

Manual handling operations procedure

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Responsible work team: **Health and Safety Services Policy**

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1 Scope

- 1.1 This policy describes the actions to be taken within the Brigade to control manual handling activities and applies to all London Fire Brigade (LFB) Establishments and other sites where LFB personnel are working, including scenes of fire and rescue operations. The guidelines in the appendices provide a basic understanding of the assessment process and do not replace training and instruction. Full training and instruction will be given to all Manual Handling Assessors.

2 References

- 2.1 The Health and Safety at Work etc Act 1974, Sections 2, 3, 4, 6, 7 and 8.
- 2.2 The Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice L21. Sections 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 and 19.
- 2.3 The Manual Handling Operations Regulations 1992 (MHOR) (as amended 2004) and Guidance on Regulations L23. Sections 4 and 5.
- 2.4 The Provision and Use of Work Equipment Regulations 1998 and Guidance L22. Sections 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30.
- 2.5 The Workplace (Health, Safety and Welfare) Regulations 1992 as amended by the Quarries, Miscellaneous Health and Safety Provisions Regulations 1995 and Approved Code of Practice and Guidance L24. Sections 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 and 25.
- 2.6 The Health and Safety (Safety Signs and Signals) Regulations 1996 and, the Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on Regulations L64. Sections 2, 3, 4 and 5.
- 2.7 Manual handling: Solutions you can handle HSG115 HSE Books 1994.
- 2.8 A pain in your workplace? Ergonomic problems and solutions HSG121.
- 2.9 Policy number 673 – Risk management procedure.
- 2.10 Policy number 368 - Health, safety and environmental event investigation policy.
- 2.11 Policy number 1005 – Supporting health and wellbeing policy.
- 2.12 Manual Handling Website: hotwire: health and safety | manual handling.

3 Definitions

- 3.1 **Hazard:** is a **potential** source of harm.
- 3.2 **Risk:** is the likelihood that the harm from a particular hazard is realised.
- 3.3 **Risk assessment:** is the qualitative or quantitative evaluation of the chance that a hazard will cause harm.
- 3.4 **Manual handling operations:** are any activities that transport or support loads by hand or by bodily force e.g. lifting, lowering, pushing, pulling or carrying.
- 3.5 **Loads:** may be either inanimate – such as a box or a trolley, or animate - such as a person or an animal. Load does not include an implement, tool or machine, such as a chainsaw, fire hose or breathing apparatus while in use for its intended purpose where the Provision and Use of Work Equipment Regulations 1998 apply (reference 2.4); but they are considered loads when being transported, such as to and from the place of use.

- 3.6 However, LFB considers that it is in the interest of all personnel to extend the intent of the Regulations to the actual use of equipment etc, rather than just transporting it. Therefore LFB has chosen to assess complete activities.
- 3.7 **MSDs:** are musculoskeletal disorders. Lifting and handling loads can cause MSDs, such as back pain.

4 Procedure

4.1 Legislation and guidance documents

- (a) This policy takes account of all the legislation and guidance documents included in Section 2 - References.

4.2 Responsibility

Director/head of service

- (a) The director/head of service or a person nominated by the director/head of service is responsible for ensuring that the requirements of the procedure are implemented and that managers have sufficient resources, information and training to enable them to discharge their duty at locations under their responsibility, (Reference 2.1, 2.2, 2.3, 2.7, 2.8, 2.9, 2.10, 2.11 and 2.12).

Managers

- (b) Managers must ensure that all personnel, under their control, receive suitable training and information regarding the risk to health from manual handling activities and what precautions are being taken to protect them. Managers will implement and supervise the safe systems of work (including the safe use of equipment) used as part of a manual handling activity), (reference 2.12).
- (c) A set of five Manual Handling Guidance Notes have been developed for promoting best practice techniques for manual handling operations associated with fire and rescue activities. Managers should promote the existence of these guidance documents. These guidance notes are located in Brigade wide documents.
- (d) Where activities are identified as potentially injurious, the manager will ensure that Manual Handling Risk Assessments are provided for all such activities. Only LFB appointed Manual Handling Assessors are permitted to develop Manual Handling Risk Assessments. When required, managers must provide support to the Manual Handling Assessor whilst they are performing their Manual Handling Assessment duties. Managers are to ensure that the recommendations detailed within the manual handling risk assessments are fulfilled. If the manager believes that this is not possible, then this must be discussed with the Manual Handling Assessor, as a priority, to ensure that a workable solution can be developed.
- (e) Some injuries if not treated promptly after an event can lead to long term health problems. In cases where the line manager thinks it appropriate the injured person should be sent to the Occupational Health Unit (OHU) to ascertain if they have or are likely to have a condition, which may become worse, see also reference 2.10 and 2.11.
- (f) In most cases early diagnosis of a potential problem can result in positive action being taken to treat the condition before it becomes more serious. Any musculoskeletal injury which does not have an identifiable cause, or appears too severe for the event described must be referred to the OHU, e.g. "lifting a piece of paper the injured person complained of back pain".

