

SCHEDULE OF GENERIC MANUAL HANDLING
RISK ASSESSMENTS
FOR CONTROL INSTALLATIONS

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MANUAL HANDLING OF LOADS – MH 001
MATERIALS OF REGULAR SIZE AND/OR SHAPE

SUMMARY OF ASSESSMENT

Summary of operations:	Movement of materials of regular size &/or shape.
Examples:	Tools, electrical plant & equipment.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	Every lifting operation.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

- Q1 Do the operations involve a significant risk of injury?** **YES** / NO
Information, which will help in making this decision, can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account. **If in doubt, answer 'Yes'**.
If 'NO', the assessment need go no further. If 'YES', go to Q2.
- Q2 Can the operation be avoided / mechanized / automated at reasonable cost ?** YES / **NO** *
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.
- Q3 Are the operations clearly within acceptable limits?** **YES** / NO *
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

- Q4 What is your overall assessment of the risk to health and safety?** Insignificant / **Low** / Med / High
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

- Q5 What remedial steps should be taken, in order of priority?**
1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
Tower crane - (frame/gantry). Pulley block. Sack trolley. Dumper. Materials hoist. Four-wheel trolley. Chain hoist. Forklift. Lifting beams.
Remember, use of lifting aids should be considered for all shaped and sized loads.
 2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending upon the nature of the task.
 3. Consideration should be given to reducing size or weight of load at source or on site, e.g. by removing packing/transit fittings from equipment or by sectional breakdown before lifting.
 4. A single person should consider team lifting, for the movement of all loads, that are unmanageable.
 5. If the load weight/size is reduced, this may increase the risk arising from the resultant increase in frequency of handling, and may further increase the original risk.
 6. Ground conditions should where practicable be prepared and maintained firm and level, providing a suitable surface for manual handling operations. Transitions in levels should be made using gentle slopes or steps where practicable.
 7. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those



handling loads should wear protective footwear.

AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 001 SECTION B - More detailed assessment where necessary.						
(If the answer is unfavourable, consider the level of risk involved). Level of risk involved.			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
			☺	☹	☹	
The tasks - Do they involve: -	YES	NO	LOW	MED	HIGH	Make notes here
Holding away from the trunk ?	X		X			
Twisting ?	X		X			
Stooping ?	X			X		
Reaching upwards ?	X		X			
Large vertical movement ?	X		X			
Long carrying distance ?	X		X			
Strenuous pushing or pulling ?	X		X			
Unpredictable movement of loads ?	X		X			
Repetitive handling ?		X				
Insufficient rest or recovery ?		X				
A workrate imposed by a process ?		X				
The loads - Are they: -						
Heavy ?	X			X		
Bulky or Unwieldy ?	X		X			
Difficult to grasp ?	X		X			
Unstable or unpredictable ?	X		X			
Intrinsically harmful (sharp or hot) ?	X		X			
The working environment - Are there: -						
Constraints on posture ?	X		X			
Poor lighting conditions ?	X		X			
Poor floors ?	X				X	
Variations in levels ?	X				X	
Hot/cold/humid conditions ?	X			X		
Strong air movement	X		X			
Individual capability - Does the job: -						
Require unusual capability ?		X				
Hazard those with a health problem ?	X				X	
Hazard those that are pregnant ?	X				X	
Call for special information/training ?	X				X	
Other factors: -						
Does clothing hinder movement or posture ?		X				



MANUAL HANDLING OF LOADS – MH 002
MATERIALS OF IRREGULAR SIZE AND/OR SHAPE

SUMMARY OF ASSESSMENT

Summary of operations: Movement of materials of irregular size &/or shape.

Examples: Tools, electrical plant & equipment.

Locations: Site / maintenance work.

Overall priority for remedial action: Nil / Low / **Med** / High
(Remedial action to be taken is noted in Section D)

Date by which action is to be taken: Immediate.

Reassessment required: Every lifting operation.

Personnel involved: Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

- Q1 Do the operations involve a significant risk of injury?** **YES** / NO *
Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
If 'NO', the assessment need go no further. If 'YES', go to Q2.
- Q2 Can the operation be avoided / mechanized / automated at reasonable cost ?** YES / **NO** *
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.
- Q3 Are the operations clearly within acceptable limits?** YES / **NO** *
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

- Q4 What is your overall assessment of the risk to health and safety?** Insignificant / Low / **Med** / High*
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

Q5 What remedial steps should be taken, in order of priority?

