

## Devon and Severn Inshore Fisheries and Conservation Authority - Manual Handling General Risk Assessment

<b>Title :</b> Manual Handling General Risk Assessment	<b>Date of Assessment :</b> 26/07/2022	<b>Risk Assessor :</b> Sarah Clark
<b>Risk Assessment Reference :</b> RA21	<b>Areas of Work:</b> D&S IFCA offices and stores, vessels, vehicles	
<b>Task/ Process :</b> Manual Handling	<b>People at Risk :</b> D&S IFCA Officers	

<b>Hazard : Task</b>
<b>Control Measures:</b>
1. Manual Handling is avoided wherever it is reasonably practicable - mechanical handling aids are used appropriate to the specific task.
2. Work is planned to avoid or reduce risk. Officers are made fully aware of what the task involves before commencing Manual Handling.
3. When planning work activities which may involve; stooping, bending, twisting and other risk factors, these should be kept to a minimum.
4. Officers are instructed to ensure sufficient rest between Manual Handling activities.
5. Officers are not involved in repetitive Manual Handling tasks.
6. When Manual Handling light loads should be placed on low level shelving (below waist height) or high level (above shoulder height). Heavier items are placed on middle shelves.
7. HSE guidance suggest that male employees can lift single loads of 25kg to waist height and for female employees the load is reduced to 16kg.
9. Officers must make themselves aware of surface/construction of the item that requires picking up which may pose significant risk due of cuts, crushing or abrasions
10. Where Manual Handling takes place on a vessel, Officers should be aware of the movement of the vessel and the potential unpredictable movement of the load.
11. Where Officers are boarding or disembarking a fishing vessel at sea, any equipment should be passed to the Officers on the Patrol vessel prior to the Officer moving between vessels, to ensure both hands are empty and free for the boat at all times.

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**Hazard : Individual** musculoskeletal injuries - acute and chronic back pain or muscle strains

**Control Measures**

1. Only Officers trained in Manual Handling (on-line and / or in-person training) carry out Manual Handling activities.
2. Manual Handling training Certificates are submitted to the Officer Manager and kept with personnel records.
2. Where possible Officers should work together, as a team, in Manual Handling activities (team lifting).
3. Officers are physically fit and instructed to report any known medical conditions that may affect their safety or lead to injury.
4. Officers have been trained in Manual Handling and instructed not lift beyond their capabilities and seek assistance when load is too heavy.
5. Manual Handling training is undertaken every three years for in-person training and refreshed every year through on-line E-Learning.

**Hazard : Load** Damage to Work Equipment and property

**Control Measures:**

1. Loads are assessed for weight, grip and stability before carrying out Manual Handling task.
2. If Officers are unaware of the weight of a particular load, they should seek assistance before attempting to move.
3. Officers must take care when Manual Handling any expensive or delicate pieces of equipment, to reduce potential damage.

**Hazard : Environment**

**Control Measures:**

1. Officers are instructed to not carry out Manual Handling activities until they have assessed the location with regard to any obstructions, and they have assessed the flooring and lighting are suitable and sufficient for the handling.
2. Officers must check the environment before any Manual Handling takes place, to ensure safety for themselves and others in the vicinity.
3. Where Manual Handling takes place on a vessel Officers must be aware of the movement of the vessel and the wet and slippery nature of the deck.

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<b>Documents Associated with this Risk Assessment</b>	Other DSS IFCA Risk Assessment where Manual Handling may take place: RA1, RA2, RA3, RA5, RA6, RA7, RA8, RA9, RA11, RA12, RA13, RA14, RA15, RA16
<b>Review Date : July 2023</b>	<b>Reviewer :</b>