

Moving and handling risk assessment checklist

TILE: task, individual, load, environment

Avoid hazardous manual handling where reasonably practicable, assess what can't be avoided, and reduce the risk. Review whenever the person's needs change.

Service / area

Completed by

Date

Task

- ☐ Could the task be avoided, or done another way, for example with equipment or by supporting the person to move themselves?
- ☐ Does it involve stooping, twisting, reaching or holding weight away from the body?
- ☐ How often is it done, and for how long? Is there enough time?
- ☐ Are there enough trained staff for the task, as set out in the plan?

Individual (the staff member)

- ☐ Are staff trained and competent for this task and this equipment?
- ☐ Does anyone have a health condition or injury that affects what they can safely do?
- ☐ Are there signs of strain, such as heavy breathing, fatigue or reluctance to do the task?

Load (the person or object)

- ☐ What can the person do for themselves today? Can they support their own weight?
- ☐ Is pain, illness, communication or understanding affecting how they can take part?
- ☐ Is the equipment in their plan available, the right size and suitable for them?
- ☐ For objects: is the load heavy, bulky, unstable, hard to grip, sharp or hot?

Environment

- ☐ Is there enough space to work safely around the bed, chair or bathroom?
- ☐ Are floors dry, even and free of clutter and trip hazards?
- ☐ Are lighting and temperature suitable, and can bed and chair heights be adjusted?

Equipment and review

- ☐ Equipment is checked before use and in date for its servicing and examinations.
- ☐ The person's moving and handling plan is up to date and staff know it.
- ☐ The assessment is reviewed regularly and whenever the person's needs change.
- ☐ Incidents and near misses are reported and learned from.

Sources (checked 16 September 2026): HSE: Manual handling at work (updated 25 March 2024); HSE: Assess manual handling you can't avoid (updated 1 April 2025); HSE: Moving and handling in health and social care (updated 18 December 2024).

A quick-reference resource only. Always follow the person's care plan, your organisation's policies and procedures, and current national guidance.

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