



<b>Manual handling Common hazards risk assessment: To be completed prior to the task</b>			
<b>Hazard</b>	<b>Y/N</b>	<b>Measures to reduce likelihood</b>	<b>HML</b>
<b>Does the task involve?</b>			
Twisting	<input type="checkbox"/> Y	Take frequent breaks, avoid repetitive handling.	<input type="checkbox"/> L
Stooping	<input type="checkbox"/> Y	Keep back straight, take regular rest breaks. Use lifting aids.	<input type="checkbox"/> L
Holding loads away from the body	<input type="checkbox"/> Y	Make the load smaller if possible, carry in pairs.	<input type="checkbox"/> L
Reaching upwards	<input type="checkbox"/> Y	Avoid lifting over shoulder height, use lifting aid, can a safe platform be provided.	<input type="checkbox"/> L
Large vertical movements	<input type="checkbox"/> Y	Use lifting aids, avoid lifting from floor if possible.	<input type="checkbox"/> L
Long carrying distances	<input type="checkbox"/> Y	Seek alternative route, use lifting aid, set up a relay system, take frequent breaks.	<input type="checkbox"/> L
Strenuous pushing or pulling	<input type="checkbox"/> Y	Pull and pull gently- work in pairs or groups. Seek alternative methods.	<input type="checkbox"/> L
Unpredictable movement of loads	<input type="checkbox"/> Y	Support loads where possible, reduce size of load, use lifting aid, work in teams to carry load.	<input type="checkbox"/> L
Repetitive handling	<input type="checkbox"/> Y	Take rest breaks, vary the work to rest one set of muscles.	<input type="checkbox"/> L
Insufficient rest or recovery times	<input type="checkbox"/> Y	Always stress need to take breaks and model this, don't place undue stress on need to complete task.	<input type="checkbox"/> L
<b>Loads – are they?</b>			
Heavy	<input type="checkbox"/> Y	Use lifting aid where possible, carry heavy objects in pairs, do not lift loads beyond your capacity.	<input type="checkbox"/> L
Bulky	<input type="checkbox"/> Y	Reduce size of load, consider working in teams, advise participants of trip/slip hazards.	<input type="checkbox"/> L
Unstable or unpredictable	<input type="checkbox"/> Y	Reduce size of load, support load where possible.	<input type="checkbox"/> L
Intrinsically harmful e.g. hot, sharp	<input type="checkbox"/> Y	Warn participants of risks, reduce harmful nature of load, provide suitable protective clothing, consider using specialist contractors.	<input type="checkbox"/> L
<b>Are there environmental constraints?</b>			
Constraints on posture	<input type="checkbox"/> Y	Remove obstacles where possible, move location of task.	<input type="checkbox"/> L
Uneven ground surfaces	<input type="checkbox"/> Y	Advise participants of suitable footwear. Be careful not to overbalance when pulling.	<input type="checkbox"/> L
Humid/hot/cold conditions	<input type="checkbox"/> Y	Wear suitable clothing, hats and sunscreen; take frequent breaks; check on participants regularly.	<input type="checkbox"/> L
<b>Individual capacity – does the job?</b>			
Require unusual capability e.g. above average strength	<input type="checkbox"/> Y	Reduce the load, use lifting aids, appoint tasks within group appropriately.	<input type="checkbox"/> L
Endanger those with a health problem	<input type="checkbox"/> Y	Warn of risks at start of task, ask participants to inform first aiders of any health issues.	<input type="checkbox"/> L
Endanger pregnant women	<input type="checkbox"/> Y	Participants to inform staff and separate risk assessment conducted.	<input type="checkbox"/> L
Call for special information or training	<input type="checkbox"/> Y	Warn participants of risks, consider using specialist contractors.	<input type="checkbox"/> L
<b>If the resultant risk likelihood comes out as high after the control measures are in place then the task cannot proceed.</b>			
<b>Accidents &amp; Near Misses should be recorded in the Accident &amp; Incident Report</b>			

SAFETY CHECKLIST: Site surveyed [ ] PPE issued [ ] Safety talk [ ] First aid kit [ ]

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| [ ] Hazardous areas marked out, or made known to participants.                        | [ ] Tools & PPE checked for faults or damage. |
| [ ] All volunteers registered with the WWT for WWT sites.                             | [ ] Completed manual handling assessment.     |
| [ ] If there is a vehicle for use in an emergency, the group know where the keys are. | [ ] Has everybody given emergency details.    |

New volunteers should add their signature to their name in the volunteers list above to confirm to task leader that they have received a safety briefing, they are aware of hazards relevant to the work and have informed the task leader of any medical conditions. New volunteers should complete a registration form if they intend to become members so we have contact details.

Maximum of 15 people, including the task leader, for a task. I.e. a task leader can not lead more than 14 people.