



**Task Risk Assessment**  
**Task: Manual Handling**

**Date: 13/11/2024**

This risk assessment will be updated annually following a review or whenever further risks or control measures are identified.

Prior to the task taking place the task leader will assess the task and give a risk assessment briefing to all staff and volunteers to include use of tools, site conditions, manual handling etc.

<b>PPE required to carry out this task:</b>	<ul style="list-style-type: none"> <li>• Sturdy Footwear; steel toecaps if necessary.</li> <li>• Gloves</li> </ul>
<b>Training required to carry out this task:</b>	In-house
<b>Can this task be carried out by a lone worker:</b>	Yes
<b>Minimum level of first aid required to carry out this task: (EFAW, FAW, FAW+F)</b>	None

HAZARD Potential Harm	PEOPLE AT RISK	EXISTING CONTROL METHODS Staff and volunteers instructed or trained to:	FURTHER ACTIONS REQUIRED	CORRECTIVE ACTIONS		
				WHO	WHEN	COMPLETED
<b>Manual handling;</b> Muscular or skeletal injury, Lacerations, Puncture wounds.	Staff and volunteers	Avoid the need for hazardous manual handling where possible. Use mechanical aids where possible; sack barrow or tractor for example. Minimise the distance as much as possible. Remove obstacles from route. Keep the load close to the waist. Get a good hold and adopt a stable position. Start in a good posture – knees bent with straight back. Avoid twisting the back or leaning sideways. Keep the head up when handling. Move smoothly. Don't lift or handle more than can be easily managed. Take frequent breaks to avoid muscle strain and fatigue.				

<b>Injury from dropping</b> e.g. feet/fingers	Staff, volunteers and public	Wear suitable PPE, footwear with good grip, and protected toecaps if necessary. Gloves may also be required, consider the chance of cuts, abrasions or trapped fingers and the effect on your grip. If lifting as part of a team, ensure there are good communications between team members				
<b>Aggravating existing injuries</b>	Staff, volunteers	Staff and volunteers with existing conditions that are exacerbated by heavy manual lifting should inform their line manager and seek medical advice before carrying out manual handling tasks.				
<b>Slips, trips and falls</b>	Staff, volunteers	Staff member / volunteer warned of uneven surfaces and advised to take care when walking around site. Appropriate footwear should be worn, with firm gripping soles.				

The task covered by this risk assessment should only be carried out by a member of staff or volunteer who is trained and authorised to do so. If you have any medical condition which might increase the likelihood of an accident or injury resulting from carrying out this task then you must discuss this with and be authorised by your line manager, before you attempt the task.

	<b>Assessment date</b>	<b>Assessor</b>	<b>Position</b>
<b>Initial assessment undertaken</b>	December 2009	Loretta Waters	Neighborhood Wildlife Warden
<b>Review completed</b>	15/12/2010	Loretta Waters	NWW
<b>Review completed</b>	03/01/2012	Alison Vallance	
<b>Review completed</b>	07/01/2013	Steven Wrigley	Warden
<b>Review completed</b>	24/01/2014	Luisa Boheimer	Conservation Trainee
<b>Review completed</b>	28/04/2015	Adam Reid	Warden
<b>Review completed</b>	18/11/2016	Adam Reid	Warden
<b>Review completed</b>	11/07/2017	Adam Reid	Warden
<b>Review completed</b>	22/01/2019	Lucy Duerdoth	Community Reserves Warden
<b>Review completed</b>	06/04/2020	Tim Read	Senior Warden
<b>Review 10 completed:</b>	02/06/2021	Tim Read	Senior Ranger
<b>Review 11 completed:</b>	13/11/2024	Tim Read	Countryside Manager