

MANUAL HANDLING RISK ASSESSMENT

ASSESSMENT — SITE FILE

One handling operation — avoid, assess, reduce and inform, in the order reg 4 sets

KD-OH-MH-011 Rev A0

Manual Handling Operations Regulations 1992 reg 4(1): each employer, so far as is reasonably practicable, avoids the need for its employees to do manual handling that involves a risk of injury; where that is not reasonably practicable, it makes a suitable and sufficient assessment of the operations with regard to the factors and questions in Schedule 1, takes appropriate steps to reduce the risk of injury to the lowest level reasonably practicable, and gives general indications and, where reasonably practicable, precise information on the weight of each load and the heaviest side of any load whose centre of gravity is not central. Reg 4(2): the assessment is looked at again when there is reason to suspect it is no longer valid or the operations change significantly. Reg 4(3): the person's physical suitability, clothing and footwear, knowledge and training, the MHSWR 1999 reg 3 assessment, any group identified as especially at risk, and health surveillance results are taken into account. Reg 5: employees make full and proper use of the system of work provided. Manual handling is transporting or supporting a load by hand or bodily force — lifting, putting down, pushing, pulling, carrying or moving it (reg 2). The law sets no weight limit (HSE). With five or more employees the significant findings, and any group identified as especially at risk, are recorded (MHSWR 1999 reg 3(6)); HSE says that with fewer than five you do not have to write anything down, but it is useful to (HSE INDG143). Which sheet to use: KD-INS-MH-016 Manual Handling Assessment Checklist for a simple task within the HSE filter; this sheet where the filter or a trigger calls for a detailed assessment, for team handling, for pushing and pulling, or where anyone doing it may be at significant risk. The company arrangement — mechanical means, supplier pack weights, training — is KD-HSA-MH-009; the toolbox talk is KD-TBT-MH-004; repetitive brick and block laying has its own topic assessment, KD-RA-BR-003 Strain from Repetitive Brick and Block Laying. Written for Great Britain: the health and safety law cited applies in England, Wales and Scotland. Northern Ireland has its own equivalent regulations — check them.

1 THE HANDLING OPERATION

PROJECT / SITE REF	SITE	DATE	ASSESSED BY
TASK	WHO DOES IT	HOW OFTEN AND FOR HOW LONG	EMPLOYEES
☐ Plasterboard and sheet materials	☐ Drums	☐ Pipe	☐ Heavy tools and equipment
☐ Blocks	☐ Glazing units	☐ Cable drums	☐ People — a rescue or casualty move
☐ Kerbs and slabs	☐ Doors	☐ Bagged materials	☐ Other — in the task above
WEIGHT OF EACH LOAD	HEAVIEST SIDE, IF OFF-CENTRE	SIZE, SHAPE AND GRIP	

2 STEP 1 — AVOID (REG 4(1)(A))

First ask whether the load needs handling at all, then whether a machine or aid can do it. Record each aid considered and, where it is not used, the real reason it is not reasonably practicable — "nobody asked for one" is not a reason.

WAY OF AVOIDING THE HANDLING	CONSIDERED	USED	IF NOT USED — WHY NOT
Delivered straight to the point of use — crane, telehandler, forklift or hoist to the floor where it is needed			
Ordered in smaller or lighter units, pre-cut or prefabricated (the supplier arrangement is on KD-HSA-MH-009)			
Pallet truck, trolley, sack truck, board trolley or panel cart			
Plasterboard or panel lifter for ceilings and walls			
Vacuum lifter or glazing handling equipment for glass, panels, kerbs and slabs			
Kerb or slab lifter			
Drum trolley or drum handler			
Cable drum stands, jacks or a cable drum trailer			
Materials hoist or other lifting equipment			
A different sequence or design so the load is not handled — larger assemblies placed by machine, or fixed at the level it is delivered to			