- (g) Any referral to the OHU must be made through Human Resources and Development in accordance with reference 2.11, and wherever possible within 24 hours of the safety event occurring. It is important that the OHU receives a comprehensive understanding of the event and the reason for the referral.

Employees

- (h) All employees have a responsibility to ensure that all manual handling activities comply with the manual handling procedure. Any employee using equipment, supplied by LFB for manual handling activities, shall use the equipment in a manner which will ensure that their health and safety and that of others are not compromised. Where they require training in connection with manual handling equipment, they must co-operate with such training. Anyone required to use equipment or machinery must do so in accordance with any extant operating instructions, (Reference 2.1, 2.2, and 2.12).
- (i) Any employee, who believes that they have sustained a manual handling injury during a workplace activity, must report the matter to their manager as soon as possible. Employees must subsequently co-operate with any investigation into the suspected cause of the injury, including attendance at a medical assessment through LFB's occupational health provider, if considered necessary, (Reference 2.10 and 2.11).
- (j) All employees have a responsibility to comply with instructions to attend the Brigade's occupational health provider. Employees are required to divulge information, to the occupational health provider, concerning their injuries as a result of non-workplace activities if so required, (Reference 2.1, 2.2 and 2.11).

Managers with specific responsibilities

- (k) Managers, designated to produce or revise policies or other procedures where a manual handling activity may compromise the health and safety of Brigade personnel, must take cognisance of, and act upon, recommendations from a manual handling assessor concerning manual handling activities.
- (l) Managers who receive equipment from outside agencies must ensure that, where required, the equipment has been assessed by a Manual Handling Assessor and the assessments are recorded and accessible along with training notes for the safe system of work. Examples are equipment received by the Appliance and Equipment Group, New Dimension or Special Operations Group.

LFB Head of Procurement

- (m) LFB's Head of Procurement must establish and maintain an appropriate procedure to ensure that the Manual Handling Assessor is notified of any instance where it is considered that bulky/heavy equipment, machinery or materials are purchased by anyone on behalf of LFB, (Reference 2.3 and 2.4).
- (n) Before a purchase of potentially bulky/heavy equipment, machinery or materials is made on behalf of LFB, the person intending to make the purchase must consult with a Manual Handling Assessor, who will advise if the equipment, machinery or materials can be manually handled safely and if a full assessment is required.

4.3 Equipment procurement and provision

- (a) Equipment may be purchased **only** with the prior knowledge, approval and consent of LFB's Head of Procurement.

- (b) Equipment may be purchased for manual handling activities **only** with the involvement of a manual handling assessor and Research and Development Section.

Manual handling assessors

- (c) Directors/heads of service or a person nominated by the directors/heads of service will appoint persons to be trained as Manual Handling Assessors to assess the manual handling risks from all activities within their service. Further detail is given below.
- (d) The Head of Procurement will appoint persons to be trained as Manual Handling Assessors to assess the manual handling risks to all personnel during the process of procuring equipment, goods and services.
- (e) The assistant commissioner (operational procedures) will appoint persons to be trained as Manual Handling Assessors to assess the manual handling risks to operational personnel during operational incidents, training and at their workplace.
- (f) Health and Safety Services (HSS) will provide training for manual handling assessors, officers and line managers which is suitable for the level of their responsibilities.
- (g) Manual handling assessors will receive practical training to understand the ergonomics involved in manual handling activities and how to assess activities in line with the principles of Guidance L23, (reference 2.3).
- (h) Manual handling assessors are the only individuals who are authorised to prepare written manual handling risk assessments. Manual Handling Assessors will complete formal risk assessments which identify significant risks arising out of manual handling activities, taking account of complete activities and the individual tasks which comprise them and ensure effective control measures are implemented to reduce the risk of injury. Blank Risk Assessment templates can be accessed through the 'New Office Documents' tab on the start menu.

