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Manual Handling Policy And Procedure

Background and Purpose

This policy forms part of and should be read in conjunction with the Health and Safety Policy and the Federation Risk Assessment Assessments, it is designed to confirm how the Federation will address the requirement to prevent or control hazards associated with manual handling as regards its staff and where appropriate others including pupils/students potentially affected by manual handling activities and where the hazards cannot be avoided to undertake Manual Handling Assessments thereby complying with the provisions of The Manual Handling Operations Regulations 1992 (as amended 2002).

The policy requires all managers, on behalf of the Federation to:

- ensure all hazardous manual handling activities are subject to a valid manual handling assessment with suitable and sufficient preventive and protective measures planned and implemented;
- avoid any manual handling activity, which involves a risk to health and/or safety which has not been subject to an existing manual handling assessment;
- ensure all new activities, where manual handling hazards are presented, are subject to a valid manual handling assessment as part of the risk assessment process prior to being introduced with suitable and sufficient preventive and protective measures designed in at the outset to eliminate or reduce so far as is reasonable practicable the manual handling hazards;
- implement the appropriate preventive and protective risk control measures, including the provision of training, information and mechanical handling aids necessary to reduce the risk to health and/or safety to the lowest reasonably practicable level;
- review the assessments as necessary to ensure they remain valid.

This policy is required to comply primarily with The Manual Handling Operations Regulations 1992 (as amended 2002)

The Federation will also comply with the associated general duties placed on it by other Health and Safety legislation;

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998

To ensure a uniform approach is taken to manual handling assessment and to assist managers in this process a Federation procedure which identifies the methodology to be followed and format for recording the findings will be produced; training for managers in applying this standard will be regularly available.

Organisational Scope

This policy applies to all existing and proposed on and off site activities.

Where pupils/students undertake manual handling activities, for example assisting with the movement of PE equipment, the assessments will detail appropriate levels of training and supervision.

All external agents, contractors and employers operating on Federation premises or engaged in or affected by Federation activities will be expected to have suitable and sufficient manual handling assessments, designed to cover their operation, which are aligned, where appropriate, with Federation originated assessments to ensure effective co-operation and coordination of the work.

Definitions

Manual Handling

The movement by hand or by bodily force of any load, includes lifting, carrying, pulling and pushing.

Load

A discrete moveable object, animate or inanimate, does not include a tool or implement in use.

Manual Handling Assessment

A formal systematic analysis of a work related task or activity which involves potentially hazardous manual handling, it considers the following factors; **Task, Load, Individual** and **Environment** so as to identify the hazards and level of risk presented to assist in the determination of suitable and sufficient preventive and protective measures so far as is reasonably practicable.

Hazard

Something, arising out of a work situation, which has the potential to cause harm to an individuals' health and/or safety.

Risk

The term used to describe the likelihood that a hazard is realised taking into account the severity of the outcome.

Policy statement

The Federation recognises and readily accepts the benefits that accrue from the use of the principles and practices relating to manual handling assessment as a means of determining suitable and sufficient arrangements for the prevention or control of the hazards created by manual handling.

All managers or other member of staff planning to introduce an activity which involves potentially hazardous manual handling will be required to undertake a manual handling assessment in accordance with the Manual Handling Procedures as part of the planning process to ensure all relevant health and safety issues have been properly addressed.

The objective of this requirement to undertake manual handling assessments is to reduce the risks presented by any hazards identified to the lowest level which is reasonably practicable.

All manual handling assessments must be subject to review to ensure they remain valid.

Records

A record of all appropriate manual handling assessments undertaken, along with any revision and associated documentation will be retained within the Federation at the premises to which they or the activities relate.

Copies of all manual handling assessments produced by external agents, contractors and employers operating on Federation premises or engaged in or affected by Federation activities will be held by the relevant manager at the premises to which they or the activities relate.

