

POLICY FOR HEALTH, SAFETY & WELFARE

PART C - ARRANGEMENTS

Section 12

MANUAL HANDLING AT WORK

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MANUAL HANDLING AT WORK

1. INTRODUCTION

Manual handling can be defined as the movement or handling of any load by force exerted by a person. It includes:

- Lifting
- Carrying
- Holding and restraining
- Pushing and pulling
- Throwing and catching
- Other physical work, like digging and sweeping.

Manual handling is a very common activity, which most employees do from time to time, and some people's jobs are almost entirely made up of manual handling operations. Most of the time, people do not suffer any ill effects or injuries, indeed, it is a form of exercise that can be a real benefit to health. In some cases, however, manual handling can cause injuries which can sometimes be serious. In fact, manual handling is one of the most common causes of injury resulting in time off work.

Good management of manual handling reduces injury, especially the more serious ones, and can also help improve efficiency and productivity. This section of the council's health and safety policy explains what should be done to achieve this. The process is basically a series of steps:

- a) Avoid the risk
- b) Assess the risk
- c) Tell staff about the risks and what to do to avoid injury
- d) Keep records
- e) Keep the assessments up to date

A) AVOID THE RISKS

The first step is to think about whether or not manual handling is actually necessary. It might be safer and more efficient to use a machine, such as a hoist, to do the job. If manual handling can be avoided in this way without excessive cost, then this should be done.

It might be possible to avoid the need for manual handling by:

- carrying out the task so that the load does not have to be moved, for example repairing equipment safely in situ, thereby avoiding the need for transportation to and from a workshop,
- avoiding secondary handling, by arranging for goods to be delivered to the point of use, rather than to a central point from which they will need subsequent relocation.

Alternatives to manual handling include:

- automation, where moving or positioning the load is automatically carried out by a machine as part of the process, or

- mechanisation, by use of lift trucks, trolleys or conveyer systems in place of human effort.

Note: Whilst automation or mechanisation can remove manual handling risks, they may introduce new and different hazards which must be taken into account. For information about the use of this kind of equipment, look at the Corporate Health and Safety Policy, section 20 – Work and Lifting Equipment.

B) ASSESS THE RISKS

Health and safety law requires the council to make a suitable and sufficient assessment of the risks to the health and safety of their employees whilst at work, and in particular, risks from manual handling.

Central to the regulations is an ergonomic assessment of manual handling operations. Ergonomics is often described as "fitting the job to the person, rather than the person to the job". The ergonomic approach therefore looks at manual handling as a whole taking into account a range of relevant factors including the nature of the task, the load, the working environment and individual capability.

This arrangement applies to all manual handling operations carried out by Barnet employees. The arrangement does not preclude well intentioned improvisation in an emergency for example during efforts to rescue a casualty, fight a fire or contain a dangerous spillage.

A full assessment of every manual handling operation could be a major undertaking and might involve wasted effort. Appendix 2 therefore offers numerical guidelines which can be used as an initial filter, helping to identify those manual handling operations which warrant a more detailed examination. The guidelines set out an approximate boundary within which manual operations are unlikely to create a risk of injury sufficient to warrant more detailed assessment. This should enable more detailed assessment work to be concentrated where it is most needed. Even operations lying within the boundary should however be avoided or made less demanding wherever reasonably practicable. The guidelines should not be regarded as precise recommendations and should be applied with caution. Where doubt remains a more detailed assessment should be made.

Assessments should:

- (a) be suitable and sufficient, i.e. they must look at the complete manual handling operation, anticipating all reasonable foreseeable factors.
- (b) be kept up to date and revised where there has been a significant change, or in the light of experience.
- (c) be recorded except where:
 - (i) the assessment is simple and obvious, and easily repeatable, or
 - (ii) then risks can be shown to be insignificant, or
 - (iii) the operation is low risk and short lived, and the time taken to compile a record can be shown to be disproportionate.

Delivery Unit management must, in the first instance, carry out an initial appraisal of the operation to decide whether a risk of injury exists using the information contained in

Appendix 2. The following must also be considered even if the weights are less than those described: -

- (a) The physical suitability of the employee to carry out the operations;
- (b) the clothing, footwear or other personal affects they are wearing;
- (c) their knowledge or training;
- (d) whether a risk has been identified as a result of a general risk assessment;
- (e) whether they are in a group that may be considered at special risk (young person, pregnant woman, disabled person); and
- (f) the result of any health surveillance undertaken.

