

## **MANUAL HANDLING RISK ASSESSMENT FORM (LOADS)**

**This form is designed to support the completion of the GENERAL WORKPLACE RISK Assessment Tool (RM11 appendix 2)**

This form can be used for assessing inanimate load handling tasks

The Manual Handling Operations Regulations 1992 as amended require that tasks that involve risk of injury should be eliminated where this is possible. Only when this is not possible an assessment must be carried out to reduce the risks associated with that task to the lowest level that is reasonably practicable.

The person carrying out a manual handling assessment (assessor) should be a competent member of staff. The assessment should be reviewed in accordance with the specified review period, whenever there is any change or following a manual handling incident.

The objective of risk management is to identify and reduce the LIKELIHOOD of incidents occurring that could have significant consequences for staff, patients or the Trust, as far as is reasonably practicable.

There are no absolute values for incidents, but effective risk assessment, applying appropriate control measures and monitoring those measures, together with training, can help minimise the potential for injury and/or other losses. The Risk Matrix will help with this process.

### **The Risk Assessment Form has the Following Sections**

- Section 1: Administration details
- Section 2: Description of the manual handling task
- Section 3: Current risk control measures
- Section 4: Assessment of risk
- Section 5: Frequency of task
- Section 6: The Initial Risk Rating (to calculate see risk matrix)
- Section 7: Additional Control Measures Required
- Section 8: The New Risk Rating (to calculate see risk matrix) if the control measures are implemented
- Section 9: Action Plan Agreed with the Manager
- Section 10: The New Risk Rating (to calculate see risk matrix) if the control measures are implemented
- Section 11: Risk matrix and risk impact scores

**Section 1: Administration Details**

|                    |  |
|--------------------|--|
| Location of Task   |  |
| Name of Assessor   |  |
| Designation        |  |
| Date of Assessment |  |
| Review Date        |  |

**Section 2: The Manual Handling Task**

Description of Task

Personnel undertaking the Task (e.g. nurse, health visitor, community staff, contractor)

**Section 3: Current Risk Control Measures**

| Control Measures in Use (including the number of personnel) | Equipment Used |
|---|----------------|
|   |                |

| <b>Section 4: Assessment of Risk from section 3.</b> |            |           |                              |            |           |
|--|------------|-----------|------------------------------|------------|-----------|
|  |            |           |                              |            |           |
| <b>Does the Task Involve</b>                         | <b>Yes</b> | <b>No</b> | <b>Is the Load</b>           | <b>Yes</b> | <b>No</b> |
| Strenuous effort                                     |            |           | Heavy weight ( )Kg           |            |           |
| Strenuous pushing/pulling                            |            |           | Unwieldy/ large              |            |           |
| Bending/ stooping                                    |            |           | Harmful: sharp, contaminated |            |           |
| Reaching above shoulder                              |            |           | Difficult to grasp           |            |           |
| Repetitive/ or of long duration                      |            |           | Unbalanced                   |            |           |
| Other  |            |           | Other                        |            |           |
|  |            |           |                              |            |           |

| <b>Is the Individual Worker</b>                    | <b>Yes</b> | <b>No</b> | <b>Does the environment have</b>                             | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|--|------------|-----------|
| Physically fit to undertake the task               |            |           | Space constraints including room dimensions and/or furniture |            |           |
| Pregnant   |            |           | Narrow doorways  |            |           |
| Wearing/ have access to the correct clothing/ PPE  |            |           | Poor flooring or changes in floor levels                     |            |           |
| In date with manual handling training              |            |           | Low work surfaces  |            |           |
| Experienced/ competent to complete the task safely |            |           | Strong air currents  |            |           |
| Other  |            |           | Temperature/ humidity concerns                               |            |           |
|  |            |           | Other  |            |           |
|  |            |           |  |            |           |

| Is the Equipment                    | Yes | No |  | Yes | No |
|-------------------------------------|-----|----|--|-----|----|
| Present and available when needed   |     |    |  |     |    |
| Suitable                            |     |    |  |     |    |
| With all necessary attachments      |     |    |  |     |    |
| Within the inspection/ service date |     |    |  |     |    |
| In good working order               |     |    |  |     |    |
| Other                               |     |    |  |     |    |
|                                     |     |    |  |     |    |

| <b>Section 5: Frequency of the Task</b>         |  |
|---|--|
| How often is the task undertaken in 1 shift     |  |
| How many staff participate in the task together |  |

| <b>Section 6: The Initial Risk Rating (to calculate see risk matrix)</b> |  |            |  |               |
|--|--|------------|--|---------------|
| Likelihood   |  | X Severity |  | = Risk Rating |

| <b>Section 7: Additional Control Measures Required</b> |                      |
|--|----------------------|
| No   | Risk Control Measure |

|  |  |
|--|--|
|  |  |
|--|--|

**Section 8: The New Risk Rating (to calculate see risk matrix) if the control measures are implemented**

|            |  |            |  |               |  |
|------------|--|------------|--|---------------|--|
| Likelihood |  | X Severity |  | = Risk Rating |  |
|------------|--|------------|--|---------------|--|

