



RISKAI ASSESSMENT PREPARATION CHECKLIST

Information to collect before recording and uploading a task.

Use this checklist at the workstation before beginning your RiskAI submission. It will help you capture a representative video and provide the context needed to interpret the task accurately.

VIDEO CAPTURE GUIDELINES

☐	Record the method you believe presents the lowest risk. If you are unsure, you can upload two methods for comparison
☐	Trim the video so it captures only the relevant task and is no longer than necessary.

SELECT ASSESSMENT TYPE

☐ MAC	Lifting, lowering, carrying or team handling
☐ ART	Repetitive tasks involving the upper limbs
☐ RAPP	Pushing or pulling loads, with or without wheeled equipment

BASIC DETAILS

Company	Site
Department / Area	Task Name
Person Completing Submission	Contact Email
Date Recorded	Worker Role Or Job Title



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INFORMATION NEEDED FOR EVERY ASSESSMENT

Done	Information To Collect or Check
☐	A short, plain-English description of the task and why it is being assessed.
☐	Who normally carries out the task, including whether more than one person or role is involved.
☐	How often the task is completed and how long it is performed during a typical shift.
☐	Typical and more demanding variations, such as peak loads, larger batches, difficult items or reduced space.
☐	Breaks, recovery time, task rotation and any changes in demand across the shift.
☐	The equipment, handling aids and personal protective equipment normally used.
☐	Relevant worker feedback, including discomfort, fatigue, difficulty or suggested improvements.
☐	Existing controls and any previous incidents, near misses or concerns linked to the task.

MAC INFORMATION FOR LIFTING CARRYING AND TEAM HANDLING

Done	Information To Collect or Check
☐	Whether the task involves lifting, lowering, carrying, team handling or a combination of these.
☐	The typical and maximum load weight, including how the weight was confirmed or estimated.
☐	How many lifts or handling operations occur per minute, hour or shift.
☐	Where the load starts and finishes, including approximate hand height and reach from the body.
☐	For carrying, the distance travelled and whether the route includes turns, steps, slopes, doors or obstacles.
☐	How easy the load is to grip, whether it is stable and whether its contents can shift.
☐	For team handling, the number of people involved and how the lift is coordinated.
☐	Floor condition, space constraints, lighting, temperature and any other environmental factors.

If one task includes both lifting and carrying, make sure the recording and information cover both parts.



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ART INFORMATION FOR REPETITIVE UPPER LIMB TASKS

Done	Information to collect or check
☐	The sequence of actions that makes up one complete task cycle.
☐	The approximate cycle time and number of repetitions per minute.
☐	How long the repetitive work continues in a shift and the timing of pauses or changes of task.
☐	The weight of items handled and any pushing, pulling, gripping, pinching or other force required.
☐	Whether the right and left arms or hands perform different actions.
☐	Any awkward or sustained posture of the head, neck, back, shoulder, arm, wrist or hand.
☐	Work pace, machine pacing, deadlines, incentives or other factors that affect the worker's control of the task.
☐	Gloves, hand tools, vibration, cold, poor lighting or other factors that may increase difficulty.

ART is intended for repetitive upper-limb work, typically repeated every few minutes or more often and undertaken for at least one to two hours per day or shift. It is not a DSE assessment.

RAPP INFORMATION FOR PUSHING AND PULLING

Done	Information to collect or check
☐	Whether the load is moved on wheeled equipment or moved without wheels by dragging, sliding, pivoting or rolling.
☐	The load and equipment type, including typical and maximum loaded weight where known.
☐	The force needed to start, keep moving, stop and control the load; include measured force if available.
☐	The distance, frequency and duration of the pushing or pulling activity.
☐	The complete route, including slopes, thresholds, doors, corners, confined areas and changes of direction.
☐	Floor condition, contamination, debris, damage or other obstacles along the route.
☐	Wheel, castor and equipment condition, including maintenance issues and whether wheels are suitable for the surface.
☐	Handle height, hand position, visibility and the worker's posture while applying force.
☐	Outdoor or changing conditions, including weather, yards, loading areas or uneven surfaces.

Take particular care with pallet trucks or similar equipment with small wheels. Small floor irregularities and gradients can substantially increase the force required, so a fuller site-specific assessment may be needed.



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VIDEO RECORDING CHECKLIST

Done	Information to collect or check
☐	The worker has been told why the recording is being made and the recording follows company privacy procedures.
☐	The task, load, equipment and work area are shown clearly in good lighting.
☐	The recording shows the worker's whole body where posture, lifting, carrying, pushing or pulling needs to be assessed.
☐	For repetitive tasks, the recording also shows the upper body, arms, hands and wrists clearly.
☐	The full task is captured from start to finish, with enough repeated cycles to show normal variation.
☐	More than one viewpoint is included where a single angle would hide posture, reach, grip or the route.
☐	The recording reflects normal work and has not been staged in a way that changes the pace or method.
☐	The video has been reviewed before upload and does not contain unnecessary personal or confidential information.

READY TO UPLOAD

☐	The correct assessment type has been selected.
☐	The video file is accessible from the device that will be used for the submission.
☐	The company, site, contact and task information is complete.
☐	Any important variations, worker comments and existing controls are recorded in the submission notes.

Using The Output

RiskAI supports the assessment process. The employer remains responsible for considering the findings, agreeing suitable controls with workers, implementing actions and reviewing the assessment when the task or conditions change.

Further Guidance

- HSE MAC tool - www.hse.gov.uk/msd/mac/
- HSE ART tool - www.hse.gov.uk/msd/uld/art/
- HSE RAPP tool - www.hse.gov.uk/msd/pushpull/