

Manual Handling of Loads: Assessment Checklist (from HSE publication L23)

Section A – Preliminary

Task name: Task description: Load weight: Frequency of lift: Carry distances (if applicable): Do these operators carry out other manual handling tasks? Assessment discussed with employees/safety representatives:	Is an assessment needed? (An assessment will be needed if there is a potential risk of injury) Yes/No* * circle as appropriate
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If “Yes” continue. If “No” the assessment need go no further.

Operations covered by this assessment (detailed description): Locations: Personnel involved: Date of assessment:	Diagrams (other information including existing control measures):
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Overall assessment of the risk of injury? *Circle as appropriate	Low/Medium/High*
Make your overall assessment after you have completed Section B	

Section B: Lifting and carrying – More detailed assessment, where necessary

Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action eg changes that need to be made to the task, load, working environment etc. Who needs to be involved in implementing the changes?
	Low	Med	High		
Do the tasks involve:					
• Holding loads away from trunk					
• Twisting					
• Stooping					
• Reaching upwards					
• Large vertical movement					
• Long carrying distances					
• Strenuous pushing or pulling					
• Unpredictable movement of loads					
• Repetitive handling					
• Insufficient rest or recovery					
• A work rate imposed by a process					

Are the loads :					
• Heavy					
• Bulky/unwieldy					
• Difficult to grasp					
• Unstable/unpredictable					
• Harmful (eg sharp/hot)					
Consider the working environment – are there:					
• Constraints on posture					
• Poor floors					
• Variations in levels					
• Hot/cold/humid conditions					
• Strong air movements					
• Poor lighting conditions					
Consider individual capability – does the job:					
• Require unusual capability					
• Pose a risk to those with a health problem, physical or learning difficulty					
• Pose a risk to those who are pregnant					
• Call for special information/training					

