

# Moving and Handling Checklist

**BEFORE ATTEMPTING TO MOVE EITHER A PERSON OR OBJECT ASK YOURSELF THE FOLLOWING:**

## **1. THE TASK**

- Does it involve holding the weight away from your body?
- Does it involve twisting your body?
  - a) Stooping?
  - b) Reaching upwards?
- Does it involve excessive movement of the load?
- Does it involve carrying the load for a distance?
- Does it involve excessive pushing or pulling?
- Does it involve excessive raising or lowering distances?
- Does it involve any sudden movement of the load?
- Does it require frequent or prolonged physical effort?
- Does it involve in  
Sufficient rest or recovery periods?

## **2. THE LOAD**

**Is it:**

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable, or with contents likely to shift?
- Sharp, hot, or otherwise potentially damaging?

## **3. THE WORKING ENVIRONMENT**

**Are there:**

- Space constraints preventing good posture?
- Uneven, slippery, or unstable floors?
- Variations in the level of floors or work surfaces?
- Extremes of temperatures, humidity or air movement?
- Poor lighting conditions?

CC22 - Moving and Handling Policy and Procedure

## **4. INDIVIDUAL CAPABILITY**

**Does the job:**

- Require unusual strength, height etc.?
- Create a hazard to those who are pregnant or have a health problem?
- Require special knowledge or training for its safe performance?

Before attempting a moving and handling task whereby any of the above questions can be answered 'yes', consult a senior member of staff for further instruction and advice.

See also the booklet "Manual Handling Assessment Charts" by the HSE, included in your "Useful documents" on your Files.