References

- Health and Safety at Work Act Etc 1974,
- Manual Handling Operations Regulations 1992 (as amended 2002),
- The Management of Health and Safety at Work Regulations 1999,
- Manual Handling Procedure,
- Risk Assessment Policy and Procedure.

Monitoring

The operation of this policy will be subject to review annually as part of the overall review of the Federation safety management system.

Manual Handling Procedure

This procedure forms part of and should be read in conjunction with the Manual Handling Policy, made under the overall Health and Safety Policy. It should also be read in conjunction with the specific policies and procedures on Risk Assessments. It is designed to confirm how the Federation will address the risks presented to its staff, and where appropriate relevant others including pupils/students, from manual handling activities, and in so doing comply with the Manual Handling Operations Regulations 1992 (as amended 2002).

More than a quarter of accidents reported each year to the HSE and Local Authorities are associated with Manual Handling. The law requires the Federation, working in conjunction with its managers and staff, to prevent or control the risks associated with Manual Handling, so as to protect the health and safety of staff and others who may be affected.

MANUAL HANDLING ACTIVITIES

Manual Handling refers to any handling task involving the human body as the power source.

Manual Handling includes:

- Lifting
- Lowering
- Pushing
- Pulling
- Carrying
- Holding

This Manual Handling Procedure is relevant and applies if a task involves any of the above operations, whether undertaken by staff and/or others who may be affected.

EXAMPLES OF THE INJURIES CAUSED BY MANUAL HANDLING

- Cuts and abrasions
- Strained and pulled muscles
- Ligament/Tendon strains
- Neck Injury
- Back Injury
- Hernias
- Crushing injuries

Weight Limits

The Manual Handling Operations Regulations 1992 (as amended 2002) set no specific requirements on weight limits and strictly speaking there is no threshold below which handling operations should be regarded as 'safe'. The Federation has however, adopted guidelines,

which can be found in Appendix B, which sets the conditions that need apply in relation to the weight of a load.

What The Manual Handling Operations Regulations Requires

Those managers and staff with responsibility for controlling manual handling activities should follow the hierarchy of control detailed in the Manual Handling Operations Regulations 1992 (see Appendix A). The fundamentals of this approach are as follows:

Step 1

Avoid, where reasonably practicable, manual handling operations which involve a risk of injury. Does the task really need to be done? Can the final objective be achieved in some other way? Can a process be carried out in situ, without handling the load?

Step 2

If handling operations cannot be avoided then automate/mechanise, where reasonably practicable. Can a hoist or lift be used to avoid the handling operations? Can you reduce the load by using a pulley or sack barrow? However, it should be remembered that the introduction of automation or mechanisation may create, other different risks. For example they may require maintenance or repair.

Step 3

If you cannot avoid or automate/mechanise the handling operation, you should make suitable and sufficient assessment of the operation, so as to avoid risk of injury.

Step 4

Implement preventative and protective measures identified within your assessment, including training, instruction and information so as to reduce the risk to the lowest practicable level.

Step 5

Review the assessment as necessary, for example, if the task, load, environment or individual changes significantly, the assessment should be reviewed.

Conducting A Manual Handling Assessment

The assessment required by the regulations, should be carried out by managers or another nominated responsible person. A meaningful assessment can only be based on a thorough practical understanding of the manual handling tasks to be performed, the loads to be handled and the working environment in which the tasks will be carried out.

Managers carrying out the assessments should concentrate on areas known or considered to be hazardous to staff, this will ensure that trivial issues are avoided (see Appendix B and C), tasks likely to require assessment include;

- Movement of furniture and equipment
- Movement of machine parts
- Movement of process/curriculum materials
- Movement of articles and substances
- Moving and handling of pupils/students with mobility problems
- Loading/Unloading of vehicles
- Waste disposal

- Movement of books and stationary
- General portage tasks

Step One

The four factors to which the manager must have regard when making an assessment of manual handling operations are:

- Task
- Load
- Environment
- Individual

Task

During the assessment the following should be considered for the task:

