

Manual Handling – Risk Assessment (HXCC)

“Transporting or supporting of a load using hands or bodily force”

For ease of use the HXCC use a category system to identify risk levels.

- Category 1 = Safe with minimal risk of harm
 Category 2 = Safe with minimal risk if using the Best Practise lifting techniques
 Category 3 = As associated risks but is infrequent or the risks managed
 Category 4 = High level risk of injury, which needs removal or avoidance

Activities	Risk Category defined in age groups			People restrictions	Risk reduction
	Under 12's	12 – 16	16 plus		
Moving Canadian Canoes	C4	C3	C3	This is a two person lift with frequent rests whilst taking to unloading area. 12 – 16 yrs to be supervised. Under 12's should not be moving this kit	This kit should never be stored above waist height
Moving two birth Kayaks or Canoes	C3 if fibreglass type material, C4 if plastic	C3 if fibreglass type material, C4 if plastic	C2 if fibreglass type material, C3 if plastic	This is a two person lift with frequent rests whilst taking to unloading area. 12 – 16 yrs to be supervised. Under 12's should not be moving this kit unless fibreglass and supervised	This kit if made of plastic should never be stored above waist height. If made of fibreglass type material this kit may be stored above waist height if infrequently used
Moving single birth Kayaks or Canoes	C4 if alone, C3 if working in pairs carrying 2 boats, C2 if working in pairs carrying 1 boat	C3 if alone, C2 if working in pairs carrying 2 boats, C2 if working in pairs carrying 1 boat	C3 if alone, C2 if working in pairs carrying 2 boats, C1 if working in pairs carrying 1 boat	Under 12's must work in pairs. 12 – 16 yrs should seek parents/guardian advice if lifting alone, otherwise work in pairs. 16 plus need to assess the load before lifting. Individual to decide frequency of rest whilst taking to unloading area	For all frequent paddlers all boats must be stored before chest height
Tables	C4 if alone, C2 if in pairs	C4 if alone, C2 if in pairs	C3 if alone, C1 if in pairs	Work in pairs	Lift one at a time
Chairs	C3 if restrictions are observed	C2 if restrictions are observed	C2 if restrictions are observed	Under 12's must lift one chair at a time & be supervised	Lift no more than two at a time
Paddles	C1	C1	C1	Ensure it is secure if lifting with boats	Lift no more than 2 at a time
Slalom Poles	C3	C2	C1	Under 16's should not be moving these loads unsupervised. 16 plus must carry no more than 1 set of poles or gate numbers	Lift no more than 3 poles at a time. Ensure strings are not obstructing when walking to unloading area

Last approved by Committee: _____