



Risk assessment and method statement

Manual handling risk assessment

Manual handling of materials, tools and equipment. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Manual handling of materials, tools and equipment			
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Pre-filled for this kind of work. Make every line specific to this site: this sequence, this access, these people, this weather.

Scope of the activity

What is being done, and what is not included.

MHSWR REGULATION 3(1)

Manual handling of materials, tools and equipment for [trade or package] at [site], including offloading, storage, moving to each level and handling at the workplace. Heaviest items: [list, with weights from supplier data]. Plant and handling aids used wherever practicable. Not included: [lifting operations covered by a separate lift plan].

Location and access

Where on site, how people and materials get there, and the restrictions.

Deliveries via [gate] to the set-down area at [location], booked with crane, forklift or tail lift offload. Materials raised by [hoist, telehandler or crane] through [loading bay]. Routes to the work kept firm, level and clear. Working hours [08:00 to 17:00].

Programme and interfaces

When the work runs, and who else is working nearby.

CDM REGULATION 15(2)

START DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Other trades sharing routes, hoists and loading bays: [trades]. Deliveries agreed with the site manager so plant is available. Hoist and telehandler time booked through [name].

Documents this RAMS relies on

Supplier weights and data sheets [ref]; delivery schedule; lift plan for crane lifts [ref]; construction phase plan. TILE assessment for each higher-risk task; MAC or RAPP assessments where used [ref].

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Assessor		Trained to assess manual handling with HSE L23, and to use the MAC and RAPP tools for tasks outside the filters.	
Supervisor		Briefs the assessment, checks the aids are used, and acts on reports of pain or injury.	
Operatives		Manual handling training specific to their tasks, with practical work, as HSE INDG143 describes.	
Plant operators		CPCS, NPORS or an equivalent card for the telehandler or forklift used to place loads.	
Slinger or signaller		Trained for any crane or telehandler lift that places heavy items.	

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METHOD STATEMENT

The sequence of work

The order the team will work in on the day, with the controls built into each stage. If the sequence changes on site, revise the RAMS and brief it again.

STAGE	WHAT IS DONE, AND HOW	CONTROLS AT THIS STAGE	BY
Plan the job	List every item that will be handled, with its weight from the supplier or manufacturer. Ask the designer and buyer about lighter or smaller units, and book the plant, hoists and loading bays.	Handling designed out where possible; weights recorded; handling aids ordered with the plant.	Contracts manager
Book the deliveries	Book each delivery with an offload method: crane, tail lift, forklift or telehandler. Agree a set-down point as close to where the materials will be used as the site allows.	Set-down areas firm and level; nothing unloaded by hand that the delivery vehicle can place.	Site manager
Brief the team	Brief this assessment, the weights involved, the aids provided and how to report pain or injury. Check who has had manual handling training for these tasks.	Briefing signed; training specific to the job; individual needs raised in confidence.	Supervisor
Offload and store	Offload by plant to the agreed area. Store heavy items on stands or pallets at about waist height where possible, with walkways kept clear.	Pallets stable and not climbed on; banding cut while standing clear.	Supervisor
Move to the workface	Move materials to each level and area by hoist, telehandler, pallet truck or trolley before anyone handles them by hand. Keep carrying distances short.	Routes firm and clear; loading bays used; nothing carried up ladders.	Operatives
Handle at the workface	Work between knee and shoulder height, with the load close to the body and no twisting. Use the board lifter, block grab or other aid provided for the task.	Aids used as provided, under regulation 5; platforms set at the right height for the work.	Operatives
Team lifts	One person takes charge of a planned team lift. The route is walked and cleared, and the calls are agreed before the load is lifted.	Team matched for capability; handles or carrying aids used; no team carry on rough ground without a plan.	Lift lead
Waste and clear-up	Remove offcuts, packaging and pallets as the work goes, using skips placed close to the work and chutes for waste from height.	Skip and chute positions planned; waste bags filled only to a weight that can be handled.	Operatives
Watch and review	Watch the work in the first days and ask the team which tasks are hardest. Update the assessment when the task, the load, the people or the site change.	Reviewed under regulation 4(2); reports of pain or injury acted on and recorded.	Supervisor

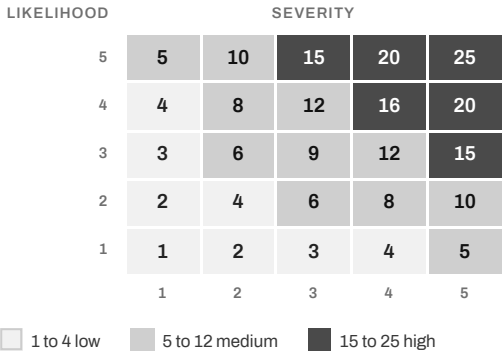
CDM REGULATION 15(2): PLAN, MANAGE AND MONITOR THE WORK

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RISK ASSESSMENT

Hazards, controls and the risk that remains

Each significant hazard rated before and after its controls, as likelihood times severity. The ratings are typical: check them for this site.



HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Heavy blocks and masonry units	Bricklayers and labourers lifting blocks repeatedly, often from low pallets up to high courses.	4 x 3 = 12 Med	- The lightest block that meets the specification, agreed with the designer. HSE no longer recommends two people laying blocks over 20 kg. - Mechanical handling for dense and specialist blocks, such as a block grab or vacuum lifter on suitable plant. - Pallets raised and working platforms set so blocks are laid between knee and chest height.	2 x 3 = 6 Med	Site manager
Kerbs, flags and paving	Groundworkers and landscapers placing kerbs and stone paving. Single concrete kerbs can weigh over 70 kg.	4 x 3 = 12 Med	- Kerbs and heavy flags placed with a vacuum lifter or mechanical grab, on plant or a wheeled unit for one operator. - Manual laying kept to short sections where no mechanical method can be used, and assessed on its own. - Hands and feet kept clear as the unit is lowered; gloves with a good grip.	2 x 3 = 6 Med	Supervisor
Plasterboard and sheet materials	Dryliners and labourers carrying boards through buildings and fixing them to walls and ceilings.	4 x 3 = 12 Med	- Boards delivered by plant into each floor before openings are closed, with the unit weight marked by the supplier. - Board trolleys for moving, a foot-operated board lifter for low panels, and a ceiling lift for overhead boards. - Boards carried by hand only as a two-person lift with carrying handles, where no aid can be used.	2 x 3 = 6 Med	
Cement, plaster and aggregate bags	Labourers and plasterers lifting bags from pallets, vans and floors, many times a shift.	4 x 2 = 8 Med	- Pallets set down by the delivery vehicle or telehandler at the mixing point, not unloaded by hand from the lorry. - Bags lifted from a pallet at about waist height, with lower layers raised on a stand. - Smaller bags where the supplier offers them; silos or ready-mixed material on larger jobs.	2 x 2 = 4 Low	
Boilers, cylinders and radiators	Heating engineers carrying units into homes and up stairs, often through tight turns.	3 x 3 = 9 Med	- Unit weight taken from the manufacturer's data before the job, and the route walked for stairs, turns and obstructions. - Stair-climbing trolley or strapped sack truck for heavy units; a planned two-person carry where no aid can be used. - Units kept in their packaging, with its handles, until the point of fixing; brackets fitted before the lift.	2 x 3 = 6 Med	
Glass and glazed units	Glaziers and fitters handling panes and sealed units that are heavy, sharp and liable to break.	3 x 4 = 12 Med	- Suction or vacuum lifters for large panes, checked before use and used within their safe working load. - Glass moved on A-frames or glass trolleys along a planned, clear route. - Cut-resistant gloves and arm protection; team lifts led by one person.	2 x 4 = 8 Med	
Cable drums, pipe and long lengths	Electricians and pipefitters moving drums and long lengths along corridors and up to height.	3 x 3 = 9 Med	- Drums set on drum stands or jacks so cable is pulled off, never lifted with the drum. - Drum trailers or skates to move full drums; long lengths carried by two people with one in charge. - Enough people spaced along a cable pull, with rollers at bends.	2 x 3 = 6 Med	
Heavy tools and portable plant	Operatives lifting breakers, saws, generators and core drills into position and onto vehicles.	3 x 2 = 6 Med	- Plant moved in and out of vans by tail lift or ramp, not lifted by hand from the van bed. - Wheeled kits and trolleys for generators and heavy tools; weight considered when choosing the tool. - Large core drills mounted on a rig, not held.	2 x 2 = 4 Low	

MHSWR REGULATION 3(6): WITH FIVE OR MORE EMPLOYEES, RECORD THE SIGNIFICANT FINDINGS

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RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Carrying on stairs, ladders and scaffold	Anyone carrying materials between levels, where a slip or lost grip leads to a fall.	3 x 4 = 12 Med	- Materials raised by hoist, telehandler or crane to each level, with loading bays planned with the scaffold. - Nothing carried up a ladder that needs both hands or blocks the view. - Stairs kept clear and lit, with a handrail; loads small enough to see over.	1 x 4 = 4 Low	
Pushing and pulling barrows and trolleys	Labourers moving barrows, pallet trucks and trolleys over boards, ramps and rough ground.	3 x 2 = 6 Med	- Firm, even routes laid out, with gentle ramps and no steps. - Wheels suited to the ground, inflated and running freely, and brakes checked. - Powered barrows or pallet trucks for long runs and slopes; the RAPP tool used where force is high.	2 x 2 = 4 Low	
Repetitive handling and awkward posture	Operatives lifting at floor level, overhead or with a twist, for long periods.	4 x 2 = 8 Med	- Work set out so loads are handled between knee and shoulder height, close to the body, without twisting. - Tasks rotated and breaks planned so the same muscles are not worked all shift. - Early aches reported and acted on by changing the task.	2 x 2 = 4 Low	
Team lifts	Two or more people lifting one load, where the least able member limits what the team can do.	3 x 3 = 9 Med	- Team lifts used only where a handling aid is not practicable, planned with one person in charge. - Team matched for height and capability, and the load treated as less than the sum of what each could lift alone. - Route walked and cleared, and the calls agreed, before the load leaves the ground.	2 x 3 = 6 Med	Lift lead
Uneven, wet or cluttered ground	Anyone carrying loads across site, through stores and yards, or over unfinished floors.	3 x 3 = 9 Med	- Walkways and storage areas kept firm, level, lit and free of offcuts and packaging. - Ice and mud dealt with before carrying starts, with grit and boards to hand. - Sheet materials not carried by hand in high wind.	2 x 3 = 6 Med	
Workers at greater risk	New, young and older workers, new or expectant mothers, and anyone returning after an injury.	3 x 3 = 9 Med	- Individual capability, health and training considered in the assessment, as regulation 4(3) requires, and the task adjusted. - Young workers not given handling beyond their physical capacity, under regulation 19 of the Management Regulations. - Occupational health advice sought for a health condition or a phased return to work.	1 x 3 = 3 Low	
Sharp, hot or wet loads	Operatives handling cut steel, sheet metal, hot pipework, banding and wet mortar.	3 x 2 = 6 Med	- Edges protected, and banding cut with the right tool while standing clear. - Gloves chosen for the hazard, cut-resistant or waterproof, that still give a good grip. - Wet cement and mortar washed off the skin at once, with washing facilities on site.	2 x 2 = 4 Low	