- Distance the load has to be moved
- Frequency
- Posture – twisting, stretching, bending, reaching etc
- Risk of sudden movements
- Work rates imposed

Load

During the assessment the following should be considered for the Load:

- Weight of the load
- Animate or inanimate (a load could be a pupil/student with mobility problems)
- Size and shape of the load
- Stability
- Sharp edges
- Temperature of the load

Environment

During the assessment the following should be considered for the environment:

- Flat area, slopes or stairs
- Space constraints
- Slippery, uneven surface
- Temperature
- Lighting levels

Individual

During the assessment the following should be considered for the individual undertaking the task:

- Male or female
- Physical strength
- Manual handling ability
- Height and reach
- Pregnancy

- Medical condition

Appendices B and C set out the factors which shall be taken into account when deciding the need or otherwise to automate or mechanise a handling operation and for deciding preventative and protective measures.

Step Two

Once the assessment has been carried out you will need to decide on and implement any preventative or protective measures that would either eliminate or reduce the risks presented.

Advice should be sought from the Head teacher or other relevant senior manager where assessors are unsure of their competence and need to access further guidance and/or support to decide on such measures.

Step Three

The assessment should be kept up to date. It should be reviewed if there has been a significant change to the Task, Load, Environment or Individuals performing the task.

Information, Instruction And Training

At the very least staff and others involved in manual handling tasks should be made aware of the techniques used for safe lifting (see Appendix D).

Information, Instruction, training and supervision will need to be increased depending on the levels of risks presented by the activities.

All staff whose specific responsibilities include manual handling activities are required to have received formal training in manual handling techniques.

Records

Records of Manual Handling Assessments will be retained by the appropriate manager in a format that is readily accessible for monitoring purposes.

Properly based and undertaken 'generic' assessments which draw together common threads from a range of broadly similar operations are quite acceptable.