Where difficulties arise with assessments, manual handling assessors will refer the matter to HSS for assistance (reference Appendix 2).

Guidance on selection of manual handling assessors

- (i) It is essential that manual handling assessors have practical experience of the risks involved in the whole range of activities to be assessed, as well as the individual elements of the activity.

Managers who are selected as manual handling assessors will be given training in the four main manual handling factors:

- The requirements of the **T**ask.
- The range of **I**ndividuals (people) doing the work.
- Assessing the **L**oad.
- The working **E**nvironment.

Assessor training will take account of the breadth and depth of their responsibilities and in the case of operational officers should focus on dynamic manual handling risk assessment and lifting techniques.

On occasion manual handling assessors may find that the solution they propose to a manual handling problem is beyond their limits of responsibility to authorise, or a solution is simply beyond their level of training. In such cases the matter should be referred to HSS, who will consider the issue and determine how it should be progressed, (reference Appendix 2).

4.4 **Implementing, monitoring and review**

Managers must identify all activities which involve a manual handling operation. Once identified, an assessment of the manual handling activity is required to establish if there is a potential risk of significant risk of injury to the manual handling operator or surrounding people or resources. If there is a significant risk of injury then a more detailed risk assessment is required, (reference Appendix 2).

If difficulties should arise with formal manual handling assessments, line managers should seek advice from HSS. Potential difficulties include:

- Failure to understand the safe system of work.
- Finding that the agreed safe system of work is unworkable at their workplace.

The safe systems of work developed from specific manual handling assessments should be available for all personnel to refer to, at each particular workplace, (reference 2.10).

They should also be available to other personnel who may be temporarily at the workplace, such as standby crews at fire stations and agency workers in offices and workshops.

Managers should monitor their local manual handling performance, in particular:

- That the recorded safe systems of work are being implemented and are appropriate.
- That correct manual handling techniques are being employed.
- That manual handling refresher training is part of training plans.

Manual handling risk assessments must be reviewed:

- Periodically – depending on activity nature no more than 3 years for the less hazardous activities. More hazardous activities should be reviewed more frequently i.e. no later than every 6 months.
- As the nature of the activity changes. Where there is a significant change, a full risk assessment of the activity must be conducted.
- Where a serious accident has occurred and the manual handling activity was identified as the root cause of the accident.

Appendix 1 - Manual handling risk assessment filter

Where manual handling cannot be avoided, employers have a duty to make a suitable and sufficient assessment of the risks to health. The assessment must take account of the range of relevant factors **T**ask, **I**ndividual, **L**oad and **E**nvironment (**TILE**).

However, a detailed assessment of every manual handling task would be a major undertaking and inevitably involve disproportionate effort, because many tasks, such as lifting the lid of a photocopier or placing an item of small gear on an appliance, will involve negligible handling risk.

The Health and Safety Executive (HSE) has developed a filter to screen out low risk tasks and identify situations where a more detailed risk assessment is necessary. The filter is based on scientific literature and practical experience. It is in the form of numerical guidelines, has been tried and tested, and sets out an approximate boundary within which 'the load' is unlikely to create a risk of injury sufficient to warrant a detailed assessment.

The guidelines should not be regarded as safe weight limits for lifting, because there is no threshold below which manual handling operations can be regarded as safe. The guideline limits are based on an average ability person conducting the task at one repetition every two minutes for a full shift. Obviously the majority of activities undertaken by LFB personnel will not be as repetitive as once every two minutes for a full shift. Even operations which lie between the boundaries set out by the guidelines should be avoided or made less demanding whenever it is reasonably practicable to do so.

As stated above, the value of the guidelines is to avoid unnecessary time and effort, therefore using the filter will only be worthwhile if the weight of the load and height of lift and carry can be determined fairly quickly, i.e. within 10 minutes. Otherwise it would be better to opt for a more detailed assessment.

Guidelines for lifting and lowering

These assume that:

- The load is easy to grasp with both hands.
- The task takes place in reasonable working conditions.
- The handler has a stable body position.