- ☐ The handling has been avoided — record how in the table above; stop here
- ☐ The handling cannot be avoided so far as is reasonably practicable — go on to step 2

3 STEP 2 — ASSESS (REG 4(1)(B)(I) AND SCHEDULE 1)

Risk filters — a first sort, not safe limits

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The lifting and lowering risk filter in HSE INDG143 (rev4, 2020) sorts low-risk lifting and lowering from tasks that need a closer look; L23 (Fourth edition, 2016), HSE's guidance on the Regulations, sets out the risk filters in its Appendix. The filter is not a safe limit — the law sets no weight limit — and it assumes the load is easily grasped with both hands, in reasonable working conditions, with the person in a stable position. Find the zone or zones the hands pass through, use the smallest figure where they cross zones and an in-between figure where the hands are close to a boundary between zones, and compare the heaviest load.

ZONE THE HANDS PASS THROUGH	WOMEN, CLOSE	WOMEN, ARMS OUT	MEN, CLOSE	MEN, ARMS OUT	THIS TASK
Above shoulder height	7 kg	3 kg	10 kg	5 kg	
Elbow to shoulder height	13 kg	7 kg	20 kg	10 kg	
Knuckle to elbow height	16 kg	10 kg	25 kg	15 kg	
Mid lower leg to knuckle height	13 kg	7 kg	20 kg	10 kg	
Below mid lower leg height	7 kg	3 kg	10 kg	5 kg	

Lifting and lowering — a more detailed assessment is needed, with the MAC tool (HSE INDG383 (rev3, 2019)) or the factors below, where the hands go outside the zones; the load is heavier than the figure; the handling involves twisting; it is more often than one lift every two minutes; it is done by a team; the weights or the start and finish points vary; the load is hard to grasp; or the person may be at significant risk — new or expectant mothers, young workers, people new to the job, or anyone with a disability, significant health problem or recent injury.

Handling while seated: 5 kg for men and 3 kg for women, two-handed, within the zone in front of the body. Carrying: the same figures apply where the load is held against the body, carried no further than about 10 m without resting, does not stop normal walking or block the view, and the hands are not below knuckle height or much above elbow height — up to 20 m where it rides securely on the shoulder without being lifted there first.

Pushing and pulling is likely to be low risk where the force is applied with the hands, the body is upright and not twisted, the hands are between hip and shoulder height, and the distance without a pause is no more than about 20 m; a load that can be moved and controlled very easily, for example with one hand, needs no more detailed assessment. A more detailed assessment — with the RAPP tool (HSE INDG478 (2016)) or the factors below — is needed where the posture shows the task needs significant force, for example leaning, or where there are extra risk factors such as slopes, uneven floors, confined spaces or trapping hazards. L23 (Fourth edition, 2016) Appendix para 20 says those factors call for it even where the task is within the filter. On site they are the normal case: barrows on rutted ground, pallet trucks on ramps, trolleys through doorways.

ZONE(S) THE HANDS PASS THROUGH	FILTER FIGURE USED	HEAVIEST LOAD	WITHIN THE FILTER?

Within the filter and no trigger applies: HSE says you do not normally need any other form of risk assessment unless someone doing the task may be at significant risk (HSE INDG143). Write "Within the filter — no detailed assessment needed" in each "what was found" box below, and still record the controls in step 3.

LIFTING, CARRYING OR TEAM HANDLING SCORE SHEET

PUSHING OR PULLING SCORE SHEET

An attached MAC or RAPP score does not replace the five factor blocks below. The tools leave out some Schedule 1 factors — large vertical movement, sudden movement of loads, a rate of work set by a process, unstable contents, sharp or hot loads, unusual strength or height, special information or training, PPE hindering movement — so used alone they may not make a suitable and sufficient assessment; lifting or lowering at more than 12 lifts a minute is outside their assumptions and needs a full assessment; and the MAC tool is more appropriate for loads above 8 kg (L23 (Fourth edition, 2016) Appendix paras 30 to 32).