Where the initial appraisal identifies a 'risky' operation, the Assessment form, Appendix 3, needs to be completed.

Where the operation involves the manual handling of a person then the form and guidance at Appendix 4 should be used.

The assessor will need to be fully trained before carrying out any assessment. All the questions on the assessment forms must be completed in all cases of manual handling operations.

THE ASSESSOR - The assessment will be carried out by a person designated by the DU Director as an "assessor". A meaningful assessment can only be based on a thorough practical knowledge and understanding of the type of manual handling tasks to be performed, the loads to be handled and the working environment in which the task will be carried out

While one individual may be able to carry out a perfectly satisfactory assessment, in relatively straightforward cases, it can be helpful to draw on the knowledge and expertise of others. In some services this has been done informally; others have preferred to set up a small assessment team. DU Directors or their representatives will therefore decide the most effective means of carrying out these assessments.

Assessor's abilities should include:

- (a) an understanding of the regulations
- (b) a knowledge of the handling operations
- (c) an awareness of human capabilities
- (d) the ability to identify high risk activities
- (e) an ability to recommend practical steps to reduce risk
- (f) an understanding of risk associated with the transferring of people (where applicable)

Training should be provided for to assessors. Where manual handling risks are difficult to assess, then the Health and Safety Team can be contacted to assist in the assessments. Outside specialist advice may also help solve unusual handling problems or contribute to ergonomic design, but the Delivery Unit will still have to oversee the assessments as they retain responsibility for them.

The views of staff are of particular value in identifying manual handling problems and practical solutions. Employees and Health and Safety Representatives should be

encouraged to play a positive part in the assessment process. They can assist the assessor by highlighting difficulties arising from such things as the size or shape of loads, the frequency with which they are handled or the circumstances in which the handling operations are carried out.

C) TELL STAFF WHAT TO DO

Duties are already placed on employees by the Health and Safety at Work etc Act under which they must:

- (a) take responsible care for their own health and safety and that of others who may be affected by their activities; and
- (b) co-operate with their employers to enable them to comply with their health and safety duties.

In addition, the Management of Health and Safety at Work Regulations requires employees to make use of appropriate equipment provided for them, in accordance with their training and the instructions given by their employer. Such equipment will include machinery and other aids provided for the safe handling of loads.

The Manual Handling Operations Regulations require employees to follow appropriate systems of work laid down by the Council to promote safety during the handling of loads. Employees also have a duty to inform their manager of any medical condition which may affect their ability to carry out manual handling duties.

D) KEEP RECORDS

E) KEEP THE ASSESSMENTS UP TO DATE

DEFINITIONS

Injury

The Regulations seek to prevent injury to any part of the body, not just the back. Account should be taken of any external physical properties of loads which might either affect grip or cause direct injury, for example slipperiness, roughness, sharp edges, and extremes of temperature.

Hazards from toxic or corrosive properties of loads through spillage or leakage or from external contamination are not covered by these Regulations, though such hazards should be considered in the light of other provisions such as COSHH – the Control of Substances Hazardous to Health Regulations. For example, the presence of oil on the surface of a load is relevant to the Regulations if it makes the load slippery to handle but a risk of dermatitis from contact with the oil is dealt with under COSHH.

Load

A load in this context must be a discrete moveable object. This includes, for example, a person or an animal and material supported on a shovel. An implement, tool or machine such as a chainsaw or the shovel itself is not considered to constitute a load whilst in use for its intended purpose.

Manual Handling Operations

The Regulations apply to the manual handling of loads by human effort, as opposed to mechanical handling by crane, lift, truck, etc. The human effort may be applied directly to the load, or indirectly by hauling on a rope. Introducing mechanical assistance, for example a sack truck or a mobile hoist, may reduce but not eliminate manual handling, since human effort is still required to move, steady or position the load.

Manual handling includes both transporting a load and supporting a load in a static posture. The load may be moved or supported by the hands or any other part of the body, for example, the shoulder. Manual handling also includes the intentional dropping of a load and the throwing of a load, whether into a receptacle or from one person to another.

The application of human effort for a purpose other than transporting or supporting a load does not constitute a manual handling operation. For example, turning the starting handle of an engine or lifting a control lever on a machine is not manual handling; nor is the action of pulling on a rope whilst lashing down cargo on the back of a vehicle.

5. RESPONSIBILITIES

DU Directors/Service Managers

DU Directors are responsible for ensuring effective management systems exist to avoid or control the health and safety risks associated with manual handling.

