Form No: CRA045	Issue No: 1	Catena GENERAL RISK ASSESSMENT
Risk: Handling loads in the workshop	Date: 09/24	

Company	Catena	Location	Workshop

Type of Assessment	Tick	Initial Assessment Date	Review Period (Months)	Planned Review Date	Assessed By
Site Specific		12/09/24	12	See Page 4	D M Peat CMIOSH
Generic	✓	Name of Supervisor / Person Responsible			*Assessment Reference*
Review		Kat Moss			CRA045

Persons at Risk	Person(s) Undertaking Task	✓	Other Site Staff	✓	Public	

Description of work activity being assessed	***Handling Loads Within the Workshop***

Task / Hazard	1		Sev.	Lik.	R.R.
Re-working materials in the workshop that may need machining, cutting, drilling, welding etc.			3	3	9
			Risk (No Controls)		
			High		

Ref.	Control Measures Required	*Are the following controls in place* Yes	No
a	If materials are delivered to site to be re-worked, they should be taken to the work area using mechanical handling devices e.g. overhead crane, forklift truck, pallet truck etc.	✓	
b	Where mechanical handling devices are used, please ensure that the relevant risk assessment for the equipment is being followed	✓	
c	Only trained competent staff to operate mechanical handling equipment	✓	
d	Once materials have been taken to the designated work area, they should be assessed for weight to ensure they are within the accepted weight as identified on page 4	✓	
e	If the process requires pieces to be welded / bolted together, or additional components to be welded / bolted onto the original piece, ensure that the finished product is within the weight guidance on page 4	✓	
f	If materials need to be taken to different parts of the workshop to have additional work done, they should be moved by mechanical handling devices wherever possible	✓	
g	Ensure the TILE assessment is followed	✓	
h	PPE to be worn in accordance with this assessment	✓	
	Residual Risk Assuming ALL controls in place	Low	

Risk Selection Criteria

Severity Range	3 = Major	2 = Serious	1 = Slight
Likelihood	3 = High	2 = Medium	1 = Low

Risk Ratings

High	Medium	Low
9 -7	6 -4	3 -1

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Task / Hazard	2		Sev.	Lik.	R.R.
Manufacturing / fabrication of components / structures within the workshop			3	3	9
			Risk (No Controls)		
			High		
Ref.	**Control Measures Required**	*Are the following controls in place*	**Yes**	**No**	
a	Design drawings / specification to be reviewed to see if any part of the job / the finished product is likely to exceed the weight specified for manual handling on page 4		✓		
b	If the weight exceeds those recommended on page 4, mechanical handling techniques / 'two-man lift' must be adopted		✓		
c	Only trained competent staff to carry operate mechanical handling equipment		✓		
d	If mechanical handling devices are to be used, care should be taken to ensure the equipment is not overloaded		✓		
e	All lifting accessories used must be in test as required by LOLER Regulations		✓		
f	If 'the job' needs to be taken to different parts of the workshop to have additional work done, it should be moved by mechanical handling devices		✓		
g	Once the job has been completed the weight of the product should be assessed and marked on the finished piece.				
h	Ensure the TILE assessment is followed		✓		
i	PPE to be worn in accordance with this assessment		✓		
Residual Risk Assuming ALL controls in place			**Low**		

Risk Selection Criteria

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Task / Hazard	3		Sev.	Lik.	R.R.
TILE Assessment of Handling loads within the workshop			3	3	9
			Risk (No Controls)		
			High		

	Task Individual load Environment (TILE) Assessment	In Order (✓ ×)	Action(s) Required
TASK	Holding loads away from the trunk	✓	
	Stooping	✓	
	Twisting	✓	
	Reaching Upwards	✓	
	Large vertical movements	✓	
	Long carrying distances	✓	
	Strenuous pushing or pulling	✓	
	Unpredictable movement of loads	✓	
	Insufficient rest or recovery	✓	
	Repetitive handling	✓	
	A work rate imposed by a process	✓	
INDIVIDUAL	Require unusual capability	✓	Only medically fit staff employed to this task, anyone who has been diagnosed with a health issue that affects their capability to undertake this task MUST report it to their line manager task. No female staff undertake this task. Manual Handling awareness training required
	Risk to staff with health problems	×	
	Risk to staff who are pregnant	×	
	Special training / information required	✓	
	Is movement or posture hindered	✓	
LOAD	Too heavy for one person to lift	×	Where loads are too heavy, bulky, difficult to grasp, unstable and or unpredictable, hot sharp or awkward. They should not be handled until a Safe System of Work has been agreed and implemented.
	Bulky	×	
	Difficult to grasp	×	
	Unstable and or unpredictable	×	
	Are they sharp, hot, awkward	×	
ENVIRONMENT	Constraints on posture	✓	
	Is there restricted space	✓	
	Hot / Cold / Humid conditions	✓	
	Strong air movement	✓	
	Poor lighting conditions	✓	
	Poor floors	✓	
Residual Risk Assuming the TILE Assessment is in order			**Medium**

