

COWEST

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Manual handling risk assessment: working template

For one lifting task at one station. Fill in every box; where a value is unknown, write "to be measured" rather than guessing. The template follows the order the EU directive and the UK regulations share: avoid hazardous manual handling, assess what cannot be avoided, reduce the remaining risk. It carries no legal conclusions and no country limits; those belong to your competent person.

1. Station

Item	Entry
Plant, line and station name	
Task in one sentence (what is lifted, from where, to where)	
Assessor (name, role) and date	
People who do the task (number, shifts, any pregnant or young workers)	
Shift length and hours of this task per shift	

2. TILE prompts

Factor	Questions to answer	Finding
Task	How often is the lift made (per minute, per hour)? Does the load sit to one side, or is there stooping or reaching? How far is the load carried? Is the rate set by a machine?	
Individual	Does the task need unusual strength or height? Who may not do it (pregnant, young, returning from injury)? Is training recorded?	
Load	Weight. Size. Where is the centre of gravity? Does it sag, shift or have sharp edges? Can it be gripped with both hands?	
Environment	Floor condition and space. Steps or slopes. Temperature, humidity, dust. Lighting. Is the area a classified explosive atmosphere?	

3. Screening check (UK HSE guidance values, close to the body, knuckle to elbow height)

Check	Yes / No	Note
Load above 25 kg for men or 16 kg for women in the best zone?		The values fall to 3-10 kg at arm's length or at shoulder and calf height
More frequent than one lift every 2 minutes?		
Team handling, or twisting during the lift?		
Any "Yes" above		Go to a detailed assessment (MAC charts, or the NIOSH equation below)

4. NIOSH lifting equation inputs (one person, two-handed lift)

Input	Measured value	Multiplier (from the NIOSH tables)
Load weight (kg)		-
Horizontal distance of the hands in front of the ankles at the start (cm)		HM =
Vertical height of the hands at the start (cm)		VM =
Vertical travel from start to finish (cm)		DM =
Asymmetry angle: how far the load sits to the side of straight ahead (degrees)		AM =
Lifts per minute, duration (less than 1 h / 1-2 h / 2-8 h)		FM =
Grip (good / fair / poor; sagging bags count as poor)		CM =
Recommended weight limit = 23 kg x HM x VM x DM x AM x FM x CM		RWL = _____ kg
Lifting index = load weight / RWL		LI = _____ (above 1 = raised risk for part of the workforce)

5. Control measures (in the order of the hierarchy)

Level	Options considered	Chosen / rejected and why	Owner, date
Avoid the lift	Deliver by conveyor, raise the pallet, change the packaging		
Engineering	Mechanical aid (vacuum lifter, balancer, hoist, manipulator), lift table, better layout		
Organisational	Rotation, breaks, team lift procedure, exclusion of pregnant or young workers from the task		
Training and information	Training record, safe method, labels on loads		

6. Re-assessment after the controls

Item	Entry
What manual handling remains (steering, placing, exceptions)	
New risks introduced by the equipment (power failure behaviour, travel path, noise)	
Residual lifting index or screening result	
Training given and recorded (names, date)	

7. Sign-off and review

Role	Name	Signature	Date
Competent person (assessor)			
Line manager			
Worker representative			
Next review date (or trigger: change of load, task or people)			