Service managers are to identify any activity that involves manual handling, which has the potential to cause injury (Appendix 2). Where manual handling operations have been identified as hazardous these should be avoided altogether "so far as is reasonably practicable". Where these operations, however, cannot be avoided, a thorough assessment must be undertaken by a competent person, and measures introduced to reduce the risk of injury to the lowest level "reasonably practicable".

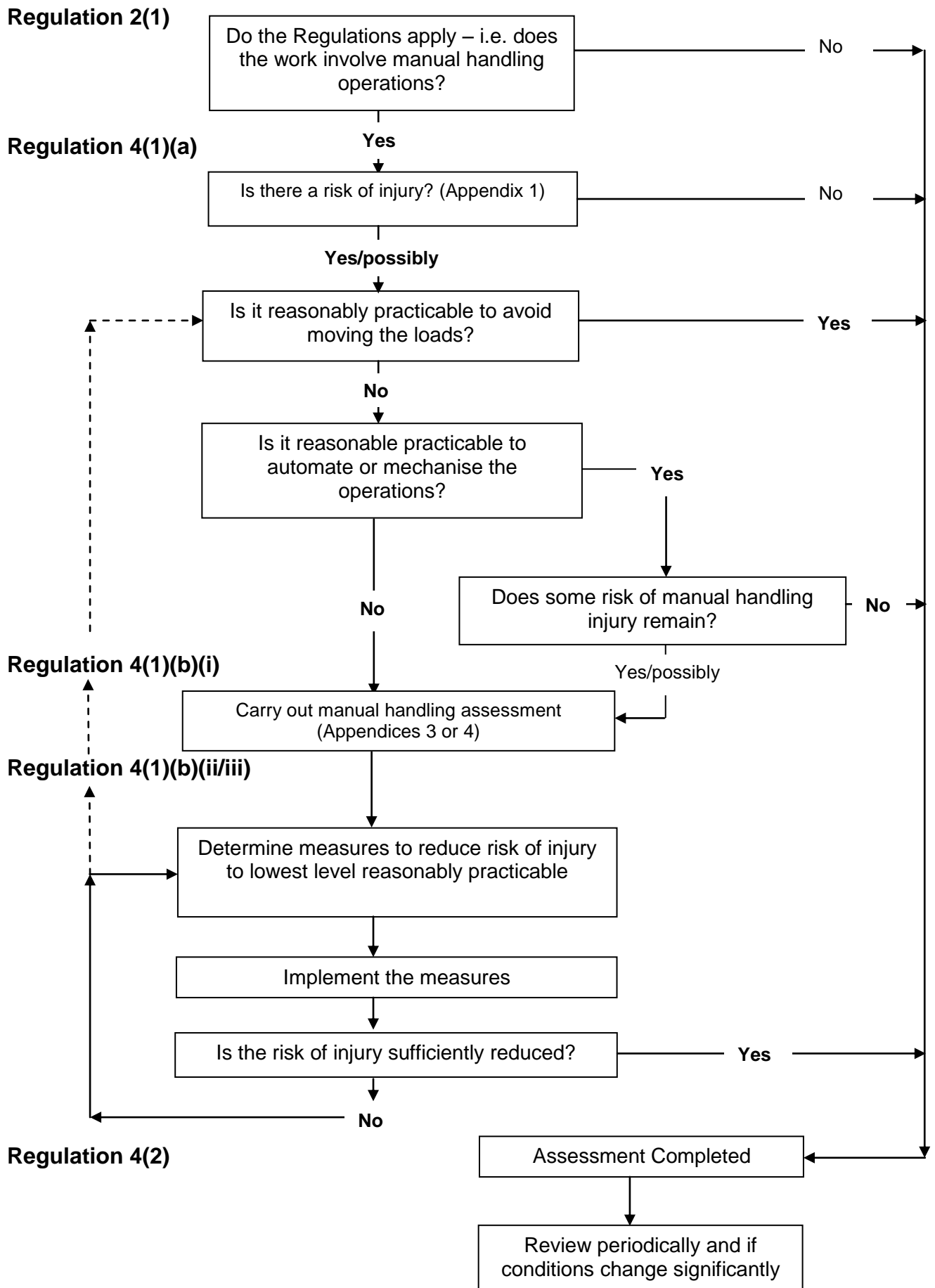
Service managers must establish monitoring systems to ensure the effectiveness of control measures and re-assessments must be carried out whenever necessary. Service managers also have a duty to ensure that adequate and appropriate training is given to staff that are required to carry out or supervise manual handling operations.

