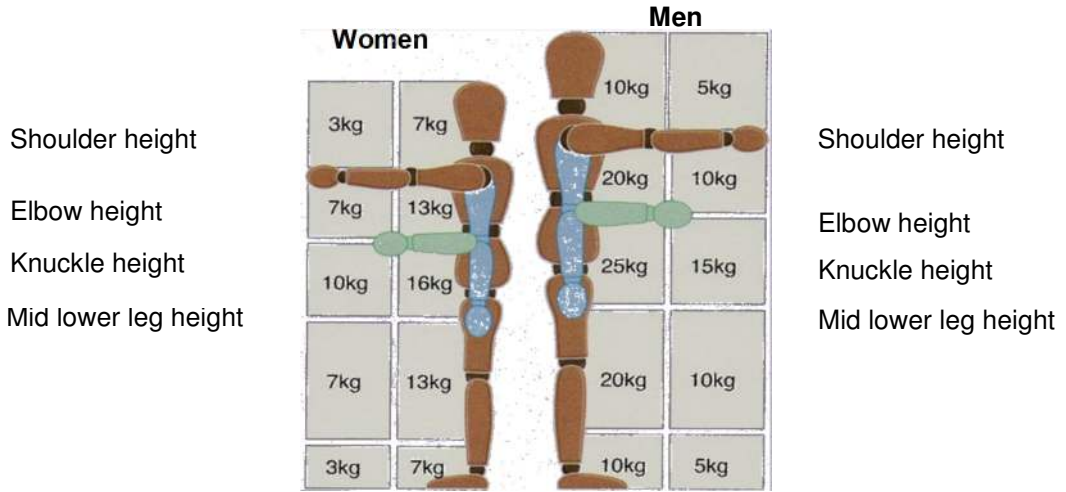


| <b>Manual Handling Risk Assessment</b>  |   | <b>FLT – RA61</b> |
|---|---|-------------------|
| Company; .....Mobitech Lift Trucks..... Completed by; Graham Barker.....  |   |                   |
| Annual Review Date (unless an Intermediate Review Date has been scheduled); .....02.2021  |   |                   |
| <p><b>Activity/Process Assessed</b></p> <p style="text-align: center;"><b>General Manual Handling In Workshop environment</b></p> <p>All or any manual lifting operation that is undertaken in the main workshop areas within the premises whilst undertaking the above activity.</p> <p>Lifting<br/>Holding<br/>Putting down<br/>Pushing<br/>Pulling<br/>Carrying</p> <p>All or any manual lifting operation that is undertaken in a client's premises whilst undertaking the above activity.</p> <p>Lifting<br/>Holding<br/>Putting down<br/>Pushing<br/>Pulling<br/>Carrying</p> | <p>Overall Risk Rating following Assessment</p> <p style="font-size: 1.2em;"><b>MEDIUM RISK</b></p> |                   |
| <p><b>Personnel Involved;</b></p> <p>How many of our personnel involved in this operation; .....</p> <p>How many Non-Employees (ie, Other Contractor's Employees) involved in this operation; .....</p> <p>How many Visitors, Others or members of Public will this operation affect; .....</p>   | <p><b>10</b></p>  | <p><b>0</b></p>   |
| <p>Can manual handling in this activity be totally eliminated? <span style="float: right;"><b>Yes</b> / No</span></p> <p><i>(Circle whichever applies)</i></p> <p><i>This is a site specific Risk Assessment not Job Specific.</i></p> <p><i>And Manual Handling will be eliminated as much as possible</i></p>   |   |                   |
| <p>Can the task be automated to reduce manual handling? <span style="float: right;">Yes / No / <b>n/a</b></span></p> <p><i>(Circle whichever applies)</i></p>   |   |                   |

Are the factors beyond the limits of the guidelines (*below*) in the Manual Handling Operations Regulations 1992? (*Circle whichever applies*)

Yes /  No



| Aspects to Consider <i>(Tick in applicable Box)</i>                         | If Yes, Tick Level of Risk |     |      | Problems occurring from the task   | Possible Remedial Action <i>e.g. changes in task, load, workplace &amp; environment</i>   |
|---|----------------------------|-----|------|--|---|
|   | Low                        | Med | High |  |   |
| <b>The Tasks – do they involve:</b>   |                            |     |      | <p>Due to the nature of our product (FLT's &amp; associated Materials), some being of quite large dimensions, some large vertical movements will be required. If too large for the capabilities of the actual Operative, then assistance will be required from another Operative. (2-man lift).</p> <p>Repetitive movements are unavoidable.</p> <p>When on client's premises always be aware of other persons at all times.</p> | <p>All Operatives are fully aware of these aspects of working.</p> <p>Supervision to monitor &amp; reiterate where necessary.</p> |
| Holding loads away from the trunk?  |                            | X   |      |  |   |
| Twisting?   |                            | X   |      |  |   |
| Stooping?   |                            | X   |      |  |   |
| Reaching upwards?   |                            | X   |      |  |   |
| Large vertical movements?   |                            | X   |      |  |   |
| Long travel distances?  | X                          |     |      |  |   |
| Strenuous pushing or pulling?   |                            | X   |      |  |   |
| Unpredictable movement of load?   |                            | X   |      |  |   |
| Repetitive handling?  |                            | X   |      |  |   |
| Insufficient rest or recovery time?   | X                          |     |      |  |   |
| A work rate imposed by a process?   | X                          |     |      |  |   |
| <b>The Loads – are they:</b>  |                            |     |      | <p>As above.</p> <p>Ensure all relevant COSHH Assessments have been perused for any materials involving Chemicals and/or substances.</p>   | <p>As above.</p>  |
| Heavy?  | X                          |     |      |  |   |
| Bulky or unwieldy?  | X                          |     |      |  |   |
| Difficult to grasp?   |                            | X   |      |  |   |
| Unstable/unpredictable?   | X                          |     |      |  |   |
| Harmful ie sharp/hot?   | X                          |     |      |  |   |
| <b>The Working Environment – are there:</b>                                 |                            |     |      | <p>Outside weather conditions will dictate somewhat the internal conditions. ie, Summer – Hot/Humid, whereas winter – cold/damp etc. Fans / heaters assist in trying to control conditions that would otherwise be severe.</p>   | <p>As above.</p>  |
| Constraints on posture?   | X                          |     |      |  |   |
| Poor floors?  | X                          |     |      |  |   |
| Variations in levels?   | X                          |     |      |  |   |
| Hot/cold/rain/ice/humid conditions?   | X                          |     |      |  |   |
| Strong air movement?  | X                          |     |      |  |   |
| Poor lighting conditions?   | X                          |     |      |  |   |
| <b>Individual Capability – does the job:</b>                                |                            |     |      | <p>There are currently no women working within the workshop areas.</p> <p>Training is given to all Operatives at induction, with further training given as and when required.</p>  | <p>As above.</p>  |
| Require unusual capability?   | X                          |     |      |  |   |
| Endangers persons with health problems?                                     | X                          |     |      |  |   |
| Endangers persons who are pregnant?   | X                          |     |      |  |   |
| Call for special information or training?                                   | X                          |     |      |  |   |
| <b>Other Factors -</b>  |                            |     |      | <p>All PPE is compatible with the tasks required.</p>  | <p>As above.</p>  |
| Is movement or posture hindered by clothing or personal protective clothing |                            | X   |      |  |   |

**Risk Rating determined by the outcome of the table above – if one tick is placed in High-Risk box, then whole assessment is marked as High-Risk!**

**Manual Handling Risk Assessment** **FLT – RA61**

Further Action Required ..... Yes / **No**

**Training Required** *(Circle whichever applies, if yes, then as applicable)*

| Type of Training Required   | To be Carried Out by | Target Date       |
|---|----------------------|-------------------|
| Instruct employees in significant findings of this assessment.                    | Name:<br>.....       | .....             |
| Incorporate this assessment and its significant findings into induction training. | Name:<br>.....       | All New employees |

**Other Action Required** *(if applicable)*

| Action | Assigned to | Target Date | Date completed |
|--------|-------------|-------------|----------------|
|        |             |             |                |
|        |             |             |                |
|        |             |             |                |

**If an Intermediate Assessment Review is required, then complete below;**

Intermediate Assessment Review required **Yes** / No Date; 01.02.2021.....  
*(Circle whichever applies)*

**Review Outcome – Main Points;** *(where any substantial changes have occurred a new assessment should be made)*

- Change in work type
- Changes in working environment
- Changes to employees ability

**Advised PPE to be worn for this task:-**



**Warnings:-**



**COSHH:-**



| ADDITIONAL CONTROL MEASURES  |  |
|--|--|
| Information / Instruction / Training   | Managerial Controls  |
| <p>All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures for manual handling via induction.</p> <p>All operatives to be provided with any appropriate PPE and trained in the basic requirements of manual handling.</p> <p>Where the risk of manual handling injuries has been assessed as being high, all operatives should be trained and informed of the risks and the possible injuries that may be caused by poor manual handling techniques.</p>  | <p>Ensure adequate supervision is provided and that manual handling control measures remain valid for the duration of the work.</p> <p>Ensure, where appropriate that lifting equipment is made available for use.</p> <p>Ensure PPE is provided and is appropriate for the task.</p> <p>Record all findings following a Manual Handling Assessment, using a suitable template as or similar to the above.</p>   |
| Physical Controls  | Procedural Controls  |
| <p>Signs to be erected in all areas where manual handling is a possible problem.</p> <p>Make use of all equipment available to eliminate the need for manual handling.</p> <p>Train all operatives to use, and the need for all or any appropriate PPE.</p> <ul style="list-style-type: none"> <li>• Hard Hat (EN 397:2012)</li> <li>• Safety Glasses (EN 166:2001)</li> <li>• Safety Goggles (EN 166:2001)</li> <li>• Ear defenders – Overhead type (EN 352-1:2002)</li> <li>• Ear defenders – Plug type (EN 352-2:2002)</li> <li>• Gloves (EN 388:2003) Cut res-1</li> <li>• Safety Footwear (EN 20345:2004)</li> <li>• Hi-Vis Vest (EN 20471:2013)</li> </ul> | <p>When selecting and procuring lifting and carrying equipment, consideration will be given to specific and suitable equipment at all times wherever possible.</p> <p>Where individual operatives are exposed to manual handling, limit their exposure to manual handling by restricting the duration of their exposure – rotate different people, and by using manual handling equipment so that no one spends an excessive amount of time lifting, carrying, pushing or pulling.</p>   |
| HSE & Other Guidance   | Comments   |
| <p>INDG143 Manual Handling at Work</p> <p>L23 (Fourth edition) Published 2016 – Guidance on The Manual Handling Operations Regulation 1992</p> <p>INDG383(rev2), published 06/14 - Manual Handling Assessment Charts (<i>the MAC-Tool</i>) <i>see opposite&gt;&gt;&gt;</i></p> <p>INDG478 Published 2016 Manual Handling Assessment Charts for 'Pushing and Pulling' (<i>the RAPP-Tool</i>) <i>see opposite&gt;&gt;&gt;</i></p> <p>HSG60 - Upper limb disorders in the workplace</p>   | <p>In reference to INDG383, opposite - This is another way of looking at Manual Handling from the point of view of using what the HSE call their '<i>MAC Tool</i>'.</p> <p>The Manual Handling Assessment Charts (<i>MAC-Tool</i>) is a tool aimed at employers, health and safety managers and safety representatives and is used by health and safety inspectors. The tool will help individuals to assess the most common risk factors in lifting (<i>and lowering</i>), carrying and team handling operations and was developed to identify high-risk manual handling.</p> <p>The Manual Handling Assessment Charts (<i>RAPP-Tool</i>) is a tool similar to the one above but, is used for 'Pushing and Pulling' only.</p> |

| Specific Site Assessment Details   | Site Comments  |
|--|--|
| <p>On each site and each location, the generic assessment that follows must be reviewed to ensure that all 'site-specific' significant hazards and their risks are identified and controlled. Completion of this part of the document will ensure that your assessment is both appropriate and complete.</p>   |  |
| <p>FREQUENCY AND DURATION OF ACTIVITY:</p><br><p>ANY ADDITIONAL SPECIFIC HAZARDS IDENTIFIED:</p><br><p>ANY ADDITIONAL CONTROL MEASURES REQUIRED:</p><br><p>ASSESS THE REMAINING RISKS USING GRID ABOVE:     Low / Medium / High</p><br><p>SERIOUS AND IMMINENT DANGERS IDENTIFIED:</p><br><p>EMERGENCY ACTION REQUIRED:</p><br><p>IF YES, WHAT ACTION</p><br><p>EMERGENCY TELEPHONE NUMBER(S)</p><br><p>NAMES OF COMPETENT PERSON(S) APPOINTED TO TAKE ACTION:</p> | <p>Yes</p><br><p>If any injures or accidents occurring during the activity Report to company first aider for assessment and treatment.</p><br><p>999</p><br><p>Colin Dunmill (First Aider)<br/>                     Alex Dunmill (First Aider) (Fire Warden)<br/>                     Steve Baker (Fire Warden)<br/>                     Joanna Dunmill (Partner/ Manager)<br/>                     Graham Barker (Partner/Engineer)</p> |

| Any Other Statements or additional assessment: | Site Comments |
|--|---------------|
|  |               |

