**---------QQI Level 6 Manual Handling Risk Assessment Assignment Brief -------**

You need to complete a comprehensive and realistic risk assessment on a manual handling task within your workplace. The purpose of this assignment is to demonstrate that learners have the knowledge and skills to complete a Manual Handling Risk Assessment.

Format:

The assignment should be complete using the format outlined in the Health & Safety Authority’s Guides to Manual Handling Risk Assessment.

Sections:

The headings for each section should be those of the steps below.

Step 1 Observe the task and describe:

Describe the task as accurately as possible. This can be supplemented by pictures and sketches.

Step 2 Collect data.

Provide as much technical data as possible. This can include weights, distances, heights etc.

Step 3 Identify risk factors.

This can be done by using the template provided. Provide details on any risk factors identified.

Step 4 Develop solutions & plan of action.

Provide suggestions on any solutions proposed. This can be supplemented by images and or Safe Systems of Work Plans (SSWP).

**References**: Provide references to any guides or texts used in the assignments.

**Submission date:** All assignments must be submitted by 11:59pm of the final day. (There is a 10% per week penalty for missing the deadline).

**Number of words:** Word count should be between 500 and 1,500. (Not including the 350 words covering the template).

**Assessment weighting:** This assignment accounts for 20% of the award.

Marks awarded: 20 Pass mark: 10

This assignment should be typed and submitted along with this **Declaration of Plagiarism** attached to template.

**Compassionate consideration**

This process supports learners who face extenuating circumstances whose assessment opportunities may be otherwise compromised and to ensure no learner becomes disadvantaged.

Qualtec considers the following examples of circumstances that they will consider whilst granting compassionate consideration.

• Physical or emotional injury 2 weeks prior to course commencement

• Incapacity or illness preventing the learner commencing the course

• Bereavement of a close family member

• Domestic crisis

• Terminal illness of close family member

• Other extenuating circumstances.

Learners must apply to the Head of Quality and Training for consideration. Compassionate consideration is applied where a learner feels they are unable to complete the assessment task by the deadline. An extension on a submission or a new deadline date may be issued in exceptional circumstances.