<p>Load</p> <ul style="list-style-type: none"> • How big is it? • How heavy is it? • What shape is it? (is it easy to hold? Is it an awkward shape?) • What is it made of? • Does it have sharp edges? • Is it very hot or cold? • Is the load a person or animal? Any risk to the load or the user because of this? 	<p>Individual</p> <ul style="list-style-type: none"> • Have they had training? • How strong are they? • Any injuries, illness or disabilities?
<p>Task</p> <ul style="list-style-type: none"> • What are you doing to the load? (carrying, pushing, pulling etc.) • Is there a better way of doing this without the need for manual handling? • Are any precautions needed to avoid injury? (gloves, clothing etc.) ? 	<p>Environment</p> <ul style="list-style-type: none"> • Is the floor surface clear? • Can you see where you are going? • Will the load fit through doors, around corridors and up and down stairs, if necessary?

6. WORKING AWAY FROM COUNCIL PREMISES

The Regulations impose duties on the Council wherever employees carry out manual handling. Manual handling operations will occur in some cases away from Council premises in situations over which little direct supervision can be exercised. In these cases the manager should seek close liaison with those in control of such activities. There will sometimes be a limit to the Councils ability to influence the working environment but, the task and perhaps the load will often remain within our control as will the provision of effective training, it is therefore still possible to undertake an assessment and establish a safe system of work.

STEPS TO COMPLY WITH THIS ARRANGEMENT



NUMERICAL GUIDELINES FOR ASSESSMENT

Purpose of the Guidelines

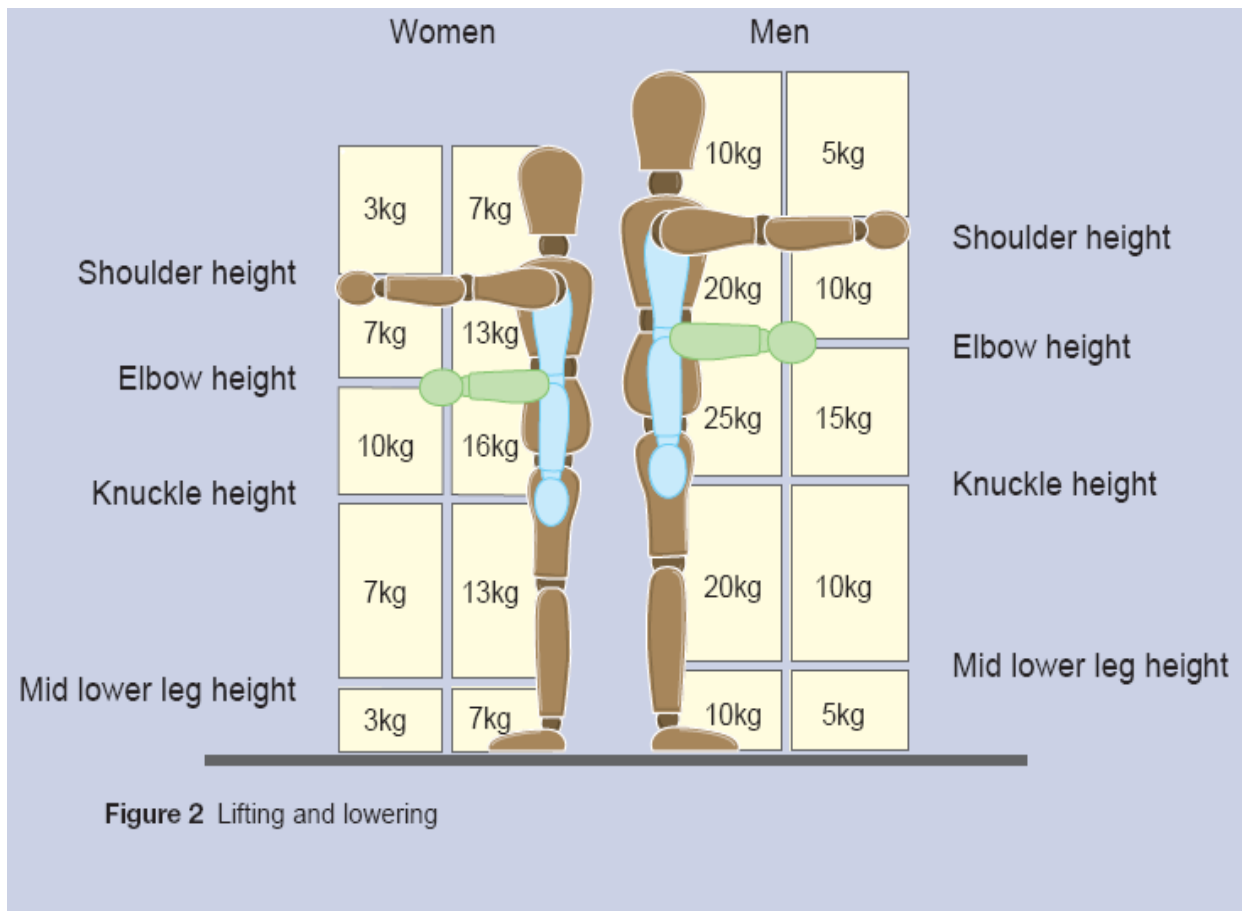
1. The Manual Handling Operations Regulations sets no specific requirements such as weight limits. Instead, assessment based on a range of relevant factors listed in Schedule 1 of the Regulations is used to determine the risk of injury and point the way to remedial action. A full assessment of every manual handling operation however could be a major undertaking and might involve wasted effort.
2. The following numerical guidelines therefore provide an initial filter which can help to identify those manual handling operations deserving more detailed examination. The guidelines set out an approximate boundary within which operations are unlikely to create a risk of injury sufficient to warrant more detailed assessment. This should enable assessment work to be concentrated where most needed.
3. There is no threshold below which manual handling operations may be regarded as 'safe'. Even operations lying within the boundary mapped out by the guidelines should be avoided or made less demanding wherever reasonably practicable.