Further advice and information

Manual Handling Operations Regulations 1992 (as amended 2002) and guidance L23

HSE Books ISBN 071762823X

Manual Handling, Solutions you can Handle, HSG115

HSE Books ISBN 0717606937

A Pain in Your Workplace, HSG121

HSE Books ISBN 0717606686

Getting to Grips with Manual Handling, INDG143

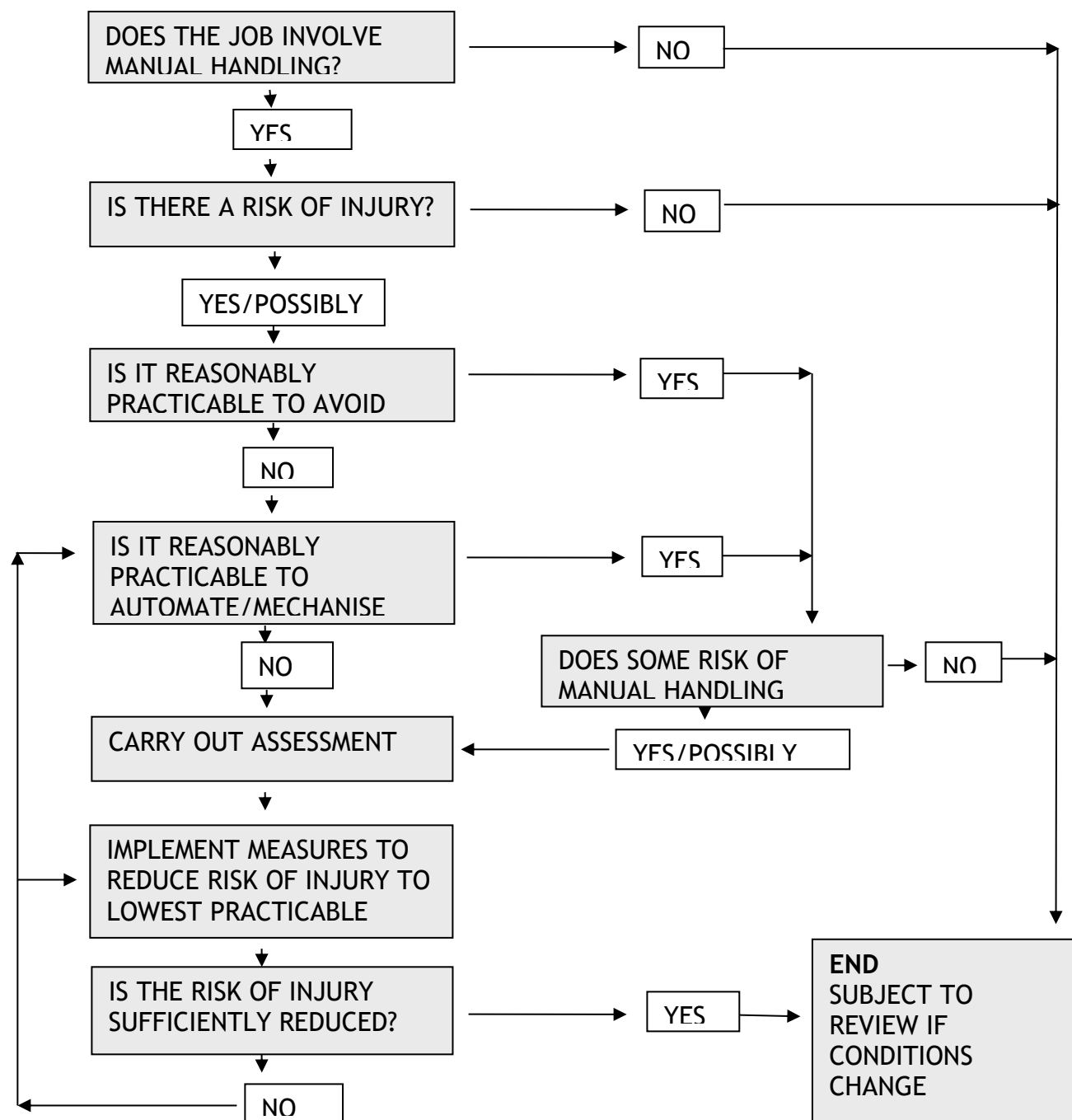
HSE Books

www.hse.gov.uk/betterbacks

www.hse.gov.uk/msd

Appendix A

MANUAL HANDLING OPERATIONS REGULATIONS 1992

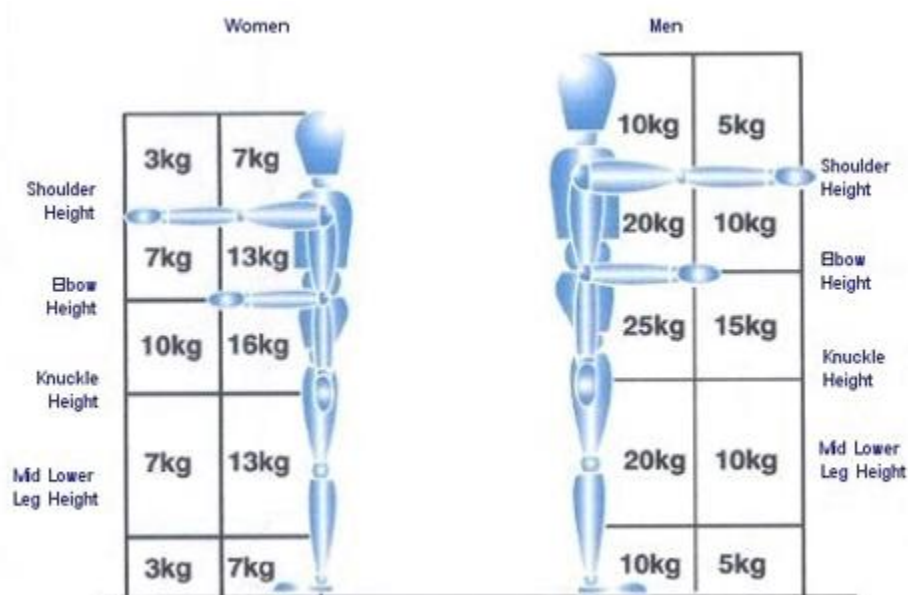


Appendix B

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992 AS AMENDED 2002

The Manual Handling Operations Regulations 1992 (as amended 2002) set no specific requirements such as weight limits. Instead, the Regulations require that assessments based on the relevant factors listed in Appendix C shall be used to determine the risk of injury and to point the way to preventative and protective measures.

Strictly speaking there is no threshold below which handling operations should be regarded as 'safe'. The guidelines below are not legal standards, nor are the figures themselves absolute criteria for the action suggested. They are boundaries suggested by the HSE to enable assessment work to be concentrated where it is most needed.



Appendix C

MANUAL HANDLING ASSESSMENT

This checklist will remind you of the main points to think about while you:

- consider the risk of injury from manual handling operations
- identify steps that can remove or reduce the risk
- decide your priorities for action
- take action and check that it has the desired effect

Name.....

Department:.....

Operation covered by this assessment:.....

Remedial action to be taken:.....

Overall priority for remedial action: Nil / Low / Med / High

Date by which action should be taken:.....

Date of assessment:..... Date for re-assessment:.....

Assessor's name:.....

Assessor's signature:.....

SECTION A – PRELIMINARY ASSESSMENT

Q1 Do the operations involve a significant risk of injury?

YES/NO

If 'YES' go to Question 2. If 'NO' the assessment is complete.

Q2 Can the operation be avoided/mechanised/automated at a reasonable cost?

YES/NO

