



RISK ASSESSMENT FORM RA025

TASK DESCRIPTION: Manual handling up to 25kg	SITE NAME: GENERIC
SITE LOCATION: GENERIC	ISSUE DATE: 11/08/2015
ASSESSOR NAME	Joanna Goode
Review By & Date Craig Losh – March 2020	Next Review due: March 2021
Review By & Date Craig Losh – April 2021	Next Review due: April 2022
Review By & Date B Freestone – April 2022	Next Review due: April 2023
Review By & Date Joanna Goode – April 2023	Next Review due: April 2024
Review By & Date Joanna Goode – April 2024	Next Review due: April 2025
Review By & Date Joanna Goode – April 2025	Next Review due: April 2026
Review By & Date Joanna Goode – March 2026	Next Review due: April 2027

IDENTIFICATION OF HAZARDS – Circle or highlight which apply

Wet floors	Work at height	Noise	Moving equipment and machinery
Trailing Cables	Work outside – weather conditions	Hand & arm vibration	Splashes from chemicals and water
Uneven floors	Repetitive movements	Use of cleaning chemicals	Hot surfaces
Steps	Manual handling up to 5k	Manual handling 5kg -15kg	Manual Handling 15kg>
Obstructions on floor	Stretching or reaching	Biological agents	Sharp surfaces



Violence / aggression	Radio frequencies	Dirt and debris	Asbestos
Dust	Electrical equipment	Contact with other chemicals	Fire issues
Other please state:			

THOSE AFFECTED

Cleaning personnel	Clients	Visitors
Residents/ Patients	Members of the public	Contractors







Does the task present a greater risk if completed by:

A pregnant or nursing mother **Yes** Due to manual handling
 Young person (under the age of 18) **No** – as long as individual has been trained

If yes an individual young person or pregnant worker assessment will need to be completed if one of these groups of workers needs to complete this task.

EXISTING CONTROLS (CIRCLE OR HIGHLIGHT THOSE WHICH APPLY)

Staff induction training	Equipment specific training	Warning signs on equipment	Warning signs erected in area	COSHH training
Written SSOW	Written method statement	Supervision	Isolation of equipment being cleaned	Spillage procedure
CoSHH Assessment and data sheet available for all substances used.	Minimise trailing cables by using nearest socket	Good lighting	Pre use checks on equipment prior to use	Good ventilation
Personal protective equipment issued and worn				
Other PPE worn (please state)	Use of handles where they are provided Check route is clear Use of trolleys or wheels Use of lifts if available			

RISK EVALUATION (See over for further guidance)

Likelihood of injury (L)	Severity of injury or ill health (S)	Total Score	Risk Level
2	4	6	Medium



ADDITIONAL CONTROLS REQUIRED

Action	Date to be implemented by	Responsibility
Specific Manual Handling Training, staff to use kinetic lifting principles	May 2017	
Two person lift if over 25kg (not covered by this risk assessment)	Ongoing	
Identification of high risk Manual handling tasks to be completed to enable specific MH risk assessments to be completed for local areas and tasks	April 2018 & ongoing	Supervisors
Review of specific tasks and completion of MH risk assessments where required and identification of site and tasks specific control measures	Feb 2019 & ongoing	KSS / QCC Contract Mgr



RISK EVALUATION

		Certain	Very Likely	Likely	May Happen	Unlikely
		(5)	(4)	(3)	(2)	(1)
Death	(5)	25	20	15	10	5
Major Injury	(4)	20	16	12	8	4
Over seven day injury	(3)	15	12	9	6	3
Minor Injury (treatment off site)	(2)	10	8	6	4	2
Minor Injury(first aid on site)	(1)	5	4	3	2	1

Likelihood

How likely is the hazard to cause harm?

Severity Guidelines

Critical	Major	Minor
Death Electric shock Chemical Spillages	Broken Bones “Over 7 day injury” Injury to the eye	Paper cuts Scratches

Risk Rating Table

Score	Priority	Action
1 - 4	LOW	This represents a low risk, although control measures must be maintained
5 - 10	MEDIUM	Action required soon to control. Interim measures may be necessary in the short term
12 - 25	HIGH	Action required urgently to control risks. Further resources may be needed

Please note: Due to the confidential nature of our client’s operations, we are unable to upload site specific RAMS or COSHH to the webpage. A copy of any site specific RAMS or COSHH will be available by hard copy in the site folder located on the relevant site.