1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
Tower crane - (frame/gantry). Pulley block. Sack trolley. Dumper. Materials hoist. Four-wheel trolley. Chain hoist. Forklift. Lifting beams.
Remember, use of lifting aids should be considered for all shaped and sized loads.
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending upon the nature of the task.
3. Consideration should be given to reducing size or weight of load at source or on site, e.g. by removing packing/transit fittings from equipment or by sectional breakdown before lifting.
4. A single person should consider team lifting, for the movement of all loads, that are unmanageable.
5. If the load weight/size is reduced, this may increase the risk arising from the resultant increase in frequency of handling, and may further increase the original risk.
6. Ground conditions should where practicable be prepared and maintained firm and level, providing a suitable surface for manual handling operations. Transitions in levels should be made using gentle slopes or steps where practicable.
7. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those



handling loads should wear protective footwear.

AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 002 SECTION B - More detailed assessment where necessary.						
(If the answer is unfavourable, consider the level of risk involved). Level of risk involved.			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
			☺	☹	☹	
The tasks - Do they involve: -	YES	NO	LOW	MED	HIGH	Make notes here
Holding away from the trunk ?	X		X			
Twisting ?	X			X		
Stooping ?	X			X		
Reaching upwards ?	X		X			
Large vertical movement ?	X		X			
Long carrying distance ?	X			X		
Strenuous pushing or pulling ?	X		X			
Unpredictable movement of loads ?	X		X			
Repetitive handling ?		X				
Insufficient rest or recovery ?		X				
A workrate imposed by a process ?		X				
The loads - Are they: -						
Heavy ?	X			X		
Bulky or Unwieldy ?	X			X		
Difficult to grasp ?	X			X		
Unstable or unpredictable ?	X		X			
Intrinsically harmful (sharp or hot) ?	X		X			
The working environment - Are there: -						
Constraints on posture ?	X		X			
Poor lighting conditions ?	X		X			
Poor floors ?	X				X	
Variations in levels ?	X				X	
Hot/cold/humid conditions ?	X			X		
Strong air movement	X		X			
Individual capability - Does the job: -						
Require unusual capability ?		X				
Hazard those with a health problem ?	X				X	
Hazard those that are pregnant ?	X				X	
Call for special information/training ?	X				X	
Other factors: -						
Does clothing hinder movement or posture ?		X				



MANUAL HANDLING OF LOADS – MH 003
CABLE TRAYS & TRUNKINGS

SUMMARY OF ASSESSMENT

Summary of operations:	Movement of materials: Cable trays and trunkings.
Examples:	Cable trays and trunkings.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	New site or new conditions of work.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

Q1 Do the operations involve a significant risk of injury? **YES** / NO *
 Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
 If 'NO', the assessment need go no further. If 'YES', go to Q2.

Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / **NO** *
 If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.

Q3 Are the operations clearly within acceptable limits? YES / **NO** *
 If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

Q4 What is your overall assessment of the risk to health and safety? Insignificant / Low / **Med** / High*
 If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

Q5 What remedial steps should be taken, in order of priority?

1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
 Materials hoist. Four-wheel trolley. Barrow hoist. Forklift. Gin Wheel.
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending upon the nature of the task.
3. Force should be applied gradually when lifting, with hands positioned at the point of balance of the tray or trunking. If strain is felt, the task must be re-evaluated. Team lifting should be considered for items of excessive length and or width.
4. A single person should consider team lifting, for the movement of all loads, that are unmanageable.
5. If the load weight/size is reduced, this may increase the risk arising from the resultant increase in frequency of handling, and may further increase the original risk.
6. Ground conditions should, where practicable be prepared and maintained firm and level, providing a suitable surface for manual handling operations. Transitions in levels should be made using gentle slopes or steps where practicable.
7. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.