Individual capability

4. There is a wide range of individual physical capability, even among those fit and healthy enough to be at work. For the working population the guideline figures will give reasonable protection to nearly all men and between one half and two thirds of women. To provide the same degree of protection to nearly all working women the guideline figures should be reduced by about one third. 'Nearly all' in this context means 95%.
5. It is important to understand that the guideline figures are **not** limits. They may be exceeded where a more detailed assessment shows that it is appropriate, having regard always to the Council's duty to avoid or reduce risk of injury where reasonably practicable. Even for a minority of fit, well trained individuals working under favourable conditions, any operations which would exceed the guideline figures by more than a factor of about two should come under very close scrutiny.

Guidelines for Lifting and Lowering

6. Basic guideline figures for manual handling operations involving lifting and lowering are set out in Figure 1. Chart 1 gives guidance on the risks associated with Load/Weight frequency for lifting and Chart 2 the Load/Weight frequency for carrying when the load is close to the body. They assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position.
7. The guideline figures take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. It will be apparent that the capability to lift or lower is reduced significantly if, for example, the load is held at arm's length, hands pass above shoulder height or the person is seated.



MANUAL HANDLING ASSESSMENT FORM (OBJECTS)

OPERATION COVERED BY ASSESSMENT:	LOCATION:
ASSESSOR:	DATE OF ASSESSMENT:

Section A – Preliminary

Q1	Do the operations involve a significant risk of injury (refer to Charts at Appendix 1)? <i>If Yes, go to Q2. If No, the assessment need go no further.</i>	Yes/No
Q2	Can the operations be avoided/automated/mechanised at a reasonable cost? <i>If No go to Section B. If Yes proceed and then check that the result is satisfactory.</i>	Yes/No

Section B – Detailed Assessment

QUESTIONS TO CONSIDER: <i>(If the answer is YES place a tick against it and then consider the level of risk)</i>		LEVEL OF RISK: <i>(Tick as appropriate - i.e. the heavier the load the higher the risk)</i>			POSSIBLE REMEDIAL ACTION: <i>(Make rough notes in this column in preparation for completing Section D – Remedial Action)</i>
The Loads – are they:-	YES	LOW	MED	HIGH	
Heavy?					
Bulky or unwieldy?					
Difficult to grasp?					
Unstable or unpredictable?					
Intrinsically harmful? (sharp, hot, nails etc)					

QUESTIONS TO CONSIDER: <i>(If the answer is YES place a tick against it and then consider the level of risk)</i>		LEVEL OF RISK: <i>(Tick as appropriate)</i>			POSSIBLE REMEDIAL ACTION: <i>(Make rough notes in this column in preparation for completing Section D – Remedial Action)</i>
The Task – does it involve:-	YES	LOW	MED	HIGH	
Holding loads away from trunk?					
Twisting the trunk?					
Stooping?					
Reaching upwards?					
Large vertical movements?					
Long carrying distances?					
Strenuous pushing or pulling?					
Unpredictable movement of loads?					
Repetitive handling?					
Insufficient rest or recovery periods?					
A work rate imposed by a process?					

