

Risk Assessment

Task	RA-008 Manual Handling				Assessor	Luke Dennison		
Assessment date	01/04/2025							
Review Date	01/07/2025							
Potential Hazard	Risk ranking without controls in place			Controls	Residual Risk with Controls in place			
	Severity *	Likelihood **	Overall Risk		Severity *	Likelihood **	Overall Risk	
Inadequate planning	3	3	9	Individual project tasks are to be reviewed by Project Lead prior to the attendance of the Business Volunteers and where possible manual handling activities should be identified and minimised. Where applicable, mechanical assistance such as pallet tucks, sack trucks, wheel barrows should be pre-assessed, provided and utilised to minimise manual handling activities and duration.	2	2	4	
Location hazards	3	3	9	Individual Project sites and the tasks will be assessed as part of the Project RA to identify particular local site hazards. These may include but not be limited to, Obstructed walkways, immovable obstacles, underfoot conditions, congestion with other Volunteers or site occupants (eg children), distance/ height load to be moved. On the day of the task, local weather conditions should also be reviewed for their impact on any Manual Handling activities.	2	2	4	
User experience	2	3	6	Assessment and questioning of the Business Volunteers should occur during the TBT to best determine their stated knowledge and competency. Identification of “at risk” Volunteers prior to tasks commencing	2	2	4	
Awkward load/ weight	2	3	6	Awkward or heavy loads to be identified and sufficient personnel or mechanical means sourced and briefed to enable load to be	1	2	2	

				moved.			
Number of persons	2	3	6	Loads should be assessed for the number of persons required. Individuals should not struggle. Allocation and confirmation of personnel to occur.	1	2	2
Unsuitable PPE	3	3	9	Where possible and as advised Volunteers have arrived with suitable footwear. An on site assessment of load to be moved and guidance by Project Lead should be made with regard to the Volunteers footwear. Provision of suitable Hand Protection to enable load to be carried safely. Consideration of load shape, sharp edges, banding and individual contents to be made. Volunteers to be reminded at the TBT of their adherence to the use of PPE.	1	2	2
Work duration	2	2	4	Assessment of the load to be moved, weight and distance to be undertaken on the site and the duration of the manual handling to minimised. Consideration of the use of multiple persons in relays or mechanical support methods for the load.	1	2	2
Individual capabilities	2	3	6	Volunteers to be asked and offered the opportunity during the TBT to assess their own abilities and highlight any injuries or limits to their abilities to undertake any manual handling.	2	2	4
Lack of Volunteer understanding	2	3	6	On completion of the TBT all attendees are to sign the TBT to signify their acceptance and understanding of the pre job assessment. All attendees to be offered the opportunity to ask questions and clarify.	2	2	4

KEY:

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Severity

1. Very small injury – on site first aid treatment only
2. Minor injury – Requires visit to A&E but no time off work
3. Moderate injury – 3 or fewer days off work
4. Severe injury – greater than 3 days off work
5. Risk of death or serious permanent injury

Overall Risk = Severity x Likelihood

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Likelihood

- | | | |
|----|---------------|--|
| 1. | Very unlikely | (Almost unheard of) |
| 2. | Unlikely | (It happens in wider world) |
| 3. | Reasonable | (It's happened to other charities) |
| 4. | Likely | (It's happened to us since - 10 years) |
| 5. | Very likely | (It's happened to us recently - year) |