

MANUAL HANDLING

Name of assessor		PRS				Date			01.02.2026		
Task being assessed		MANUAL HANDLING				Work Area			ALL VENUES/SITES		
What is the hazard?	How might people be harmed?	Initial Risk rating			Existing risk control measures	New risk rating (Residual)			Additional Actions Required	Action/ monitored by whom?	Action/ monitored by when?
		L	S	R		L	S	R			
Inappropriate lifting procedures	Back strain/muscle injury Crushing injury Impact injury Slips, trips and falls	4	4	16	- All staff are trained and signed off on appropriate manual handling techniques. - Heavier items to be carried in pairs if no lifting aids are present. - Safety footwear protection issued and instructed to be worn - Gloves utilized as required - Appropriate lifting aids used where possible to replace manual handling - Housekeeping to be monitored at all times. - Spillages and floor debris to be cleared immediately - All areas to be checked prior to handling. (Task, Individual, Load and Environment) before carrying out the task. - i.e. what needs to be moved, who will be doing the moving, how big and heavy is it, where is being moved from and to where and what are the dangers on route. - Multiple persons lift/move if load exceeds 25 kgs. - Lifting/moving aids such as forklift trucks, pallet trucks trolleys are made available if required.	1	4	4	Continuous monitoring and reviewing of the manual handling procedures implemented and employees carrying them out.	Management/ Supervisors	Continuously

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Lack of working environment procedures	Risk of impact injury or slips, trips and falls	4	3	12	- Lighting and temperature to be checked on a regular basis prior to any handling. - Ensure that vans are unloaded near the working area to reduce distance of manual handling required. - Office/workshop workstations are ergonomically designed and set out to reduce manual handling as low as reasonably practicable.	1	3	3	Continuous monitoring and reviewing of the manual handling procedures implemented and employees carrying them out.	Management/Supervisors	Continuously
Who might be harmed?		Severity Matrix									
Employees	Y N	Severity	5	5	10	15	20	25			
Visitors	Y N		4	4	8	12	16	20			
Contractors	Y N		3	3	6	9	12	15			
New & Expecting	Y N		2	2	4	6	8	10			
Young Person	Y N		1	1	2	3	4	5			
			1	2	3	4	5				
		Likelihood									
Review Date					01.02.2027						