**Section 9: Action Plan Agreed with the Manager**

| No | Action Plan | Responsible Person | Completion Date | Signature |
|----|-------------|--------------------|-----------------|-----------|
|    |             |                    |                 |           |

**Section 10: The New Risk Rating (to calculate see risk matrix) if the control measures are implemented**

|            |  |            |  |               |  |
|------------|--|------------|--|---------------|--|
| Likelihood |  | X Severity |  | = Risk Rating |  |
|------------|--|------------|--|---------------|--|

Additional Comments

**Section 11: Risk Matrix and Risk Impact Score**

**RISK MATRIX TABLE ON NEXT PAGE**

SAMPLE - DO NOT USE

**RISK MATRIX TABLE**

|            |   | Consequence |        |        |         |         |
|------------|---|-------------|--------|--------|---------|---------|
|            |   | 1           | 2      | 3      | 4       | 5       |
| Likelihood | 1 | Low         | Low    | Low    | Medium  | Medium  |
|            | 2 | Low         | Medium | Medium | Medium  | High    |
|            | 3 | Low         | Medium | Medium | High    | High    |
|            | 4 | Medium      | Medium | High   | High    | Extreme |
|            | 5 | Medium      | High   | High   | Extreme | Extreme |

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**(B) RISK IMPACT SCORES**

The potential impact of risks can vary significantly and it is necessary to have a robust standard of scoring. Impact of risks should be assessed according to the grid below, which is adapted from "A Risk Matrix for Risk Managers" (NPSA 2008).

| Domains  | Consequence score (impact/ severity levels) and examples of descriptors   |   |  |   |   |
|--|---|---|--|---|---|
|  | 1   | 2   | 3  | 4   | 5   |
|  | Negligible  | Minor   | Moderate   | Major   | Catastrophic  |
| Impact on the safety of patients, staff or public<br>(physical/psychological harm) | Minimal injury requiring no/minimal intervention or treatment<br><br>No time off work<br><br>An event which impacts on more than one but less than 10 patients / members of staff | Minor injury or illness, requiring minor intervention<br><br>Requiring time off work for more than three days<br><br>Increase in length of hospital stay by one-three days<br><br>An event which impacts on more than 10 patients/staff | Moderate injury requiring professional intervention<br><br>Requiring time off work for four-14 days<br><br>Increase in length of hospital stay by four-15 days<br><br>RIDDOR/ agency reportable incident<br><br>An event which impacts on more than 20 patients/ staff | Major injury leading to long-term incapacity/ disability<br><br>Requiring time off work for more than 14 days<br><br>Increase in length of hospital stay by more than 15 days<br><br>Mis-management of patient care with long-term effects<br><br>An event which impacts on more than 50 patients / staff | Incident leading to death<br><br>Multiple permanent injuries or irreversible health effects<br><br>An event which impacts on more than 100 patients / staff |