The Working Environment – are there:-

Constraints on Posture?					
Poor floors?					
Variation in working levels?					
Stairs?					
Hot/cold/humid conditions?					
Strong air movements?					
Poor lighting conditions?					

The Individual – does the job:-

Require special capabilities?					
Endanger those with a health problem?					
Endanger those who are pregnant?					
Call for special information or training?					

Other factors:-

Is movement or posture hindered by clothing or personal protective equipment?					
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Section C – Overall Assessment of risk:

Q What is your overall assessment of the risk of injury?

Insignificant/Low/Med/High*

If insignificant the assessment need go no further otherwise go to section D.

Section D – Remedial action:

Q What remedial steps are required? Action in order of priority: -

1 = Immediate, 2 = Within Month, 3 = Within Quarter, 4 = Within Year

Remedial action (<i>Equipment, weight reduction, storage, change layout, training, etc</i>)	Priority

Section E – Assessment Accepted (*to be completed by manager*)

Date by which ALL actions to be taken:	Date of next assessment:
Manager's Name:	Signature of Manager: Signature of Assessor:

MANUAL HANDLING ASSESSMENT FORMS (PEOPLE)

GUIDANCE

WHAT ARE THE FORMS FOR?

This forms are to record the possibility and severity of hazards occurring within a manual handling situation, to state the outcome of any assessment you make, and to record an agreed Care Plan for all staff to follow. The outcome of thoroughly completed assessment, action and form should be a safer working environment for both service users and staff.

WHO SHOULD COMPLETE THE FORMS?

You should have been trained as a Manual Handling Assessor to complete these forms, although you may be asked to make a contribution to the assessment and information if you work closely with the service user being assessed. The process of Manual Handling Assessment should use a Team approach however the Assessor must ultimately make the judgement about the possibility of a hazard occurring, how serious it may be and take the decision as to the appropriate action.

WHEN SHOULD THE FORMS BE COMPLETED?

In any situation where there are risks perceived during a manual handling operation with a service user. This may be following completion of the People Handling Checklist which may indicate the need for a further and fuller assessment of risk, or may be deemed necessary by the Assessor and/or team.

WHO SHOULD RECEIVE THE FORMS?

A copy of Manual Handling Assessment and Care Plan should be available to all those involved in assisting the service user. A copy of the assessment should be kept on the service users file. Another copy should be accessible to relevant staff including Agency staff, while bearing in mind confidentiality issues. This is particularly necessary when Agency workers have been employed on a temporary basis as it is essential they are familiar with the handling techniques used in each situation.

If referring to an Occupational Therapist for an Assessment a copy of the Manual Handling Assessment should accompany the referral to ensure OT has all relevant information.

HOW ARE THE FORMS COMPLETED?

The forms are standardised to ensure consistency in recording assessments. The areas covered are those required in the Manual Handling Operations Regulations and the forms must be completed in full as far as is reasonably practicable. However, it is recognised that in some settings or departments certain areas may not either be relevant or possible to assess. If this is the case state not applicable (N/A). If the task is normally applicable but you have been unable to assess it for any reason, please state this in 'unable to assess' box.

Please do not use ticks on the form as these are ambiguous and therefore unreliable.

As you go through the forms you may wish to record risks on the Action Sheet as you identify them, or you can do this after the whole form is completed. Either way, however, the risks must be recorded and be shown to have been eliminated or reduced. The forms should be completed in the order shown below.

MANUAL HANDLING ASSESSMENT FORM (GENERAL)

Basic Information

This section must be fully and factually completed as judgements for action will be based upon this information.

Service User Details

This section has been designed to identify risks related to the service user. A 'No' response here indicates risk, and due to the nature of this section the risk would be likely to occur almost every time the task took place. The Risk Assessor only then needs to make a judgement (in the 4th column 'injury to handler') about the severity of injury to the handler should that risk occur. The descriptions in the Matrix should be used here to ensure continuity between all assessments.

Use of the Matrix on page 5 of the form will assist the Risk Assessor in deciding how to prioritise any action required. The priority should be recorded in the 5th column 'Action'.

This section also has some space for comments and other relevant info. It is recognised that these spaces are not large enough to record large amounts of information, but as the form is available on WP the spaces can be made as large as necessary. Extra blank sheets can be used for comments, but these should in no way take the place of the formal assessment.

