

Date:	11/06/24
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Assessors Name:	Rob Amans	Ref Number:	003	Review Date:	21/07/2025
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Description of Assessment:	Manual Handling
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Location Details:	Unit 76 Catley Road, Darnall, Sheffield, S9 5JF
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SEVERITY	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost Impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1-4 LOW	5-10 MEDIUM	11-15 HIGH	16-25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the Risk Assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Final Risk level S x L = R			
		L	S	R	R R		L	S	R	R R
All Hazards Musculoskeletal injuries Sprains & strains Soft tissue injuries Lacerations Abrasions Fracture	Staff	3	4	12		Manual handling training is provided to all employees on induction, periodically (maximum 2 years) and following an incident. Competent person provides training. Lifting adequately planned and assessed before taking place (i.e. centre of gravity established). Stable base created with both feet. Safe body posture adopted i.e. bent knees, back straight (not necessarily vertical), head facing forward, firm grip (top hand front top corner, lower hand to opposite bottom rear corner) etc. Lifting movement carried out smoothly to eliminate jerking. Feet kept in same direction as movement. Load kept close to the body (i.e. the trunk) as practicable. Manual lifting restricted to minimum. Suitable mechanical devices provided to reduce manual handling to minimum. Lifting appliances and equipment are maintained in accordance with legislative requirements. Company complies with separate Code of Practice covering Loading and Unloading of Vehicles. Colleagues observe the "TILE" technique Task – How will the load be moved, is it repetitive, can mechanical means be used, Individual – Who is doing it, is it a 2 person lift, is the individual a young person, expectant, carrying impairment Load – What is the article, can it be broken down into smaller units Environment – Is the route clear, sound footing, good lighting, clear space to put down at end	2	2	4	

Additional comments:

1. The Risk Assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
2. This Risk Assessment must be approved by the nominated person for Health and Safety before being issued as a live document

Assessor Name:	Rob Amans	Signature:		Date:	21/07/2025
Further Information: Reference Documents The Health and Safety at Work 1974 Appendices 1. HK Interiors SSOW suite					