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**Appendix 5**

| Domains   | Consequence score (impact/ severity levels) and examples of descriptors                  |   |   |   |   |
|---|--|---|---|---|---|
|   | 1  | 2   | 3   | 4   | 5   |
|   | Negligible   | Minor   | Moderate  | Major   | Catastrophic  |
| Quality/ complaints/ audit  | Peripheral element of treatment or service suboptimal<br>Informal complaint/ inquiry     | Overall treatment or service suboptimal<br>Formal complaint (stage 1)<br>Local resolution<br>Single failure to meet internal standards<br>Minor implications for patient safety if unresolved<br>Reduced performance rating if unresolved | Treatment or service has significantly reduced effectiveness<br>Formal complaint (stage 2)<br>Local resolution (with potential independent review)<br>Repeated failure to meet internal standards<br>Major patient safety implications if findings not acted upon | Non-compliance with national standards with significant risk to patients if unresolved<br>Multiple complaints/ independent review<br>Low performance rating<br>Critical report  | Totally unacceptable level or quality of treatment / service<br>Gross failure of patient safety if findings not acted upon<br>Inquest / ombudsman inquiry<br>Gross failure to meet national standards               |
| Human resources/ organisational development/ Staffing/ competence | Short-term low staffing level that temporarily reduces service quality (less than 1 day) | Low staffing level that reduces the service quality   | Late delivery of key objective/ service due to lack of staff<br>Unsafe staffing level or competence (more than one day)<br>Low staff morale<br>Poor staff attendance for mandatory/ key training  | Uncertain delivery of key objective/ service due to lack of staff<br>Unsafe staffing level or competence (more than five days)<br>Loss of key staff<br>Very low staff morale<br>No staff attending mandatory / key training | Non-delivery of key objective/ service due to lack of staff<br>Ongoing unsafe staffing levels or competence<br>Loss of several key staff<br>No staff attending mandatory training /key training on an ongoing basis |

RMPG03 - Moving and Handling Procedure  
**Appendix 5**

| Domains                               | Consequence score (impact/ severity levels) and examples of descriptors |  |  |   |  |
|---------------------------------------|---|--|--|---|--|
|                                       | 1   | 2  | 3  | 4   | 5  |
|                                       | Negligible  | Minor  | Moderate   | Major   | Catastrophic   |
| <b>Statutory duty/ inspections</b>    | No or minimal impact or breach of guidance / statutory duty             | Breach of statutory legislation<br><br>Reduced performance rating if unresolved                                      | Single breach in statutory duty<br><br>Challenging external recommendations / improvement notice | Enforcement action<br><br>Multiple breaches in statutory duty<br><br>Improvement notices<br><br>Low performance rating<br><br>Critical report | Multiple breaches in statutory duty<br><br>Prosecution<br><br>Complete systems change required<br><br>Zero performance rating<br><br>Severely critical report                    |
| <b>Adverse publicity / reputation</b> | Rumours<br><br>Potential for public concern                             | Local media coverage – short-term reduction in public confidence<br><br>Elements of public expectation not being met | Local media coverage – long-term reduction in public confidence                                  | National media coverage with less than three days service well below reasonable public expectation  | National media coverage with more than days service well below reasonable public expectation<br><br>MP concerned (questions in the House)<br><br>Total loss of public confidence |
| <b>Business objectives/ projects</b>  | Insignificant cost increase/ schedule slippage                          | Less than five per cent over project budget<br><br>Schedule slippage   | Five–10 per cent over project budget<br><br>Schedule slippage                                    | Non-compliance with national 10–25 per cent over project budget<br><br>Schedule slippage<br><br>Key objectives not met                        | Incident leading more than 25 per cent over project budget<br><br>Schedule slippage<br><br>Key objectives not met  |

RMPG03 - Moving and Handling Procedure  
**Appendix 5**

| Domains  | Consequence score (impact/ severity levels) and examples of descriptors                        |  |  |  |   |
|--|--|--|--|--|---|
|  | 1  | 2  | 3  | 4  | 5   |
|  | Negligible   | Minor  | Moderate   | Major  | Catastrophic  |
| Finance including claims                             | <p>Small loss less than 0.1 per cent of budget</p> <p>Claim less than £100,000</p>             | <p>Loss of 0.1–0.25 per cent of budget</p> <p>Claim(s) between £100,000 and £250,000</p> | <p>Loss of 0.25–1.0 per cent of budget</p> <p>Claim(s) between £250,000 and £1 million</p> | <p>Uncertain delivery of key objective / Loss of 1.0–3.0 per cent of budget</p> <p>Claim(s) between £1m and £3m</p> <p>Purchasers failing to pay on time</p> | <p>Non-delivery of key objective/ Loss of more than 3 per cent of budget</p> <p>Failure to meet specification/ slippage</p> <p>Loss of contract / payment by results</p> <p>Claim(s) more than £3 million</p> |
| Service/ business interruption /Environmental impact | <p>Loss/ interruption of more than one hour</p> <p>Minimal or no impact on the environment</p> | <p>Loss/ interruption of more than one day</p> <p>Minor impact on environment</p>        | <p>Loss/ interruption of more than one week</p> <p>Moderate impact on environment</p>      | <p>Loss/ interruption of more than one month</p> <p>Major impact on environment</p>  | <p>Loss/ interruption of more than three months</p> <p>Catastrophic impact on environment</p>   |

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