If 'NO' go to Question 3. If 'YES' go to Section B.

Q3 Are the operations clearly within the guidelines set out in Appendix B?

YES/NO

If 'NO' go to Section D. If 'YES' go to Section C.

SECTION B – OVERALL ASSESSMENT OF RISK

Q3 What is your overall assessment of the risk of injury?

Insignificant/Low/Med/High

If 'Insignificant' the assessment is complete. If Low/Med/High go to Section C.

SECTION C – REMEDIAL ACTION

Q4 What remedial steps should be taken, in order of priority?

- 1)
- 2)
- 3)
- 4)

SECTION D – DETAILED ASSESSMENT

Question	Y es /N o	Risk			Controls
		H	M	L	

TASK – Does it involve:

Holding loads away from the trunk					
Twisting					
Stooping					
Reaching upwards					
Large vertical movements					
Long carrying distances					
Pushing or pulling					
Unpredictable movement of the load					
Repetitive handling					
Insufficient rest or recovery					
A work rate imposed by a process					

INDIVIDUAL – Does the job:

Require unusual capability					
Hazard those with a health problem					
Hazard those who are pregnant					
Call for special information/training					

LOADS – Are they:

Heavy					
Bulky					
Difficult to grasp					
Unstable/unpredictable					
Intrinsically harmful (e.g. sharp/hot)					

ENVIRONMENT – Are there:

Constraints on posture					
Poor floors					
Variations in levels					
Hot/Cold/Humid conditions					
Strong air movement					
Poor lighting conditions					
Tripping hazards					

OTHER FACTORS:					
Is movement hindered by clothing					
Is PPE required					

Once completed return to Section C.

Appendix D

Safe Lifting Technique

No person should attempt to lift beyond their capability and where mechanical lifting aids are provided these should be used.

Many operations will require manual handling and the following techniques should be adopted:

- **Assess the load e.g. weight, size and where the load is to be moved**
- **Place feet close to the load and slightly apart for balance**
- **Bend the knees**
- **Keep the back straight and tuck the chin in**
- **Get a firm grip with palms under the load if possible**
- **Lift smoothly with the leg muscles and avoid jerking**
- **Do not twist the trunk and keep the load close to the body**