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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE
Telehandler or forklift	Daily checks; thorough examination under LOLER in date.	CPCS, NPORS or equivalent
Pallet truck, sack truck and trolleys	Wheels, brakes and handles checked before use; tyres inflated.	Trained user
Block grab or vacuum lifter	Pads, seals and vacuum gauge checked before use; safe working load marked.	Trained operator
Board trolley, board lifter and ceiling lift	Checked before use and used within the manufacturer's load.	Trained user
Materials hoist	Thorough examination under LOLER in date; gates and controls checked daily.	Trained operator
Drum stands and drum trailer	Rated for the drum weight; spindle and brakes checked.	Electricians

Personal protective equipment

PPE is the last line of defence, after the controls above. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☒	To site standard
Safety footwear	☒	Toe protection and a grip sole
High-visibility clothing	☒	Where plant moves materials
Gloves	☒	Good grip; cut-resistant for glass and sheet
Eye protection	☐	
Hearing protection	☐	
Respiratory protection Type, and face-fit tested	☐	
Harness or restraint Anchor points identified	☐	

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CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances

Each substance and its COSHH assessment.

COSHH 2002, REGULATION 6

SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS
Wet cement and mortar	COSHH assessment ref	Waterproof gloves and long sleeves; skin contact washed off at once

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☐	
Permit to work	☐	
Permit to dig or break ground	☐	
Confined space entry	☐	
Lift plan	☒	
Temporary works design	☐	

Emergency and rescue

First aid, fire, and how someone is rescued.
The rescue plan belongs in the RAMS, not after it.

Any strain or injury is reported the same day and recorded in the accident book. First aider and first aid kit on site. A crush injury is treated as an emergency. An injury that keeps someone off their normal work for more than seven consecutive days, not counting the day it happened, is reportable under RIDDOR.

Environment and neighbours

Dust, noise, vibration, waste, spills and hours of work.

Packaging, banding and pallets removed as the work goes and returned or recycled. Skips and chutes placed close to the work. Deliveries timed so lorries do not block neighbours or the highway.

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TILE ASSESSMENT

Manual handling assessment: task, individual, load, environment

Complete one page for each higher-risk handling task. The example findings are for laying dense blocks: replace them with what you see on your job.

FACTOR	QUESTIONS TO ASK	FINDINGS	RISK	ACTION
Task	Held away from the body? Twisting, stooping or reaching up? Long lifts or carries?	Blocks lifted from pallets at ground level and laid up to shoulder height.	High	Pallets raised on stands; platform lifts set so laying stays between knee and chest.
Task	Repeated often? Enough rest and recovery? Pace set by others?	[Number] blocks a shift by each bricklayer, with the pace set by the programme.	Medium	Tasks rotated; breaks planned; output target agreed with the team.
Individual	Unusual strength or height needed? Pregnant, young, new or recovering? Trained?	[Names or roles at greater risk, recorded in confidence.]	Medium	Tasks adjusted for those at greater risk; training for the job given.
Load	Heavy, bulky or hard to grip? Unstable? Sharp, hot or wet? Weight marked?	Dense blocks over 20 kg specified for the party wall.	High	Lighter block raised with the designer; block grab or vacuum lifter where not changed.
Environment	Space to move? Uneven, wet or sloping ground? Level changes? Wind, cold or poor light?	Muddy route from set-down to the scaffold; loading bay on the far elevation.	Medium	Hardstanding laid; set-down moved beside the loading bay.
Other factors	Does PPE or clothing hinder movement or grip? Are aids suited, maintained and available?	Gloves too stiff to grip blocks well.	Low	Grip gloves issued; block grab checked before use each day.

MANUAL HANDLING OPERATIONS REGULATIONS 1992, SCHEDULE 1; HSE L23 (2016) AND INDG143(REV4)

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Briefed before the work starts

BRIEFED BY	REVISION BRIEFED	DATE AND TIME

[illegible]

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