Individual Handler Factors

There are two parts to this section. The first shows how many carers are presently needed during transfers and records what equipment is being used to carry out those transfers.

The second gives an overview judgement of whether the tasks assessed will require unusual physical attributes from the handler, or require them to have specialist training or wear personal protective equipment.

A 'Yes' response in this section indicates a Risk which will need Action to prevent injury.

MANUAL HANDLING ASSESSMENT (TASK SPECIFIC)

This section must be completed for each task being assessed. In the pack this section/page is repeated twice, but any number of Task sections can be added depending on the different Tasks to be assessed, e.g. if the Risk Assessor was looking at bed transfers, toilet transfers, bath transfers and access to the home, then four Task sections will need completing.

A 'Yes' response in this section will indicate a risk and action must be taken to avoid injury.

The task being assessed must be stated clearly where requested.

In this section, as stated at the top of the form, the Risk Assessor must do the following in order to carry out a suitable and sufficient assessment:

- ❖ Identify if hazards are present and record this on the form.
- ❖ State the Probate Risk Factor – this based on judgement (see descriptions)
- ❖ State Potential Severity of Injury to Handler should risk occur – also judgement
- ❖ Using the Matrix on Page 5 prioritise the identified risks for action

When answering the questions in this section qualify your answers if this is appropriate, e.g. Handler forced to use stressful body posture? State 'Yes – twisting' or 'Yes – all' (twisting, stooping and reaching)

Environmental Factors

This has been included as part of the Task specific section as each task will probably be in a different environment and it is essential to look at the risks in each area. If you are setting based and a Manual Handling (Objects) Assessment has already been completed and appropriate action taken, then this section need not be completed as the risks have already been addressed. In the home environment, however, this section will always need completion.

Qualify your answers in this section especially if 'Yes' response, e.g. Are there obstructions to safe movement? State 'Yes – high backed chair' or 'Yes – room cluttered with equipment'.

Risk Matrix

This will assist you in making decisions about the priority of Action to be taken or indeed in judging what is a reasonable risk to take in any given situation.

Action

Each Risk identified during the assessment needs to be recorded here. This can be done in order of priority or as they appear on the form.

Action to be taken should be stated in relevant section along with the name of the person responsible for carrying out that action. When the action is complete and the Risk has been eliminated or reduced as far as is reasonably practicable, then the date completed section can be filled in.

It is important to remember that reducing or eliminating one risk may create others which will also need assessing, e.g. providing a hoist and sling will eliminate direct lifting but will create manual handling issues during fitting the sling and moving the hoist with the user in it.

Care Plan Form

The Care Plan is distinct from the Manual Handling Assessment process in that it is the outcome of assessing manual handling situations, identifying and reducing risks. It is the record of agreed safe manual handling techniques and equipment to be used by all handlers in a given situation with a particular user or resident.

Specific instructions, equipment and procedures should be given in each section, including number of handlers involved in each case, type of transfer or type of sling to be used.

MANUAL HANDLING ASSESSMENT FORM (GENERAL)

NAME: _____ WEIGHT Kgs St/lbs
 ADDRESS: _____ HEIGHT cms Ft/ins
 BUILD Small/Med/Large
 DoB: ____/____/____

NATURE OF DISABILITY:

STATE ANY SENSORY IMPAIRMENT:

SERVICE USER DETAILS

A 'NO' answer to any question indicates RISK and therefore a high probability factor.

	YES/ NO	UNABLE TO ASSESS	COMMENTS	INJURY TO HANDLER?	ACTION High/Low
ABLE TO TAKE WEIGHT?					
ABLE TO USE ARMS TO ASSIST? e.g. push up or hold onto handler					
IS USER RELIABLE IN ASSISTING DURING TRANSFERS?					
INDEPENDENT IN SOME TRANSFERS?					
ABILITIES REMAIN CONSTANT ALL DAY? i.e. user does not fatigue easily?					
ABLE TO UNDERSTAND AND FOLLOW INSTRUCTIONS?					
ABLE TO COMMUNICATE VERBALLY OR BY SIGNING?					
IS USER PAIN FREE?					
IS USER FUNCTIONING WITHOUT: splints, fixed limbs, prostheses, etc					
OTHER RELEVANT INFORMATION:					

INDIVIDUAL HANDLER FACTORS

NUMBER OF HANDLERS AND EQUIPMENT PRESENTLY NEEDED DURING TRANSFERS

TRANSFER	NO. OF HANDLERS	EQUIPMENT USED
CHAIR TRANSFERS		
BED TRANSFERS		
TOILET TRANSFERS		
BATH/SHOWER TRANSFERS		
STANDING		
WALKING		
ACCESS TO HOME		
TRANSPORT		

A 'YES' answer in this section indicates a RISK and ACTION must be taken to avoid injury.