They take into consideration:

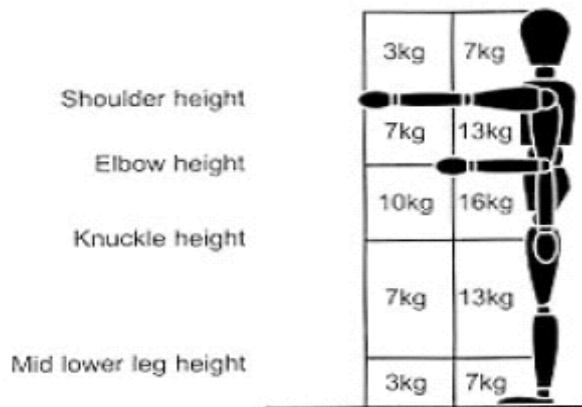
- The vertical and horizontal position of the hands as they move the load.
- The height and reach of the individual handler.
- The ability of each individual handler.

For example, if a load is held at arms length or the hands pass above shoulder height, the ability to lift or lower is reduced significantly and should be avoided.

Table of guideline weights

The basic guideline weights which may preclude the need for a detailed assessment are set out in the diagram and the following factors should be considered:

- If the hands enter more than one zone during the task, the lowest weight applies.
- An intermediate weight may be chosen where the handler's task is close to the boundary of two zones.
- When lifting/lowering beyond the zones is unavoidable, a more detailed assessment is required.



These guideline weights are for relatively infrequent operations, such as up to 30 repetitions per hour. The guideline weight would need to be reduced if repeated more often, as a rough guide:

- Reduce the weight by 30% if the task is repeated once or twice a minute.
- Reduce by 50% where it is repeated 5 to 8 times a minute.
- Reduce by 80% where it is repeated more than 12 times a minute.

Even when the above conditions are satisfied, a detailed assessment should be made when:

- The worker does not control the pace of the work.
- Pauses for rest are insufficient or when the task provides little opportunity for the handler to use different muscles.
- The handler must support the load for any length of time.

Guidelines for carrying

Similar guideline weights apply to carrying operations where the load is held against the body and carried no further than **10m** without resting. However, if the load is carried over a longer distance without resting or the hands are below knuckle height, then a more detailed risk assessment will be made. Where the load can be carried securely on the shoulder without first having to be lifted, such as when unloading sacks from a lorry, the guideline weights can be applied to carrying distances in excess of **10m**.

Guidelines for pushing and pulling

For tasks which involve pushing or pulling, the guideline weights assume that the force is applied with the hands positioned between knuckle and shoulder height.

The guideline weight for starting or stopping a load is no greater than **16kg** for all LFB personnel and when having to keep the load in motion is no greater than **7kg**. In both cases the weight depends on the ability of the handler, but the upper limit shall not be exceeded.

There is no specific limit on the distance over which a load can be pushed or pulled, provided there is sufficient opportunity for rest and recovery.

Guidelines for handling while seated

The basic guideline weight for handling tasks while seated is **3kg** (shown below). This weight only applies when the hands are within the zone indicated. If handling beyond the zone is unavoidable, a more detailed assessment should be made.



