**DUSEMOND STUDY PROGRAMMES MANUAL HANDLING RISK ASSESSMENT**

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| Company name: Dusemond | Assessment carried out by: Robin Fry |
| Date of assessment: 1st February 2024 | Date of next review: January 2025 |

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| **Manual handling operation** | **Is there a significant risk of injury?** | **Can the operation be avoided or mechanised?** | **Can the operation be completed within the HSE manual handling guidelines? See Figure 1 and Table 1 below.** | **Is a detailed risk assessment required?** |
| Lifting and moving office equipment and stationery | Yes | No | Yes | No |
| Lifting and carrying suitcases | Yes | No | Yes | No |
| Setting up of computers, printers and photocopiers | No | No | Yes | No |
| Lifting and carrying sports equipment | Yes | No | Yes | No |
| Packing and unpacking boxes when setting up centres | Yes | No | Yes | No |
| Carrying and lifting books | No | No | Yes | No |
| Rearranging classroom and office furniture | Yes | No | Yes | No |
| Replacing water in watercoolers | No | No | Yes | No |

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| Is the load greater than shown in **Figure 1** when held in the position indicated? | If **YES**, a detailed assessment must be carried out. |
| Can the load be held against the body? | If **NO**, a detailed assessment must be carried out. |
| Can the person walk normally when carrying the load? | If **NO**, a detailed assessment must be carried out. |
| Is the load difficult to grasp or handle? | If **YES**, a detailed assessment must be carried out. |
| Does the operation require the hands to be held below knuckle height? | If **YES**, a detailed assessment must be carried out – if weight exceeds that in **Figure 1**. |
| Does the operation require the hands to be held above elbow height? | If **YES**, a detailed assessment must be carried out – if the weight exceeds that in **Figure 1**. |
| Will the load obstruct the person’s view? | If **YES**, a detailed assessment must be carried out. |
| Will the load be carried more than 10m? | If **YES**, a detailed assessment must be carried out. |
| Is the person a new or expectant mother? | If **YES**, a detailed assessment must be carried out. |
| Is twisting of the torso required? | If **YES**, a detailed assessment must be carried out. |
| Does the person have a disability, recent injury or significant health problem? | If **YES**, a detailed assessment must be carried out. |

**MANUAL HANDLING ASSESSMENT GUIDELINES** ([indg143 (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg143.pdf)

A diagram of a person and person

Description automatically generated

**Table 1**