

Risk Assessment

RA001C - Manual Handling in the Office



ABI Equipment Ltd	Creation Date: 28/09/2012
Manual Handling in the Office	

Main Hazards are:	
Holding loads away from body	Carrying the load for long distances
Twisting & stooping	Strenuous pushing or pulling
Reaching upwards	Unpredictable movement of loads
Large vertical movement	Repetitive handling
Persons / Property affected	
All Employees	General Public
Service Technicians	Rig operators
Office Staff	

Assessment of Risk:	Severity	3	X	Likelihood	4	= Risk	12
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Control Measures already in Place	PPE Required
1. Ensure staff have received adequate training in the effects of manual handling disorders and guidance on the correct techniques to avoid injury whilst handling heavy loads	Safety helmets <input type="checkbox"/>
2. All staff to be trained in correct manual handling techniques and guidance weights and receive adequate training in the effects of manual handling disorders.	Hi-Vis Jackets <input type="checkbox"/>
3. Where the lifting & handling is repetitive mechanical means should be used.	Safety footwear <input checked="" type="checkbox"/>
4. Staff to request help from the workshop on items delivered to the front door including mechanical means where possible	Eye protection <input type="checkbox"/>
5. When in doubt do not lift it	Dust masks <input type="checkbox"/>
6. Office staff should not attempt a two-person lift	Ear plugs <input type="checkbox"/>
7. Office staff should not use mechanical lifting equipment unless they are trained to do so.	Earmuffs <input type="checkbox"/>
	Gloves <input checked="" type="checkbox"/>
	Protective overalls <input type="checkbox"/>
	Gauntlets <input type="checkbox"/>
	Harnesses <input type="checkbox"/>
	Breathing apparatus <input type="checkbox"/>
	Face Masks <input type="checkbox"/>

Assessment of Risk:	Severity	3	X	Likelihood	2	= Risk	6
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Additional Controls required	PPE/Equipment
Mechanical means need to be used when the task is repetitive to prevent injury.	
All personnel MUST wear the appropriate level of PPE for the activity they are involved with or area they are in.	
The employee must be adequately trained and competent to operate in the area in which they are to work.	
Newly trained staff should be supervised until a suitable level of competency has been achieved.	

Assessment of Risk:	Severity	3	X	Likelihood	2	= Risk	6
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Approval and Review		
Prepared by:	Cathy Sheehan	30/06/2021
Updated by	Ash Soliman	24/07/2024
Review by:	Ash Soliman	24/07/2024

RISK RATING = L x S			Hazard Severity (S)				
			1	2	3	4	5
			Negligible	Slight	Moderate	High	Very High
Likelihood (L)	1	Very Unlikely	LOW	LOW	LOW	LOW	LOW
	2	Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
	3	Possible	LOW	LOW	MEDIUM	HIGH	HIGH
	4	Likely	LOW	MEDIUM	HIGH	HIGH	HIGH
	5	Very Likely	LOW	MEDIUM	HIGH	HIGH	HIGH

Likelihood	
1. Very Unlikely	A freak combination of factors would be required for an accident/incident to occur
2. Unlikely	A rare combination of factors would be required for an accident/incident to occur
3. Possible	Could happen when accidental factors are present but otherwise unlikely
4. Likely	Not certain to happen but an additional factor may result in an accident/incident
5. Very Likely	Almost inevitable that an accident/incident would occur
Hazard Severity	
1. Negligible	Negligible injury, no absence from work
2. Slight	Minor injury requiring first aid
3. Moderate	Injury leading to a lost time accident
4. High	Involving a single person with a serious injury / death
5. Very High	Multiple persons with serious injury / death
Outcomes	
LOW	Score (1-6) May be acceptable. Annual Review to see if risks can be reduced further
MEDIUM	Score (8-10) Identify controls must be identified or specific method statement required
HIGH	Score (12-25) Task must not proceed. Senior Management to consider if the risks can be reduced by purchase of additional training, additional equipment, additional staff, additional signage, safe system of work, permit to work or radical changes in method.

Version Number	RA001A-0724-4.0
Document location	M:\Health & Safety\Risk Assessments
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Next review Date	July 2026