8. Avoid lifting trays and trunkings during windy or otherwise adverse weather conditions: **They must not be carried up ladders.**

AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 003 SECTION B - More detailed assessment where necessary.						
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
			☺	☹	☹	
			LOW	MED	HIGH	Make notes here
The tasks - Do they involve: -			YES	NO		
Holding away from the trunk ?	X		X			
Twisting ?	X		X			
Stooping ?	X			X		
Reaching upwards ?	X			X		
Large vertical movement ?		X				
Long carrying distance ?	X			X		
Strenuous pushing or pulling ?	X		X			
Unpredictable movement of loads ?	X		X			
Repetitive handling ?	X			X		
Insufficient rest or recovery ?		X				
A workrate imposed by a process ?		X				
The loads - Are they: -						
Heavy ?	X			X		
Bulky or Unwieldy ?	X				X	
Difficult to grasp ?	X		X			
Unstable or unpredictable ?	X			X		
Intrinsically harmful (sharp or hot) ?		X				
The working environment - Are there: -						
Constraints on posture ?		X				
Poor lighting conditions ?	X		X			
Poor floors ?	X				X	
Variations in levels ?	X				X	
Hot/cold/humid conditions ?	X			X		
Strong air movement	X				X	
Individual capability - Does the job: -						
Require unusual capability ?		X				
Hazard those with a health problem ?	X				X	
Hazard those that are pregnant ?	X				X	
Call for special information/training ?	X				X	
Other factors: -						
Does clothing hinder movement or posture ?		X				



MANUAL HANDLING OF LOADS – MH 004
BOXED MATERIALS

SUMMARY OF ASSESSMENT

Summary of operations:	Movement of boxed materials.
Examples:	Control equipment inc. panels Computer equipment and stores.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	New site or new conditions of work.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

Q1 Do the operations involve a significant risk of injury? YES / NO *
Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
If 'NO', the assessment need go no further. If 'YES', go to Q2.

Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / NO *
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.

Q3 Are the operations clearly within acceptable limits? YES / NO*
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

Q4 What is your overall assessment of the risk to health and safety? Insignificant / Low / Med / High*
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

Q5 What remedial steps should be taken, in order of priority?

1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
Tower crane - (A frame/gantry). Dumper. Materials hoist. Four-wheel trolley. Forklift. Wheelbarrow. Rope & Pulley.
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending upon the nature of the task.
3. Force should be applied gradually when lifting, with hands positioned at the point of balance of the object. If strain is felt, the task must be re-evaluated.
4. Consideration should be given to reducing size or weight of load at source or on site, e.g. by transferring contents to smaller boxes. If the load weight/size cannot be reduced, consider team lifting and lifting aids.
5. If the load weight/size is reduced, this may increase the risk arising from the resultant increase in frequency of handling, and may further increase the original risk.
6. If the load weight/size cannot be reduced, consider team lifting and lifting aids.
7. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task.



Those handling loads should wear protective footwear.

AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 004 SECTION B - More detailed assessment where necessary.			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION	
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).							
The tasks - Do they involve: -	YES	NO	LOW	MED	HIGH	Make notes here	
Holding away from the trunk ?	X		X				
Twisting ?	X		X				
Stooping ?	X		X				
Reaching upwards ?	X		X				
Large vertical movement ?	X		X				
Long carrying distance ?	X		X				
Strenuous pushing or pulling ?	X		X				
Unpredictable movement of loads ?	X		X				
Repetitive handling ?	X		X				
Insufficient rest or recovery ?		X					
A workrate imposed by a process ?		X					
The loads - Are they: -							
Heavy ?	X			X			
Bulky or Unwieldy ?		X					
Difficult to grasp ?		X					
Unstable or unpredictable ?	X		X				
Intrinsically harmful (sharp or hot) ?	X		X				
The working environment - Are there: -							
Constraints on posture ?		X					
Poor lighting conditions ?		X					
Poor floors ?	X				X		
Variations in levels ?	X				X		
Hot/cold/humid conditions ?	X			X			
Strong air movement		X					
Individual capability - Does the job: -							
Require unusual capability ?		X					
Hazard those with a health problem ?	X				X		
Hazard those that are pregnant ?	X				X		
Call for special information/training ?	X				X		
Other factors: -							
Does clothing hinder movement or posture ?		X					



MANUAL HANDLING OF LOADS – MH 005
ROLLS, PIPES & DRUMS

SUMMARY OF ASSESSMENT

Summary of operations:	Movement of materials: rolls, pipes and drums.
Examples:	Conduit, cable drums and reels.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	New site or new conditions of work.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

Q1 Do the operations involve a significant risk of injury? **YES** / NO *

Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.

