This chart can be used to provide a quick assessment on whether controls are necessary, and whether a more detailed assessment is required. Staff involved in manual handling tasks should be informed of good lifting practices. Particular attention must be paid to good posture and correct grip.

Please Note:- Manual handling is the last option, after other handling options have been considered and found to be inappropriate - such as the use of mechanical aids - see mechanical aids guidance.

Manual Handling - Assessment Guidance Chart

Stop, Think & assess the task

- Assess risk of injury

- Can manual handling be avoided by using trolleys or other mechanical means

- Can task be broken down into manageable size

- Consider task - bending, twisting etc., know your limitations, is item heavy, bulky, sharp edges etc., are there tripping, slipping hazards

- Assistance is required

- Ensure suitable communication & co-ordination. Consider differing capabilities

- WILL assistance reduce risk

- Do not proceed with handling task. Contact line manager

GO

INVESTIGATE

STOP