

MANUAL HANDLING ASSESSMENT CHECKLIST

ASSESSMENT — PER TASK

Task, load, environment, individual — the assessment for a lifting task that cannot be avoided

KD-INS-MH-016 Rev A0

Manual Handling Operations Regulations 1992 reg 4: avoid hazardous manual handling so far as reasonably practicable; where it cannot be avoided, assess it and reduce the risk to the lowest level reasonably practicable. The assessment looks at the task, the load, the working environment and the individual — this sheet follows that order. Mechanical aids first; the assessment is for what is left.

1 THE TASK

PROJECT / SITE REF	SITE	WEEK COMMENCING / PERIOD	ASSESSOR
TASK	LOAD — WEIGHT, SIZE, GRIP, STABILITY	FREQUENCY / DURATION	

2 CAN IT BE AVOIDED OR MECHANISED?

- ☐ Delivered to the point of use (crane, hoist, telehandler, pallet truck) — manual handling eliminated
- ☐ Mechanical aid used for the remaining movement (trolley, board lifter, sack truck, hoist)
- ☐ Load reduced — smaller packs, split loads, lighter materials specified
- ☐ None of the above practicable — assessment below

3 ASSESSMENT — TICK EACH FACTOR THAT ADDS RISK, THEN RATE

Task

- ☐ Holding away from the body
- ☐ Twisting, stooping or reaching
- ☐ Long carrying distance / up stairs
- ☐ Repetitive; insufficient rest

Load

- ☐ Heavy
- ☐ Bulky or unwieldy
- ☐ Difficult to grip
- ☐ Unstable or sharp

Environment

- ☐ Space constraints
- ☐ Uneven, slippery or unstable floor
- ☐ Poor lighting
- ☐ Hot, cold or windy

Individual

- ☐ Requires unusual strength or height
- ☐ Health condition, pregnancy
- ☐ Training / information not given
- ☐ PPE hinders movement

OVERALL RISK (H / M / L) BEFORE CONTROLS CONTROLS TO REDUCE IT — TEAM LIFT, AIDS, ROUTE, REST, TRAINING RESIDUAL (H / M / L)

4 SIGNATURES

Assessor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Operatives briefed (lead name):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-28	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.