

## Generic Risk Assessment Manual Handling

### Activity:

- Moving Boxes

### Hazards / Risks:

- Upper limb injury, aches and pains caused by repetitive stooping and twisting.
- Back strains and sprains from lifting and manoeuvring (risk is increased by using inappropriate lifting techniques).
- Bruising to feet, broken toes if box dropped.
- Jarring of muscles if grip on box slips or load unevenly distributed and weight shifts.
- Bottom of box giving way and contents spilling out.
- Back strain from lifting a box which is heavier than expected if weight not assessed.
- Injuries to hands and upper body caused by protrusions of sharp objects from box.
- Slips, trips or falls caused by uneven surfaces, restricted viewing from large boxes blocking view of route being walked.

### Who could be harmed?

- Employees.
- Service users.
- Volunteers.
- Pregnant workers.
- Young workers.

### Competence Requirement:

- All employees to be made aware of the ECC Guidance on *Moving and Handling Boxes*.
- All employees should have an understanding of the risks and controls outlined in this assessment.
- Consider at a local level if manual handling training would be appropriate for employees.
- Where employees are not undertaking a lot of manual handling, training would be unlikely to be needed as long as they are aware of the guidance and have an understanding of the risks and controls.

### Control measures which should be in place:

- Follow ECC Pictorial Guidance on *Moving and Handling Boxes*.
- Check the box is sound and the contents are contained securely within it (no protrusions).
- If task is repetitive make sure you take breaks or alternate with tasks that do not require repetitive lifting.
- Check / test load weight before fully lifting.
- Quick check of box for any protrusions.

### Additional Control Measures: Hints / tips for what needs to be considered as part of local

**/specific assessment:**

- Consider if any obstructions on route.
- Assess if gloves would be appropriate (e.g. gripping gloves if person regularly moving boxes).

**COMPLETE THIS SECTION LOCALLY**

**Establishment / Team:**

**Assessed by (print):**

**Date:**

**Local Assessment (Refer to Hints and Tips for guidance)**

Staff made aware not to lift anything they are not comfortable lifting. Sack trolley is available to staff.

Main guidance within the school is to ask the Site Manager to move the item/s for the staff member.

Site Manager has undertaken the relevant training.

**Date reviewed:**

**Initials:**
