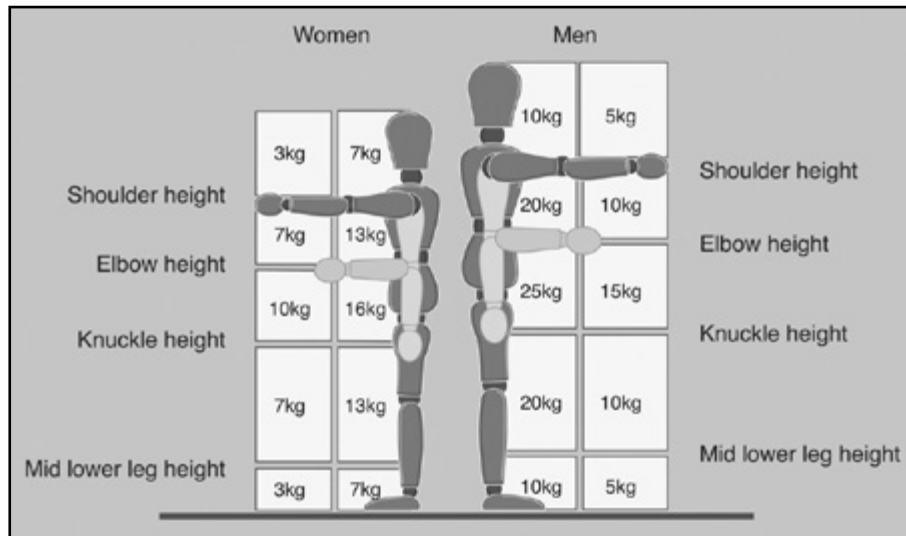


Fig. 1

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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#### Manual Handling Tasks

The risk assessment above gives examples of manual handling tasks which pose a risk, there may be other manual handling tasks in your workplace that will need to be assessed in order to identify the risk factors, (e.g. handling at unsafe height) and to put appropriate control measures in place to avoid or reduce the manual handling through the use of handling aids or reorganisation of a work area.

#### Risk Factors

The risk assessment above gives examples of some of the risk factors that needed to be considered when assessing a manual handling task, you will need to refer to HSA guidance on Manual Handling for examples of other risk factors that would need to be considered.

See key manual handling guidance at [www.hsa.ie](http://www.hsa.ie), in particular:

- Ergonomic Good Practice in the Irish Workplace
- Guide to the Safety, Health and Welfare at Work (General Application) Regulations: Manual Handling, Chapter 4 of Part 2