

MOVING AND HANDLING OF OBJECTS AND LOADS RISK ASSESSMENT FORM

Workplace	Rye Town Council	Likelihood (L)	X	Severity (S)
Department	Rye Town Steward Team	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	N. Ledger	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Rye	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Moving and handling of objects and loads (an average day for stewarding team)	Likely	4	Major (death or serious injury)
Date	19/04/2023	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	safety and wellbeing of staff when carrying out moving and handling of objects and loads	Low = 1-8	Medium = 9-14	High = 15-25

1. TASK			
Do tasks involve?	No	Yes	Score
Repetitive handling	0	1 = monthly/weekly 2 = once per day 3 = 2 -5 times per day 4 = more than 5 times per day	
Holding object away from body	0	3	3
Twisting	0	3	3
Stooping	0	3	3
Reaching stretching upwards	0	3	3
Lifting between high and low levels	0	2	2
Long carrying distance	0	2	2
Strenuous pushing/pulling	0	3	3
Unpredictable movement of object	0	3	3
Section Total =			22
2. OBJECT/LOAD			
Are objects/loads?	No	Yes	Score
Heavy	0	1	1
Bulky	0	1	1
Difficult to grasp	0	1	1
Intrinsically harmful	0	0	0
Section Total =			3

3. WORKING ENVIRONMENT			
Is there generally?	No	Yes	Score
Limited space for manoeuvring	0	1	1
Slippery or uneven floors	0	1	1
Hot/cold humid conditions	0	1	1
Poor lighting conditions	0		0
Section Total =			3
4. OTHER FACTORS			
Do tasks?	No	Yes	Score
Require unusual capability (e.g. height/ strength)	0	1	1
Present a hazard to those who are pregnant	0		0
At risk workers with disabilities or health problems	0		0
Present transport problems	0	1	1
Had previous accidents/incidents been reported	0	1	1
Section Total =			3
TOTAL SCORE FOR SECTIONS 1, 2, 3 & 4 =			31

Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
		L	S	R		L	S	R
Staff	In house manual handling training in place for relevant staff and available for anyone else who feels they might need it. Second person to be available for any manual handling tasks that a member of staff assesses to be too heavy/awkward to do alone Lifting equipment can be provided if needed eg. sack barrow, wheel barrow Regular breaks to be taken to avoid repetitive strain injuries or hand/arm vibration problems. Large awkward to carry items not to be carried alone up/down stairs or steep slopes.	3	3	9				

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Look at ways to lower risk of repetitive handling of objects and loads			

Signature and review

Name of Manager:	R. Farhall	Signature of Manager:		Date:	19/04/2023
1st review undertaken on:		Signature of Manager:		Date:	

2 nd review undertaken on:		Signature of Manager:		Date:	
3 rd review undertaken on:		Signature of Manager:		Date:	