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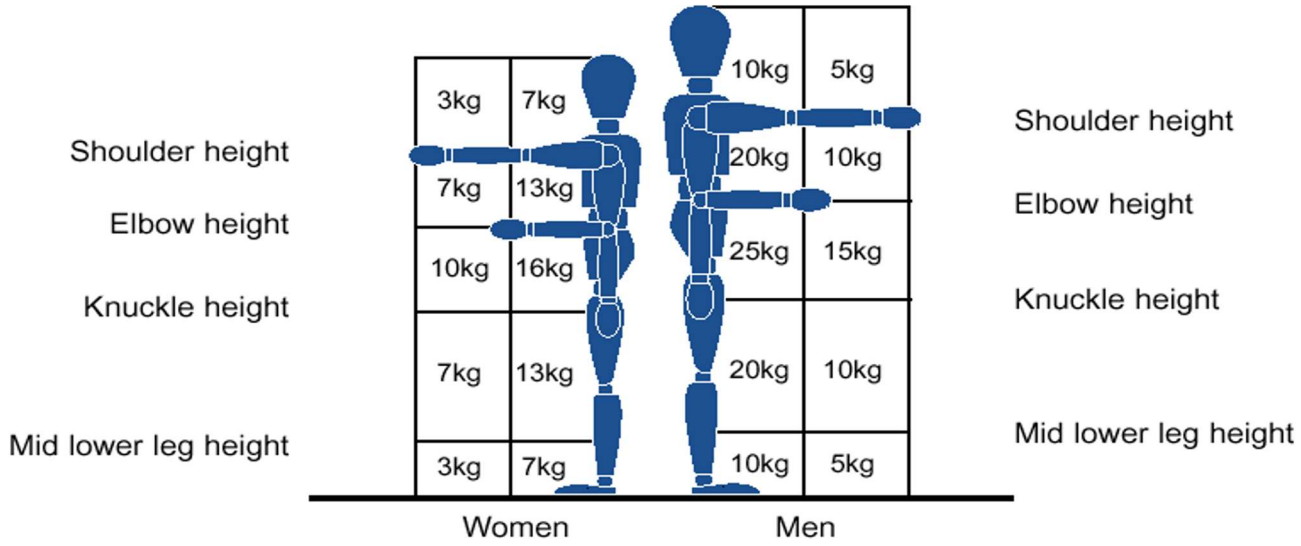
Guideline Weights for Manual Handling Operations.



Each box in the diagram above shows guideline weights for lifting and lowering.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

OVERALL RISK OF CARRYING OUT THIS TASK		
Highest Risk Before Controls in Place	**Highest Residual Risk after controls**	If the Residual risk after control measures are in place, is HIGH
HIGH	**MEDIUM**	**DO NOT UNDERTAKE THIS TASK**

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Ref	Action(s) Required	Can task continue		Date Actioned	Initial
		Yes	No		
TILE	Manual handling awareness training required	Y			

PPE Requirement (Please ✓) *Refer to PPE assessment for PPE Standards*								
Hard Hat	Safety Glasses	RPE	Ear Defenders	Overalls	Hi Vis Vest	Gloves	Barrier creams	Foot Protection
If required	If required	If required	If required	✓	If required	If required	✓	✓
Safety Harness	Safety Goggles	Full face respirator						
N/A	If required	N/A						

SIGN OFF					
Author			*Catena*		
Print Name	Signature	Date	Print Name	Signature	Date
D M Peat		12/09/24			

ASSESSMENT REVIEW					
Author			*Catena*		
Print Name	Signature	Date	Print Name	Signature	Date
K Moss	K Moss	13/09/25			
K Moss	K Moss	10/09/26			

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BRIEFING RECORD					
I confirm that I have read / I have had the contents of this risk assessment explained to me. I confirm that I agree to work to the requirements of this assessment, and I will use all control measures identified in this assessment. I will also raise any concerns to my line Manager / Supervisor if this risk assessment requires amending to suit any unforeseen circumstances.					
Date	**Print Name**	**Signature**	**Date**	**Print Name**	**Signature**

SEVERITY RATINGS	
Slight (Marginal)	The hazard may either be controlled, or would commonly result in less than minor, illness, injury or system damage.
Serious (Moderate)	The hazard may commonly cause severe injury or illness or major system damage, requiring immediate corrective action.
Major (Critical)	The hazard may commonly cause death or major system loss, requiring immediate cessation of the unsafe activity or operation.

LIKELIHOOD RATINGS	
Low (Improbable)	Unlikely but possible to occur during standard operations
Medium (Occasional)	Likely to occur sometime during standard operations
High (Probable)	Likely to occur often during standard operations

Risk Selection Criteria

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