Handling while seated

Other considerations

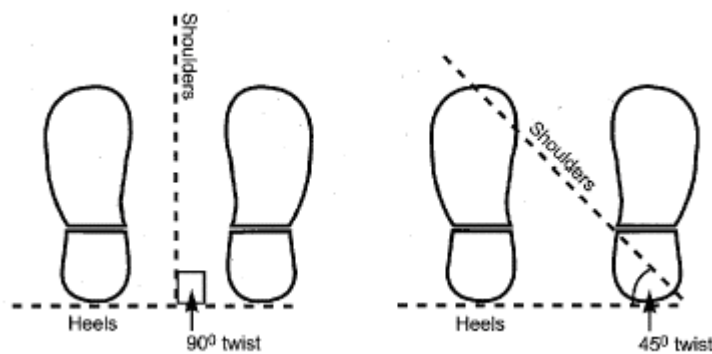
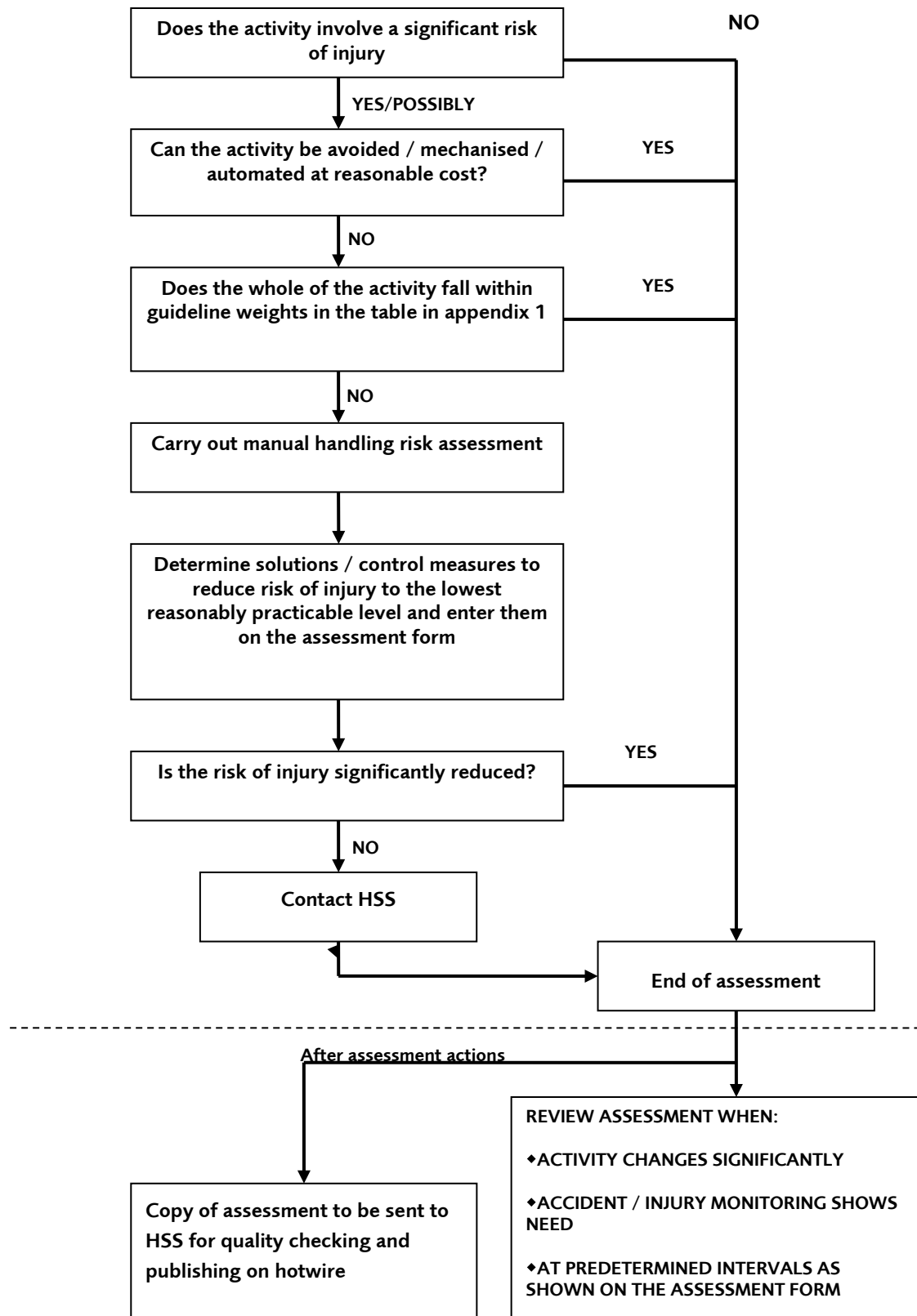


Diagram to show twist assessment

In many cases, manual handling operations will involve some twisting (see diagram above) and this will increase the risk of injury. Where the handling task involves twisting and turning therefore, a detailed risk assessment should normally be made. However, if the operation is relatively infrequent and there are no other posture problems then the filter can be used. In such cases, the basic guideline figures shown above should be reduced if the handler twists to the side during the operation. As a rough guide, the figures should be reduced by about 10% where the handler twists through 45° and by about 20% where the handler twists through 90° .

