First Step

1. List the routine and non-routine manual handling tasks that are your responsibility. Focus on your higher risk tasks.

2. Can the manual handling task be eliminated, avoided, automated or mechanised?

   - Yes: Hazards and risk controls recorded in your general risk assessment. Assessment finished
   - No: Simple filter to distinguish low and high risk tasks

3. Use our simple filter to find out if a manual handling risk assessment required.

   - Yes: HSE MSD toolkits\(^1\) to assess common risk factors
   - No: Full manual handling risk assessment

4. Use the HSE toolkits to help identify common risks and prioritise action. Are they all green?

   - Yes: Reduce the risk to as low as reasonably practicable
   - No: Any other risk factors not covered by the tools?

   - Yes: HSE toolkit assessment finished
   - No: Assess additional risk factors or do a full assessment.

5. Any other risk factors not covered by the tools?

   - Yes: Reduce the risk to as low as reasonably practicable
   - No: Full manual handling assessment finished

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\(^1\) HSE MSD Toolkits: [http://www.hse.gov.uk/msd/toolkit.htm](http://www.hse.gov.uk/msd/toolkit.htm)