If in doubt, answer 'Yes'.

If 'NO', the assessment need go no further. If 'YES', go to Q2.

Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / **NO** *

If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.

Q3 Are the operations clearly within acceptable limits? YES / **NO** *

If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

Q4 What is your overall assessment of the risk to health and safety? Insignificant / Low / **Med** / High*

If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

Q5 What remedial steps should be taken, in order of priority?

1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
Tower crane - (frame/gantry). Sack trolley. Dumper. Materials hoist. Four-wheel trolley. Forklift. Gin Wheel.
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending upon the nature of the task.
3. Consideration should be given to reducing size or weight of load at source or on site, e.g. by reducing roll length on site.
4. If the load weight/size cannot be reduced, consider team lifting and lifting aids.
5. If the roll size is reduced, this may increase the risk arising from the resultant increase in frequency of handling, and may further increase the original risk.
6. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear and may require gloves.
7. It may be possible to roll drums, but extreme care is required to ensure control of drum movement is always maintained and there is no damage to the perimeter of the drum.



8. AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 005 SECTION B - More detailed assessment where necessary.						
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
			☺	☹	☹	
			LOW	MED	HIGH	Make notes here
The tasks - Do they involve: -			YES	NO		
Holding away from the trunk ?	X		X			
Twisting ?	X			X		
Stooping ?	X			X		
Reaching upwards ?	X			X		
Large vertical movement ?	X		X			
Long carrying distance ?	X			X		
Strenuous pushing or pulling ?	X			X		
Unpredictable movement of loads ?	X			X		
Repetitive handling ?	X		X			
Insufficient rest or recovery ?		X				
A workrate imposed by a process ?		X				
The loads - Are they: -						
Heavy ?	X			X		
Bulky or Unwieldy ?	X		X			
Difficult to grasp ?	X			X		
Unstable or unpredictable ?	X			X		
Intrinsically harmful (sharp or hot) ?	X		X			
The working environment - Are there: -						
Constraints on posture ?	X		X			
Poor lighting conditions ?	X		X			
Poor floors ?	X				X	
Variations in levels ?	X				X	
Hot/cold/humid conditions ?	X			X		
Strong air movement	X		X			
Individual capability - Does the job: -						
Require unusual capability ?		X				
Hazard those with a health problem ?	X				X	
Hazard those that are pregnant ?	X				X	
Call for special information/training ?	X				X	
Other factors: -						
Does clothing hinder movement or posture ?		X				



MANUAL HANDLING OF LOADS – MH 006
MATERIALS IN BAGS & BOXES

SUMMARY OF ASSESSMENT

Summary of operations: Movement of bags & boxes

Examples: Alarm panel equipment & accessories

Locations: Site / maintenance service work.

Overall priority for remedial action: Nil / **Low** / Med / High
(Remedial action to be taken is noted in Section D)

Date by which action is to be taken: Immediate.

Reassessment required: New site or new conditions of work.

Personnel involved: Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

Q1 Do the operations involve a significant risk of injury? YES / **NO ***
Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
If 'NO', the assessment need go no further. If 'YES', go to Q2.

Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / **NO ***
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.

Q3 Are the operations clearly within acceptable limits? **YES / NO ***
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

Q4 What is your overall assessment of the risk to health and safety? Insignificant / **Low / Med / High***
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

Q5 What remedial steps should be taken, in order of priority?

1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
Tower crane - (A frame/gantry). Dumper. Materials hoist. Four-wheel trolley. Forklift. Wheelbarrow. Rope & Pulley.
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending upon the nature of the task.
3. Force should be applied gradually when lifting, with hands positioned at the point of balance of the bags or boxes. If strain is felt, the task must be re-evaluated.
4. Consideration should be given to reducing size or weight of load at source or on site, e.g. by transferring contents to smaller boxes. If the load weight/size cannot be reduced, consider team lifting and lifting aids.
5. If the load weight/size is reduced, this may increase the risk arising from the resultant increase in frequency of handling, and may further increase the original risk.
6. If the load weight/size cannot be reduced, consider team lifting and lifting aids.
7. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.

AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT



MH 006 SECTION B - More detailed assessment where necessary.							
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION	
			☺	☹	☹		
The tasks - Do they involve: -	YES	NO	LOW	MED	HIGH	Make notes here	
Holding away from the trunk ?	X		X				
Twisting ?	X		X				
Stooping ?	X		X				
Reaching upwards ?	X		X				
Large vertical movement ?	X		X				
Long carrying distance ?	X		X				
Strenuous pushing or pulling ?	X		X				
Unpredictable movement of loads ?	X		X				
Repetitive handling ?	X		X				
Insufficient rest or recovery ?		X					
A workrate imposed by a process ?		X					
The loads - Are they: -							
Heavy ?	X		X				
Bulky or Unwieldy ?		X					
Difficult to grasp ?		X					
Unstable or unpredictable ?	X		X				
Intrinsically harmful (sharp or hot) ?	X		X				
The working environment - Are there: -							
Constraints on posture ?		X					
Poor lighting conditions ?		X					
Poor floors ?	X				X		
Variations in levels ?	X				X		
Hot/cold/humid conditions ?	X			X			
Strong air movement		X					
Individual capability - Does the job: -							
Require unusual capability ?		X					
Hazard those with a health problem ?	X			X			
Hazard those that are pregnant ?	X			X			
Call for special information/training ?	X			X			
Other factors: -							
Does clothing hinder movement or posture ?		X					



MANUAL HANDLING OF LOADS – MH 007
CABLE PULLING

SUMMARY OF ASSESSMENT

Summary of operations:	Pulling of new runs of electrical cable.
Examples:	Refurbishments and new sites.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	New site or new conditions of work.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

- Q1 Do the operations involve a significant risk of injury? YES / NO ***
Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
If 'NO', the assessment need go no further. If 'YES', go to Q2.
- Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / NO ***
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.
- Q3 Are the operations clearly within acceptable limits? YES / NO ***
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

- Q4 What is your overall assessment of the risk to health and safety? Insignificant / Low / Med / High***
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

- Q5 What remedial steps should be taken, in order of priority?**
1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
Cable winch. Cable rollers.
 2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending upon the nature of the task.
 3. Cable drums should be positioned so as to provide a straight pull and reduce friction to a minimum. The use of cable rollers will also reduce the drag on the cable.
 4. The length of cable and changes in cable direction are to be kept to a minimum practicable for each pulling operation.
 5. When pulling cables, operatives should be upright, on firm ground and the cable should be at a height between the knuckles and the shoulder.
 6. Team pulling is to be coordinated and controlled – to maintain a constant tension on the cable.



AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 007 SECTION B - More detailed assessment where necessary.			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).			☺	☹	☹	Make notes here
The tasks - Do they involve: -	YES	NO	LOW	MED	HIGH	
Holding away from the trunk ?		X				
Twisting ?	X			X		
Stooping ?	X			X		
Reaching upwards ?		X				
Large vertical movement ?		X				
Long carrying distance ?		X				
Strenuous pushing or pulling ?	X				X	
Unpredictable movement of loads ?		X				
Repetitive handling ?	X			X		
Insufficient rest or recovery ?		X				
A workrate imposed by a process ?		X				
The loads - Are they: -						
Heavy ?	X			X		
Bulky or Unwieldy ?		X				
Difficult to grasp ?		X				
Unstable or unpredictable ?		X				
Intrinsically harmful (sharp or hot) ?		X				
The working environment - Are there: -						
Constraints on posture ?	X			X		
Poor lighting conditions ?	X		X			
Poor floors ?	X				X	
Variations in levels ?	X				X	
Hot/cold/humid conditions ?		X				
Strong air movement		X				
Individual capability - Does the job: -						
Require unusual capability ?		X				
Hazard those with a health problem ?	X				X	
Hazard those that are pregnant ?	X				X	
Call for special information/training ?	X				X	
Other factors: -						
Does clothing hinder movement or posture ?		X				