Appendix 2 - Manual handling assessment chart





LONDON FIRE BRIGADE

Appendix 3 - Manual handling assessment charts – score sheet:

<p>Task Description – Please use diagrams if necessary:</p> <div style="border: 1px solid black; height: 150px; margin: 5px 0;"></div> <p>Are there indications that the task is high risk? (Please tick appropriate boxes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Task has a history of manual handling incidents <i>(e.g. SERD reports,)</i> <input type="checkbox"/> Task is known to be hard work or high risk <input type="checkbox"/> Employees doing the work show signs that they are finding it hard work <input type="checkbox"/> Other indications, if so what? 	<p>Insert the colour band and numerical score for each of the risk factors in the appropriate boxes below, with reference to your assessment using the tool</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="text-align: left;">RISK FACTORS</th> <th colspan="3">Colour Band (G, A, R, or P)</th> <th colspan="3">Numerical Score</th> </tr> <tr> <th>Lift</th> <th>Carry</th> <th>Team</th> <th>Lift</th> <th>Carry</th> <th>Team</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">A) Load weight and lift/carry frequency</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: left;">B) Hand distance from the lower back</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: left;">B.1) Vertical lift region</td> <td></td><td style="background-color: #cccccc;"></td><td></td><td></td><td style="background-color: #cccccc;"></td><td></td> </tr> <tr> <td style="text-align: left;">C) Trunk twisting/ sideways bending Asymmetrical trunk / load (carrying)</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: left;">D) Postural constraints</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: left;">E) Grip on load</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: left;">F) Floor surface</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: left;">G) Other environmental factors</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: left;">H) Carry distance (carrying only)</td> <td style="background-color: #cccccc;"></td><td></td><td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td><td></td><td style="background-color: #cccccc;"></td> </tr> <tr> <td style="text-align: left;">I) Obstacles en route (carrying only)</td> <td style="background-color: #cccccc;"></td><td></td><td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td><td></td><td style="background-color: #cccccc;"></td> </tr> <tr> <td style="text-align: left;">J) Communication and co-ordination (team handling only)</td> <td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td><td></td><td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td><td></td> </tr> <tr> <td style="text-align: left;">K) Other risk factors e.g. individual factors, psychosocial factors, etc</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL SCORE:</td> <td></td><td></td><td></td> </tr> </tbody> </table> <p>Suitable control measures for the above findings. If risk is significant then consider using a more detailed assessment.</p> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>	RISK FACTORS	Colour Band (G, A, R, or P)			Numerical Score			Lift	Carry	Team	Lift	Carry	Team	A) Load weight and lift/carry frequency							B) Hand distance from the lower back							B.1) Vertical lift region							C) Trunk twisting/ sideways bending Asymmetrical trunk / load (carrying)							D) Postural constraints							E) Grip on load							F) Floor surface							G) Other environmental factors							H) Carry distance (carrying only)							I) Obstacles en route (carrying only)							J) Communication and co-ordination (team handling only)							K) Other risk factors e.g. individual factors, psychosocial factors, etc							TOTAL SCORE:						
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Any of the above then consider using a more detailed assessment.

Signature: _____ Date: _____

Manual handling more detailed assessment form

Section A Preliminary			
Task Name:			
Task Description:			
Load weight _____kg	Frequency:	Distance travelled: less than _____ metres	
Workplace/ Location(s):		Any other Manual Handling tasks carried out by these operators YES / NO	
Personnel Involved:		Assessors Name:	
Date of Assessment:		Post and Department:	
Review Period:		Signed:	

Is a more detailed assessment needed? YES/NO

If **YES** continue to **Section B**. If **NO** then complete a MAC Score sheet.

