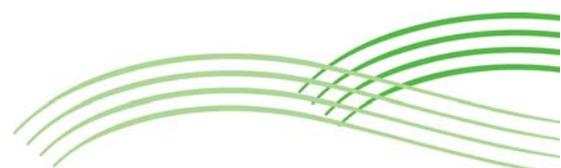


Health & Safety Policy

HSP 12

Manual Handling

| Version | Status | Date | Title of Reviewer | Purpose/Outcome |
|---------|----------|------------|-------------------|---|
| 1.0 | Draft | 07.03.2016 | David Maine | 1 st Draft for consultation/review |
| 1.1 | Approved | 10.01.2017 | David Maine | 1 st Issue |
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| Title: | HSP12 – Manual Handling |
| Author(s): | David Maine |
| Date: | January 2017 |
| Review date: | January 2018 |
| Application: | This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises. |

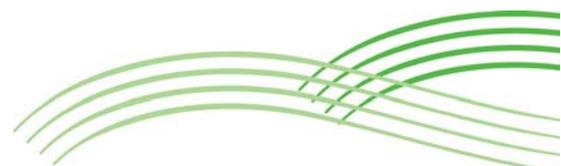
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| Definitions | For the purpose of this policy, the following definitions apply; | |
| | Manual Handling(MH) | The transporting or supporting of loads, by either direct or indirect use of the hands or other bodily force. This includes the lifting, lowering, pushing, pulling, supporting, carrying or movement of loads. |
| | Injury | Injury to any part of the body caused by manual handling. Injuries include; strained muscles, over-stretched or torn ligaments, trapped, compressed or impinged nerves and disc damage (e.g. pro-lapsed disc). |
| Policy Aims | The objective of this policy is to reduce the risk of injury to those persons who may be involved in manual handling activities to a tolerable level. | |
| Policy | <p>TWHF will comply with the Manual Handling Operations Regulations 1992 (as amended), which place a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads. Accordingly, TWHF will:</p> <ul style="list-style-type: none"> • avoid the need for hazardous manual handling operations, • assess the risk of injury from any hazardous manual handling that can’t be avoided and eliminate or reduce these to a tolerable level; • introduce appropriate measures to reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable; • provide equipment to enable manual handling activities to be undertaken safely; • provide suitable and sufficient supervision, training, (including periodic refresher training), and information to all staff involved in manual handling operations. | |
| Risk | Manual handling injuries such as musculoskeletal disorders (MSD) to include muscle, ligament & nerve damage and other types of injuries such as bruises, cuts and fractures. | |
| Responsibility | This responsibility is discharged primarily at the line management/operational level. | |

Roles & Responsibilities

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| 1. | <p>Roles and responsibilities are defined in HSP2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p> |
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Arrangements

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| 1. | <p>Avoiding Manual Handling</p> <p>Where a general risk assessment carried out under the Management of Health and Safety at Work Regulations 1999 indicates a possibility of injury from manual handling operations, a more detailed specific manual handling risk assessment must be made under the Regulations.</p> |
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| | <p>Following the hierarchy of controls, the first consideration is whether the manual handling operation can be avoided altogether. It may not be necessary to assess the risk in great detail, particularly if the handling operations can easily be avoided or the appropriate steps to reduce any risk of injury to the lowest level reasonably practicable are obvious.</p> <p>Try and avoid, where reasonably practicable, those activities that involve, or may involve, a risk of injury. This can be done in two ways:</p> <p>Elimination - This can often be achieved by redesigning the activity to reduce the need for moving and handling e.g. can the task be brought to the load rather than moving the load.</p> <p>Automating/mechanising - Consideration should be given to the use of lifts, hoists, conveyers or other aids to move loads. However this can lead to other risks being created because of the use of lifting or moving equipment which would then need to be assessed.</p> |
| 2. | <p>Manual Handling Risk Assessment</p> <p>Where it is not possible to avoid the moving and handling activity, conduct a manual handling risk assessment.</p> <p>The primary purpose of your assessment is to identify the significant risks (rather than the trivial risks) in order to determine the controls, which are appropriate to manage the risks. The assessment looks at the following areas that need to be considered i.e. the load, the individual, the task, the environment and the physical factors:</p> <ul style="list-style-type: none"> • The Task: does it involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work? • The Individual: Does the individual require unusual strength or height, are they pregnant, disabled or suffer from health a problem, or require specialist knowledge or training? • The Load: is it heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift? • The Environment is the activity affected by space constraints; uneven, slippery or unstable floors, and variations in floor levels; extremely hot, cold, humid, poor lighting, poor ventilation, gusty winds, clothing or PPE that restricts movement? <p>See HSF12.1 for Manual Handling Risk Assessment Template</p> <p>Reducing the risk of activity</p> <p>It is important that appropriate actions are taken to reduce the risk of injury by putting into place suitable controls which will have been identified through the assessment process. These may be related to the specific areas that the manual handling assessment considers, or more general issues such as staff training.</p> |

Handling aids

Examples of handling aids include:

- Levers: Work by reducing the amount of force required to lift a load (e.g. lifting a manhole cover)
- Handles: can be attached to the load to make it easier to grasp (e.g. hooks and slings)
- Two wheeled trolleys such as sack trolleys.
- Four wheeled containers such as bins, roll cages, pallet trucks, and luggage trolleys.

For handling aids to be effective, it is important to ensure that:

- Care is taken in selecting a type which is appropriate for the task required.
- An appropriate maintenance programme is in place to ensure that they are, and remain, in a safe condition to use.
- Adequate user training is provided.
- Any equipment which is suspected of being faulty should be withdrawn from use until repaired and safe to use.
- The location of such equipment is readily available or accessible so that they are likely to be used fully and effectively.

3. **Training**

Employees should be competent to undertake the moving and handling tasks that they might be expected to perform in the course of their working duties.

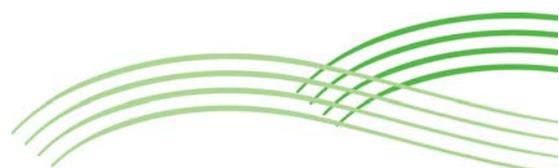
This means ensuring they are provided with the necessary information, instruction and training necessary to:

- Identify the risks associated with moving and handling activities.
- Carry out moving and handling activities safely through safe lifting techniques.

In practice, the degree of information, instruction and training required will be largely dependent on the type of moving and handling activities and the extent to which they form part of a person's role. This should be assessed so that the relevant staff attends suitable training as appropriate. This is particularly important for those employees who carry out potentially hazardous moving and handling activities in the line of their work.

Manual handling training can be provided through e-learning complemented by local premises face to face training where required.

Further information and details regarding these training courses are available from the Central HR.



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| 4. | <p>Limitations of this Policy</p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p> |
| 5. | <p>Appendices</p> <p>I. HSF12.1 Manual Handling Risk Assessment Template</p> |