Risk rating — the house 5x5 scale of KD-BL-MX-005; the lone working assessment KD-OH-LW-007 carries no rating, so this set uses the 5x5. Likelihood L: 1 very unlikely · 2 unlikely · 3 possible · 4 likely · 5 almost certain. Severity S, the worst credible outcome: 1 minor, first aid only · 2 moderate, off work up to seven days · 3 serious, off more than seven days, back within a month · 4 major, hospital admission or off more than a month · 5 fatal or permanent. Score = L × S. A score ranks risks for action; it is not a measurement.

LOW score 1–4

Go ahead with the controls in place; still reduce further where reasonably practicable.

MEDIUM score 5–10

Go ahead only with every control in place and briefed.

HIGH score 12–16

Do not start — add controls or change the method, then score again.

VERY HIGH score 20–25

Do not start, and stop if started — the work must be redesigned.

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1. THE TASK — tick each that is present

- ☐ The load is held or moved at a distance from the body
- ☐ Twisting the trunk, stooping, or reaching upwards
- ☐ Long lifting or lowering distances — floor to shoulder, ground to scaffold
- ☐ Long carrying distances, or pushing or pulling a load a long way
- ☐ The load may move suddenly — it shifts, snags, drops or catches the wind
- ☐ Frequent or prolonged effort, too little rest or recovery, or a pace set by the process or the delivery
- ☐ On site: blocks lifted from a pallet on the ground, boards carried up stairs, kerbs placed at ground level, pipe fed along a riser, glazing units lifted into frames

THE TASK — WHAT WAS FOUND

CONTROLS ALREADY IN PLACE

L

S

SCORE

BAND

2. THE LOAD — tick each that is present

- ☐ Heavy
- ☐ Bulky or unwieldy — boards, doors, glazing units, long lengths of pipe
- ☐ Hard to grasp — no handholds, smooth, wet or dusty
- ☐ Unstable, or the contents may shift — part-full drums, loose bags, a cable drum that rolls
- ☐ Sharp, hot or otherwise damaging — cut edges, glass, rough blocks, hot pipe

THE LOAD — WHAT WAS FOUND

CONTROLS ALREADY IN PLACE

L

S

SCORE

BAND

3. THE WORKING ENVIRONMENT — tick each that is present

- ☐ Space too tight for a good posture — risers, lofts, plant rooms, between the scaffold and the wall
- ☐ Uneven, slippery or unstable ground — mud, rubble, frost, loose boards
- ☐ Changes in level — stairs, steps, ramps, scaffold access, kerb edges
- ☐ Extremes of temperature or humidity
- ☐ Gusts of wind — boards and sheets act as sails — or poor ventilation
- ☐ Poor lighting — early starts, winter afternoons, basements

THE WORKING ENVIRONMENT — WHAT WAS FOUND

CONTROLS ALREADY IN PLACE

L

S

SCORE

BAND

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4. INDIVIDUAL CAPABILITY — tick each that is present

- ☐ The job needs unusual strength, height or reach
- ☐ It is a hazard to someone who might reasonably be considered to be pregnant or to have a health problem
- ☐ It needs special information or training to be done safely
- ☐ Taken into account (reg 4(3)): the person's physical suitability, clothing, footwear, knowledge and training, the reg 3 assessment, any group identified as especially at risk, and health surveillance results
- ☐ HSE points to people who may be especially at risk: new or expectant mothers, people with a disability, people returning after an injury, inexperienced, new, young or temporary workers, older workers, contractors, homeworkers or lone workers, and workers whose first language is not English

INDIVIDUAL CAPABILITY — WHAT WAS FOUND

CONTROLS ALREADY IN PLACE

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S

SCORE

BAND

5. OTHER FACTORS — tick each that is present

- ☐ Movement or posture hindered by personal protective equipment or clothing — harnesses, heavy gloves, winter gear, respirators
- ☐ HSE also points to psychosocial factors — high workloads, tight deadlines and little control over the work

OTHER FACTORS — WHAT WAS FOUND

CONTROLS ALREADY IN PLACE

L

S

SCORE

BAND

Team handling — where more than one person handles the load

- ☐ One named person plans the lift and calls it; everyone can see or hear them and knows the command
- ☐ Enough people for the load, of similar height and capability, each knowing their part
- ☐ The route checked and clear before the lift, with resting points agreed
- ☐ Handholds or carrying aids for each person, and the heaviest side known
- ☐ A team lift is still manual handling and is assessed as one — the factors above apply to it, and it is a trigger for a detailed assessment

PEOPLE IN THE TEAM

LIFT CALLED BY

TEAM HANDLING NOTES

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4 STEP 3 — REDUCE (REG 4(1)(B)(III))

- ☐ Load kept close to the body; the work laid out to avoid twisting, stooping and reaching — materials on stands or trestles at a working height, not on the ground
- ☐ Lifting and carrying distances cut — materials set down near the workface and loaded out floor by floor
- ☐ Rest breaks and job rotation for repetitive handling; the pace set by the people, not by the delivery
- ☐ Smaller or lighter units ordered; bags split; part-loads
- ☐ Handles, straps, suction cups or carrying clamps for boards, doors and glazing
- ☐ Routes kept clear, level and lit; stairs and scaffold access kept free of materials; ramps and rutted ground dealt with before barrows and trolleys use them
- ☐ Sheet materials not carried by hand in strong wind — the site's stop point written in the specific controls below
- ☐ The work sequenced so loads are not handled in tight spaces
- ☐ The people are capable for the task — new starters, young workers, anyone returning from injury or with a restriction (KD-OH-RF-008) considered
- ☐ Trained in this task and the aids chosen for it, not only in general handling
- ☐ Gloves that grip; boots with ankle support; PPE chosen so it does not hinder the handling

THE CONTROLS FOR THIS OPERATION, SPECIFICALLY

RESIDUAL L RESIDUAL S SCORE BAND WORK MAY GO AHEAD?

5 STEP 4 — INFORM AND TRAIN (REG 4(1)(B)(III) AND REG 5)

Give general indications — and, where reasonably practicable, precise information — on the weight of each load and the heaviest side of any load whose centre of gravity is not central. Employees make full and proper use of the system of work provided (reg 5): the aids, the team size and the route written in step 3.

- ☐ Weight marked on the load
- ☐ Heaviest side marked
- ☐ Written in the RAMS
- ☐ Weight on the delivery note or packaging
- ☐ Told at the briefing
- ☐ Other — in the training box

TRAINING GIVEN

TRAINING DATE

KD-TBT-MH-004 GIVEN ON

RAMS THIS SUPPORTS

6 FURTHER ACTIONS — EACH WITH AN OWNER AND A TARGET DATE

NO.	ACTION	OWNER	TARGET DATE	DONE

7 LOOKING AT THE ASSESSMENT AGAIN, AND BRIEFING THE PEOPLE DOING THE HANDLING

- ☐ Reason to suspect the assessment is no longer valid (reg 4(2)(a))
- ☐ A new person, or a change in someone's health or capability
- ☐ A significant change — load, supplier, route, method or team (reg 4(2)(b))
- ☐ Health surveillance results
- ☐ An injury, a near miss, or reports of aches and pains
- ☐ Season or weather changes the ground or the wind

NEXT LOOK BY

BRIEFED TO THE HANDLERS ON

BRIEFED BY

BRIEFING RECORD

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Briefing — the people doing the handling: I have been briefed on this assessment and will work to it

NAME	EMPLOYER	SIGNATURE	DATE

8 SIGNATURES

Assessed by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Supervisor — accepted and briefed to the people doing the handling:

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	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed 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.