Section C Summary (Complete after Section B)			
Summary of Operations covered by this assessment (detailed description including the main controls):		Pictures:	
Overall assessment of the risk of injury? LOW / MEDIUM / HIGH			
Overall assessment can only be made AFTER section B has been completed			
Sections/Departments who are affected by this assessment:			
Operations	Training	Procurement/Supplies	Technical and Service Support
Health and Safety Services	Other:		

Section B More Detailed Assessment									
	The TASK	Yes/No /N/A	HIGH	MED	LOW	Lifting /Carrying	Pushing /Pulling	Identified Hazards	Solutions
T1	Is the effort required to move the load, by each person, more than 16kg?								
T2	What is the frequency of repetition infrequent/daily?								
T3	Are frequent breaks supplied for repetitive activity_____minutes rest / hour of repetitive task?								
T4	Does the operation take place in reasonable working conditions?								
T5	Is the load carried further than 10 metres?								
T6	Is the load pushed/pulled further than 20 metres?								
T7	Is it an unpredictable movement of load?								
T8	Is this a team handling activity involving at least 2 persons?								
T9	Does this activity involve handling more than 3kg whilst seated?								
T1	Does this activity involve holding the load away from the trunk?								
T1	Does this activity involve twisting the trunk more than 45°?								
T1	Does this activity involve stooping/bending?								

Section B More Detailed Assessment (Continued)									
	The INDIVIDUAL'S CAPABILITY	Yes/No N/A	HIGH	MED	LOW	Lifting/ Carrying	Pushing Pulling	Identified Hazards	Solutions
I1	Does this activity require more physical capability than the levels specified in HSE guidelines?								
I2	Does any protective clothing used interfere with activity?								
I3	Does the operator require special training or knowledge?								
I4	Does this activity have a risk of injuring those with a health problem, learning difficulty or susceptible to sprains and strains?								
I5	Does this activity present a greater risk to women who are pregnant?								
I6	Is this a team activity, which involves persons in the team with different capability?								
	The LOAD	Yes/No /N/A	HIGH	MED	LOW	Lifting/ Carrying	Pushing /Pulling	Identified Hazards	Solutions
L1	Does moving the load require pushing/pulling more than 15kg to start/stop load?								
L2	Does moving the load require pushing/pulling more than 7kg to keep load in motion?								
L3	Does moving the load require lifting 13kg above shoulders or lowering below knees?								
L4	Is the load bulky or unwieldy?								
L5	Is the load difficult to grasp?								
L6	Is the load unstable or with contents likely to shift								
L7	Does the load have sharp, rough, hot or otherwise potential to injure?								
L8	Is there inadequate information on load provided?								

Section B More Detailed Assessment (Continued)									
	The WORK ENVIRONMENT	Yes/No /N/A	HIGH	MED	LOW	Lifting/ Carrying	Pushing /Pulling	Identified Hazards	Solutions
E1	Space constraints preventing good posture								
E2	Uneven, slippery, unstable or obstructed work surfaces								
E3	Obstacles, steps, slopes or changes in level of the walk surfaces								
E4	Extremes of humidity, temperature or air movements								
E5	Poor lighting/visibility								
E6	Working where falling from height could present a risk								
	OTHER FACTORS - which increase the likelihood of an injury being sustained:	Yes/No /N/A	HIGH	MED	LOW	Lifting/ Carrying	Pushing /Pulling	Identified Hazards	Solutions

Section D – Remedial action to be taken			
Remedial steps that should be taken in order of priority	Person responsible for implementing controls	Target implementation date	Completed Yes/No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Date by which actions should be completed:			
Date for review of assessment:			
Assessor's name:		Signature:	

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	16/09/2008	SDIA	25/08/2011	HSWIA		RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	CHSES replaced with HSS due to a change in the name of the department.	06/05/2010
Throughout	PN712 has replaced PN241 and this policy has been updated to reflect that change.	02/06/2010
Throughout	Reviewed as current, "LFEPA" changed to "LFB" throughout. Other minor wording changes made throughout.	19/10/2010
Throughout	Department names updated in accordance with Top Management Review.	26/10/2011
Page 3 Para 4.2 Page 5 Para 4.3	Section C added to direct readers to the BWD area for manual handling guidance notes. Section h amended to refer to Blank Risk Assessment templates and their location.	22/02/2013
Page 17	Subjects list and Freedom of Information Act exemptions tables updated.	29/01/2015
Throughout	Reference to PN712 – attendance management policy updated to PN889 – managing attendance policy.	21/02/2017
Throughout Appendix 3	References to 'Authority' replaced with Brigade. LFEPA logo replaced with LFB logo.	07/12/2021
Throughout	Reference to cancelled PN889 – managing attendance updated to PN1005 – supporting health and wellbeing policy.	28/03/2023

Subject list

You can find this policy under the following subjects.

Health and safety at work	Manual handling

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification