SITE survey. APP

SITE SURVEY REPORT

Manual Handling Risk Assessment

Prepared for	Larkspur Home Ltd
Date	30 Sep 2026
Site	Larkspur Home store, 3 Market Street, Ripon
Prepared by	N. Hartley

FORM

Manual Handling Risk Assessment

1. Details

Project	Larkspur Home store, 3 Market Street, Ripon
Customer	Larkspur Home Ltd
Site	Ripon store, stock room
Site address	3 Market Street, Ripon, North Yorkshire
Date of assessment	30 Sep 2026
Assessor	N. Hartley, store manager
What is being lifted, carried, pushed or pulled?	Breaking down the weekly delivery pallet and moving cartons of tableware and lamps onto the stock room shelves.
Where, from and to?	From the pallet by the back door to the stock room shelves, about 12 metres
How often?	Twice a week, about 40 cartons each delivery
Who does the task (names or roles, and how many)?	Stock room team of four: N. Hartley, E. Sowerby and the two new Saturday staff. Usually two people unload each delivery.
Can the handling be avoided, or done by machine?	No

> Manual Handling Operations Regulations 1992. HSE sets out three duties: avoid hazardous manual handling so far as reasonably practicable, assess the risk of injury from any that cannot be avoided, and reduce that risk to as low as reasonably practicable. Sources: HSE guidance L23, Manual handling: Manual Handling Operations Regulations 1992 (as amended), guidance on regulations. HSE's MAC tool (Manual handling assessment charts) and RAPP tool (Risk assessment of pushing and pulling) help score lifting, carrying and pushing tasks.

2. Task, individual, load, environment

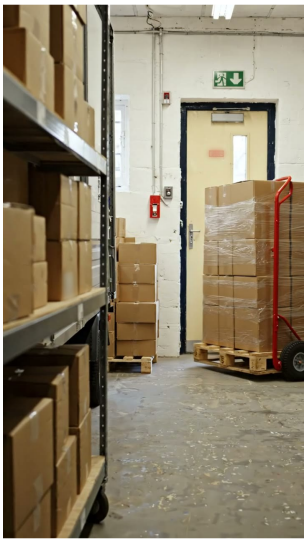
The task involves	Twisting, Stooping, Reaching upwards, Lifting from the floor or above shoulder height, Repeating the same handling often
Weight of the load (kg)	18

> HSE says the weight of a load is important, though the law does not set specific weight limits. The risk depends on the task, the person and the place as well as the weight.

The load is	Heavy, Bulky or awkward, Hard to grip
The place has	Not enough space to move freely, Other people or vehicles in the way

The job	Is done by a new or young worker, Needs training they have not had

Photos of the task



Task factors ticked	5
Load factors	3
Environment factors	2
Individual factors	2

3. Reduce the risk

Handling aids	Trolley or sack truck
Are the people doing the work told the weight of each load, and which side is heavier?	No
Other changes	Two-person lift, Store at waist height, Clear and level route, Training
Risk as the task is done now	High
Risk once the changes are made	Low
Are there actions to complete?	Yes

Actions 1: Use the sack truck for every carton over 10 kg, from the pallet to the shelf

Action	Use the sack truck for every carton over 10 kg, from the pallet to the shelf
Who	All stock room staff, briefed by N. Hartley
By when	2 Oct 2026

Actions 2: Move the heaviest lines (tableware) to the middle shelves, nothing over 10 kg above shoulder height

Action	Move the heaviest lines (tableware) to the middle shelves, nothing over 10 kg above shoulder height
Who	E. Sowerby, assistant manager
By when	9 Oct 2026

Actions 3: Mark the weight and the heavier end on every carton over 10 kg when the pallet is checked in

Action	Mark the weight and the heavier end on every carton over 10 kg when the pallet is checked in
Who	E. Sowerby, assistant manager
By when	9 Oct 2026

Actions 4: Manual handling training for the two new Saturday staff

Action	Manual handling training for the two new Saturday staff
Who	N. Hartley
By when	16 Oct 2026

Actions 5: Ask the supplier to cap tableware cartons at 15 kg

Action	Ask the supplier to cap tableware cartons at 15 kg
Who	Larkspur Home buying team, via N. Hartley
By when	31 Oct 2026

4. Briefing, review and sign-off

Have the people doing the work been briefed on this assessment?	Yes
Review date	31 Mar 2027

> Review it sooner if the work, the place, the equipment or the people change, or after an incident or near miss.

Assessor name	N. Hartley, store manager

Assessor signature	
Manager or supervisor name	J. Ferris, area manager
Manager or supervisor signature	