# **Pallet Truck Shop logoCompany Name:** **Assessment Carried Out By:**

**MANUAL HANDLING RISK ASSESSMENT RECORD**

## **Date Of Next Review:** **Date Assessment Was Carried Out**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the Hazards? (include task description)** | **Who Might be Harmed?** | **Risk Rating (Severity & Likelihood)****H= High M=Medium L=Low** | **Control/Mitigation Measures** | **Is the Control in Place? Y/N** | **Action Required & by Whom** | **Target Date** | **Date Completed** |
| Example: Short-term injuries sustained from pushing & pulling heavy or awkwardly shaped items from loading bay to storage locationDistance: 20mLoad weight: 45kgFrequent task for operators? Y | Warehouse operatives & vehicle loadersRisk of back strain, slipped disc., hernia etc. | Minor harm is possible in most cases, so medium riskIncreases to high risk on faster-paced days with increased number of employees on the warehouse floor | Appropriate hand pallet trucks are provided for handling tasks & regularly inspectedLoads are divided into lighter, more easily managed segments, where possibleStaff trained to seek support when moving such itemsAll potential obstructions are removed & routes evaluated before engaging in movementUse additional aids such as ramps where floor level variesEnsure workloads and deadlines are realistic, and don’t encourage overexertion | N - partially | Senior warehouse operative to create a schedule for routine handling equipment inspections & ensure its implementationReview need for electric manual handling equipment to reduce manual lifting | Immediate action to be taken15/10/25 | 16/10/2025 |
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| **Additional Notes** |
|  |
| **Signature of Assessor:** | **Date:** |
| **Signature of Person Authorising:** | **Date:** |

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| **Questions to Consider:** | **If Applicable, Tick the Appropriate Level of Risk** | **Issues Occurring from this Task** | **Control/Mitigation Measures**(e.g., changes to the task, load, working environment & who needs to be involved in implementing such changes) |
| **Low** | **Med** | **High** | **N/A** |
| **Do the Tasks Involve:** |  |  |  |  |  |  |
| holding loads away from torso?  |  |  |  |  |
| twisting? 3 |  |  |  |  |
| stooping? 3 |  |  |  |  |
| reaching upwards?  |  |  |  |  |
| large vertical movement? |  |  |  |  |
| long carrying distances?  |  |  |  |  |
| strenuous pushing or pulling?  |  |  |  |  |
| unpredictable movement of loads?  |  |  |  |  |
| frequent or prolonged physical effort?  |  |  |  |  |
| insufficient rest or recovery?  |  |  |  |  |
| a work rate imposed by a process? |  |  |  |  |
| **Are the loads:** |  |  |  |  |
| heavy?  |  |  |  |  |
| bulky or unwieldy?  |  |  |  |  |
| difficult to grasp?  |  |  |  |  |
| unstable or unpredictable?  |  |  |  |  |
| intrinsically harmful (eg sharp/hot)?  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Potential Severity of Harm | Major | Medium | High | High |
| Minor | Low | Medium | High |
| Negligible | Low | Low | Medium |
|  | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring |

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| Definitions |
| High | Take appropriate action within the agreed period |
| Medium  | Monitor & Review Situation |
| Low  | No Action Required |