	CHAIR	BED	TOILET	BATH/ SHOWER	STANDING /WALKING	ACCESS TO HOME	TRANS- PORT
IS UNUSUAL HEIGHT OR STRENGTH REQUIRED FOR HANDLER TO DO TASK?							
DOES THE TASK CREATE HAZARDS TO THOSE WHO ARE PREGNANT OR IN ILL HEALTH?							
DOES HANDLER REQUIRE ANY SPECIALIST TRAINING TO CARRY OUT THE TASK SAFELY?							
DOES THE HANDLER NEED TO WEAR PERSONAL PROTECTIVE EQUIPMENT?							

MANUAL HANDLING ASSESSMENT (TASK SPECIFIC)

THIS SECTION NEEDS COMPLETING FOR EACH TASK BEING ASSESSED.

A 'Yes' response in this section indicates a RISK and ACTION must be taken to avoid injury.

PROCEDURE: Identify if HAZARDS are present
 State POSSIBLE RISK FACTOR: Very Likely, Probable, Possible, Remote
 State POTENTIAL SEVERITY: Fatal, Major Injury/Permanent Disability, Minor Injury, No Injury
 Prioritise the IDENTIFIED RISKS for ACTION using the attached MATRIX
 ACT to eliminate or reduce RISKS as far as is REASONABLY PRACTICABLE

STATE TASK: (eg Bed Transfer)				
	HAZARD Yes/No	RISK FACTOR	SEVERITY RATING	ACTION High/Low
POSITION REQUIRES HOLDING USER AWAY FROM HANDLER? eg unable to get close to user				
HANDLER FORCED TO USE STRESSFUL BODY POSTURE? eg Twisting, stooping, reaching				
IS THERE ANY EXCESSIVE MOVEMENT REQUIRED BY HANDLER? eg lifting/lowering, pushing/pulling				
DOES THE USER REQUIRE CARRYING? (Children)				
IS THERE FREQUENT OR LONG PHYSICAL EFFORT? eg supporting during cleaning etc				
ENVIRONMENTAL FACTORS				
ARE THERE OBSTRUCTIONS TO SAFE MOVEMENT?				
IS SPACE RESTRICTED PREVENTING GOOD POSTURE OF HANDLER?				
IS THE FLOOR UNEVEN OR SLIPPERY OR WET?				
ARE THERE VARIATIONS IN TRANSFERRING LEVELS? eg between W/chair, bed, chair, floor				
ARE THERE EXTREMES IN TEMPERATURE?				
ARE THE LIGHTING CONDITIONS POOR?				
IS THE AREA NOISY?				

MATRIX TO DETERMINE RISK AND PRIORITY

RISK MATRIX	FATAL INJURY	MAJOR INJURY PERM DISABILITY	MINOR INJURY	NO INJURY
VERY LIKELY	HIGH	HIGH	MEDIUM	LOW
PROBABLE	HIGH	HIGH	MEDIUM	LOW
POSSIBLE	HIGH	MEDIUM	LOW	LOW
REMOTE	MEDIUM	LOW	LOW	LOW

ACTION TO ELIMINATE OR REDUCE RISK

RISKS	ACTION TO BE TAKEN	WHO WILL COMPLETE ACTION	DATE ACTION COMPLETED

CARE PLAN

INSTRUCTIONS AND ADVICE FOR HANDLERS OF SAFE TECHNIQUES AND USE OF EQUIPMENT DURING ALL MANUAL HANDLING TRANSFERS OR HOISTING

CHAIR TRANSFERS	
BED TRANSFERS	
TOILET TRANSFERS	
BATHING/SHOWER TRANSFERS	
STANDING AND WALKING	
ACCESS TO/FROM PROPERTY	
TRANSPORT	
OTHER INSTRUCTIONS/ADVICE	
RISK ASSESSOR NAME (print):	DATE OF ASSESSMENT:
DESIGNATION:	
LOCATION OF ASSESSMENT:	
RISK ASSESSOR SIGNATURE:	DATE OF REVIEW: