**Method Statement**

**Activity Manual Handling**

**Location All Areas of Work**

**Staff allowed All staff have been given Manual Handling training**

**Students allowed**

Year Ones All students are given training in manual handling techniques

Year Two All students are given training in manual handling techniques

Year Three All students are given training in manual handling techniques

# Risk Rating This can vary according to the task required

**Special notes Manual Handling Risk Assessments have been done for all areas of work and as each new risk arises a new Risk Assessment is undertaken**

**Date of creation/review of COP** 14th November 2014 (Nick Peel)

Reviewed 18/04/17 NP

**Tasks, Associated Hazards, *Action to be taken to avoid hazards***

1. **Approved Tasks**

* *Various lifting activities as approved by Staff and within your own manual handling ability.*

1. **Before Use**

***Always assess the task to be performed and consider using mechanical methods to avoid manual handling. If in any doubt of your ability to perform it safely, do not do it.***

* *Ensure that you are warmed up and ready to perform the task*
* *Ensure that the area in which you are to move is clear of any obstructions or trip hazards*
* *Any load heavier than 15kg should be carried between 2 or more people*
* *Ensure that there is sufficient light to see what you are doing*
* *Seek advice on any task of which you are unsure.*

1. **During Use**
   * + *Concentrate on the job in hand and warn those working with you if a problem arises.*
     + *Always maintain eye/voice contact with anyone else working with you*
     + *You are responsible for your own safety and also the safety others where what you do impinges upon them.*
     + *Should any accident or injury occur it must be reported immediately.*
2. **P.P.E. and clothing**

* *This will vary depending on the task that you have to perform but will nearly always include safety boots and may include hard hats and gloves*

**The chart on the following page shows the suggested maximum weights which can be safely handled at different positions relative to the body.**

