

**St Matthew's Church**  
**The Parish of Edgeley and Cheadle Heath**



<b>Risk Assessment For:</b>	<b>Manual Handling</b>
<b>Assessment signed off by (Warden):</b>	
<b>Assessment signed off by (Clergy):</b>	
<b>Assessment carried out by (H&amp;S):</b>	
<b>Assessment Date:</b>	
<b>Review Due:</b>	

**Manual handling causes over a third of all workplace injuries, and is covered by The Manual Handling Operations Regulations 1992 (as amended)**

**The term includes lifting, lowering, pushing, pulling and carrying. There is a risk of injury if any of these tasks are not done properly**

**The term also includes work related Musculoskeletal disorders (MSD) associated with posture, movement and repetitive strain**

	<b>Category</b>	<b>Who might be harmed &amp; how</b>	<b>What we are already doing</b>	<b>What further action is necessary</b>	<b>Lead</b>	<b>Deadline</b>	<b>Done</b>
1	Health and Safety / Fire	Individual – back injuries, slips, trips and falls, Musculoskeletal disorders (MSD), development of chronic conditions  Church – injury to volunteers and employees, upset, cost from claims, damage to dropped items	Manual handling comes within the framework of St. Matthew's Health and Safety and Fire arrangements policy  All incidents, whether severe or minor, must be reported to both a member of the clergy and the Health and Safety Officer Mark Rushton  All incidents must be recorded as appropriate				

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2	Avoidance		Avoid manual moving, lifting and handling whenever possible				
3	Lone working	Individual – delay in receiving medical attention	There must be no moving, lifting or handling of heavy or awkward items when alone				
4	Working at height	Individual – fall from height, death, head injuries, fractures	There must be no moving, lifting or handling of heavy or awkward items from a ladder. Instead, use scaffold				
5	Plan Ahead	Individual – personal injury from slips, trips and falls, back strain	Before doing anything, think: <ul style="list-style-type: none"> <li>- Where does this object need to go?</li> <li>- Is the route clear and level?</li> <li>- Are there places along the route for rest or to change grip?</li> <li>- Is this too awkward or heavy for one person to carry?</li> <li>- How is it best to hold?</li> <li>- If unsure, seek advice</li> </ul>				

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6	Lifting Equipment		<p>Consider whether it is better to use a lifting aid? E.g. wheelbarrow or trolley</p> <p>Ask where these are stored, on how to use, and that they are clean and well maintained before use.</p> <p>Any damages to be reported to the clergy and HSO</p>				
7	Storage	Individual – increased strain or injury from carrying items further than necessary	<p>Reduce carrying distances as much as possible by thinking of storage. Where possible:</p> <ul style="list-style-type: none"> <li>- Have orders delivered directly to, or close by, their storage site</li> <li>- Store donations, equipment and furniture close to its final or usual destination</li> <li>- Consider the location of stalls in relation to where the heaviest or most awkward donations are stored</li> </ul>				

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8	Helpers	<p>Individuals – increased risk of injury or strain from insufficient people for the job</p> <p>Team - Poor communication and uncertainty, with unnecessary effort or duplication of work</p>	<p>Do not start to lift or move anything until there are sufficient people for the job</p> <p>Consider if the job can be divided or rotated between several people</p> <p>If an item is too awkward or heavy for one person, ask for someone to help</p> <p>Does everyone understand what needs to go where? Has it been clearly communicated?</p>				
9	Inappropriate clothing or footwear	<p>Individual - Increased risk of slipping and falling, or hand injury</p>	<p>People must be wearing appropriate clothing and footwear (no heels or open toes).</p> <p>Laces must be tied securely</p> <p>Check clothing does not restrict movement or grip</p> <p>Check if gloves are needed, and the most appropriate sort to wear</p>				

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10	The Individual	Individual –injury sustained from working beyond personal limitations	<p>People must only work within their own comfortable limitations</p> <p>There is a difference between what people can lift, and what they can safely lift!</p> <p>A person's age, existing health problems and experience all impact on how much a person can handle safely.</p> <p>Consider if the job requires someone of a certain height or strength?</p> <p>Do not lift, move or handle anything whilst under the influence of alcohol, drugs, whilst unwell, tired or hung over</p>				

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11	The Environment	Individual - Increased risk of injury due to incomplete consideration of working conditions e.g. visibility and ground	<p>Do not work in poorly lit conditions</p> <p>If outside, do not work in rain, windy or icy conditions</p> <p>Think about the ground you will be walking over:</p> <ul style="list-style-type: none"> <li>- Is it dry and level?</li> <li>- Is it clear of obstacles</li> <li>- Is it clear of wrapping materials and rubbish bags?</li> </ul> <p>Is the space you are lifting in restricted? Do you have enough space to stand; extend your arms and legs etc?</p>				

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12	The Task	Individual – Increased risk of injury due to incomplete consideration of the task at hand	Design the task where possible to: <ul style="list-style-type: none"> <li>- Reduce the amount of reaching, bending, stooping, stretching and twisting needed</li> <li>- Reduce the need to lift from floor level or above shoulder height</li> <li>- Vary postures and movements</li> <li>- Keep repetitive tasks to a minimum (repetition brings an increased risk of injury)</li> <li>- Start early enough to complete the task without rushing; walk at a steady pace</li> <li>- Take frequent rest periods</li> </ul>				

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13	The Load	Individual – Increased risk of injury due to inappropriate handling of load	<p>Before manual moving, lifting and handling consider:</p> <ul style="list-style-type: none"> <li>- Is the object large, bulky, heavy, or with uneven weight?</li> <li>- Is the object especially hot or cold?</li> <li>- Is there a risk of unpredictable movement? Do some of the bits separate off or come apart?</li> <li>- Does it have sharp edges?</li> </ul> <p>Get a secure hold at the beginning</p> <p>Look ahead when walking</p> <p>For precise positioning, put the item down, then slide into position</p>				