MANUAL HANDLING OF LOADS – MH 008
MATERIALS OF EXCESSIVE LENGTH

SUMMARY OF ASSESSMENT

Summary of operations:	Materials with excessive length. Cables & Pipework.
Examples:	Refurbishments and new sites.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	New site or new conditions of work.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

- Q1 Do the operations involve a significant risk of injury? YES / **NO*****
Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
If 'NO', the assessment need go no further. If 'YES', go to Q2.
- Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / **NO*****
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.
- Q3 Are the operations clearly within acceptable limits? **YES** / NO ***
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

- Q4 What is your overall assessment of the risk to health and safety? Insignificant / **Low** / Med / High***
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

- Q5 What remedial steps should be taken, in order of priority?**
1. Review the potential for use of mechanized plant relative to site conditions, and implement as appropriate, for example:
Cable winch. Cable rollers.
 2. Wherever possible, excessive lengths are to kept on a drum with organised feeding off the reel.
 3. Care must be taken to ensure other operatives are aware of dangers during installation
 4. When pulling cables & pipework, operatives must keep a straight back and not exert any strain.



AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 008 SECTION B - More detailed assessment where necessary.						
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
			☺	☹	☹	
			LOW	MED	HIGH	Make notes here
The tasks - Do they involve: -			YES	NO		
Holding away from the trunk ?				X		
Twisting ?			X		X	
Stooping ?			X		X	
Reaching upwards ?			X		X	
Large vertical movement ?				X		
Long carrying distance ?				X		
Strenuous pushing or pulling ?			X			X
Unpredictable movement of loads ?				X		
Repetitive handling ?			X		X	
Insufficient rest or recovery ?				X		
A workrate imposed by a process ?				X		
The loads - Are they: -						
Heavy ?				X		
Bulky or Unwieldy ?			X		X	
Difficult to grasp ?				X		
Unstable or unpredictable ?			X		X	
Intrinsically harmful (sharp or hot) ?				X		
The working environment - Are there: -						
Constraints on posture ?			X		X	
Poor lighting conditions ?			X		X	
Poor floors ?			X		X	
Variations in levels ?			X			X
Hot/cold/humid conditions ?				X		
Strong air movement /				X		
Individual capability - Does the job: -						
Require unusual capability ?				X		
Hazard those with a health problem ?			X			X
Hazard those that are pregnant ?			X			X
Call for special information/training ?			X			X
Other factors: -						
Does clothing hinder movement or posture ?				X		



MANUAL HANDLING OF LOADS – MH 009
ERECTING LADDERS

SUMMARY OF ASSESSMENT

Summary of operations:	Erecting of ladders.
Examples:	Refurbishments and new sites.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	New site or new conditions of work.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

Q1 Do the operations involve a significant risk of injury? YES / NO *
Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
If 'NO', the assessment need go no further. If 'YES', go to Q2.

Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / NO *
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.

Q3 Are the operations clearly within acceptable limits? YES / NO *
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

Q4 What is your overall assessment of the risk to health and safety? Insignificant / Low / Med / High*
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

Q5 What remedial steps should be taken, in order of priority?

1. Ensure personnel are trained correctly in erecting of ladders
2. Make sure 2 people are in attendance to carry out task. One to erect, and one to act as balance and assist
3. Take precautions with size of ladder, and pay particular attention to external objects ie. Power lines
4. Show diligence to personnel in location and pay regards to specific Health & Safety regulations
5. Ensure strain is kept off the back when erecting ladder
6. Give regard to site conditions ie. State of floor, walls, etc.
7. Make sure ladders are correctly tied off at the top, and that all rungs are undamaged



AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 009 SECTION B - More detailed assessment where necessary.			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).			☺	☹	☹	Make notes here
The tasks - Do they involve: -	YES	NO	LOW	MED	HIGH	
Holding away from the trunk ?	X			X		
Twisting ?	X			X		
Stooping ?	X			X		
Reaching upwards ?	X			X		
Large vertical movement ?	X			X		
Long carrying distance ?	X		X			
Strenuous pushing or pulling ?	X				X	
Unpredictable movement of loads ?	X				X	
Repetitive handling ?	X			X		
Insufficient rest or recovery ?		X				
A workrate imposed by a process ?	X				X	
The loads - Are they: -						
Heavy ?	X			X		
Bulky or Unwieldy ?	X			X		
Difficult to grasp ?	X		X			
Unstable or unpredictable ?	X			X		
Intrinsically harmful (sharp or hot) ?		X				
The working environment - Are there: -						
Constraints on posture ?	X			X		
Poor lighting conditions ?	X		X			
Poor floors ?	X				X	
Variations in levels ?	X				X	
Hot/cold/humid conditions ?	X		X			
Strong air movement	X		X			
Individual capability - Does the job: -						
Require unusual capability ?		X				
Hazard those with a health problem ?	X				X	
Hazard those that are pregnant ?	X				X	
Call for special information/training ?	X				X	
Other factors: -						
Does clothing hinder movement or posture ?		X				



MANUAL HANDLING OF LOADS – MH 010
USE OF HAND OPERATED TOOLS

SUMMARY OF ASSESSMENT

Summary of operations:	Using tools to carry out works. Power tools, screwdrivers, pliers, saws
Examples:	Refurbishments and new sites.
Locations:	Site / maintenance work.
Overall priority for remedial action: (Remedial action to be taken is noted in Section D)	Nil / Low / Med / High
Date by which action is to be taken:	Immediate.
Reassessment required:	New site or new conditions of work.
Personnel involved:	Direct labour, site staff, maintenance operatives.

Section A — Preliminary - circle as appropriate

Q1 Do the operations involve a significant risk of injury? YES / NO *
Information, which will help in making this decision can be found in the Risk Assessment Manual. Also, if company injury records indicate that the operations have resulted in injury in the past, this should be taken into account.
If in doubt, answer 'Yes'.
If 'NO', the assessment need go no further. If 'YES', go to Q2.

Q2 Can the operation be avoided / mechanized / automated at reasonable cost ? YES / NO *
If 'NO' go to Q3. If 'YES' proceed and then check that the result is satisfactory.

Q3 Are the operations clearly within acceptable limits? YES / NO *
If 'NO' go to Section B overleaf. If 'YES' go to Section C below.

Section C — Overall Assessment of Risk:

Q4 What is your overall assessment of the risk to health and safety? Insignificant / Low / Med / High *
If not 'Insignificant' go to Section D below. If 'Insignificant', the assessment need go no further.

Section D — Remedial action required:

Q5 What remedial steps should be taken, in order of priority?

1. Review the potential to use non power tools to carry out works.
2. If power tools are required, operator must know how to use it, and relevant voltages for site use.
3. Tools should be kept in a good state of repair , and the correct tool used for the job.
4. If using drills, files or other abrasive equipment, eye protection must be worn.
5. Show diligence to other operatives in the area. Ensure they are not at risk



AND FINALLY: - TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT

MH 010 SECTION B - More detailed assessment where necessary.						
QUESTIONS TO CONSIDER (If the answer is unfavourable, consider the level of risk involved).			LEVEL OF RISK			POSSIBLE ADDITIONAL REMEDIAL ACTION
			☺	☹	☹	
			LOW	MED	HIGH	Make notes here
The tasks - Do they involve: -			YES	NO		
Holding away from the trunk ?	X			X		
Twisting ?		X				
Stooping ?	X			X		
Reaching upwards ?	X		X			
Large vertical movement ?		X				
Long carrying distance ?	X			X		
Strenuous pushing or pulling ?	X				X	
Unpredictable movement of loads ?	X		X			
Repetitive handling ?	X			X		
Insufficient rest or recovery ?		X				
A workrate imposed by a process ?		X				
The loads - Are they: -						
Heavy ?	X			X		
Bulky or Unwieldy ?	X			X		
Difficult to grasp ?	X			X		
Unstable or unpredictable ?	X			X		
Intrinsically harmful (sharp or hot) ?	X				X	
The working environment - Are there: -						
Constraints on posture ?	X			X		
Poor lighting conditions ?	X		X			
Poor floors ?	X			X		
Variations in levels ?	X			X		
Hot/cold/humid conditions ?	X			X		
Strong air movement		X				
Individual capability - Does the job: -						
Require unusual capability ?		X				
Hazard those with a health problem ?	X				X	
Hazard those that are pregnant ?	X				X	
Call for special information/training ?	X				X	
Other factors: -						
Does clothing hinder movement or posture ?		X				

