

# Manual Handling Procedure

Frequency of Review	Every 1 year
Author	Adopted from OCC
Approved by	COO
Reviewed	Sept 2022
Date of Next Review	Sept 2023 (unless there is a material change)

## **Applicable Legislation**

**Management of Health and Safety at Work Regulations 1999 (as amended)**  
**Manual Handling Operations Regulations 1992 (as amended)**  
**See also Display Screen Equipment Regulations 1992 (as amended)**

## **Introduction**

1. Manual Handling injuries represent over one third of all those reported under RIDDOR to the HSE. As such, so far as is reasonably practicable, manual handling operations should be avoided thus reducing the risk of injury.
2. Musculoskeletal injury is the most common form of injury, generally caused by poor manual handling practices. Whilst this type of injury can be directly related to handling activities, it can also occur when poor posture is maintained over long period of time, e.g. leaning over all the time instead of having a work surface positioned at the correct height, and/or when highly repetitive manual activities are undertaken.
3. These types of injuries can result in sprains, strains, repetitive strain injuries, soft tissue injuries (muscles and ligaments) pain and inflammation of joints.

## **Scope**

4. This guidance applies to all employees, volunteers and partners who may be required to carry out manual handling activities.

## **Definition Manual Handling**

5. The transportation or support of a load including lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force.

## **Manager's Responsibilities**

6. All managers are responsible for ensuring that:
  - Hazardous manual handling activities are avoided wherever possible.
  - A suitable and sufficient assessment of the risk of injury is undertaken for any manual handling that cannot be avoided and it is formally recorded.
  - The risk of injury from hazardous manual handling is reduced, so far as is reasonably practicable.
  - Manual handling aids are provided when they are considered necessary.
  - Any such manual handling aids are subject to regular inspection and testing.

## **Employee's Responsibilities**

7. All employees, Volunteers and Partners must:
  - Follow safe systems of work for their own safety

- Attend any training as recommended by their Manager prior to undertaking manual handling activities.
- Make proper use of equipment provided for their safety as demonstrated in training, reporting any defects with equipment to their Manager.
- Co-operate with their employer on health and safety matters
- Inform their employer if they identify hazardous handling activities and report any adverse symptoms and injuries associated with these tasks
- Take care to ensure that their activities do not put others at risk

### **Manual Handling Training Needs**

8. Manual Handling training courses are provided through Smartlog. These consist of an E-Learning package which can be accessed at any time. There is practical training for those identified most at risk.
9. New employees and those identified in the risk assessment as being at risk from manual handling activities must be trained in manual handling techniques before they undertake activities of this nature.

### **Guidance**

#### **Manual Handling Assessment Flowchart (Annex 1)**

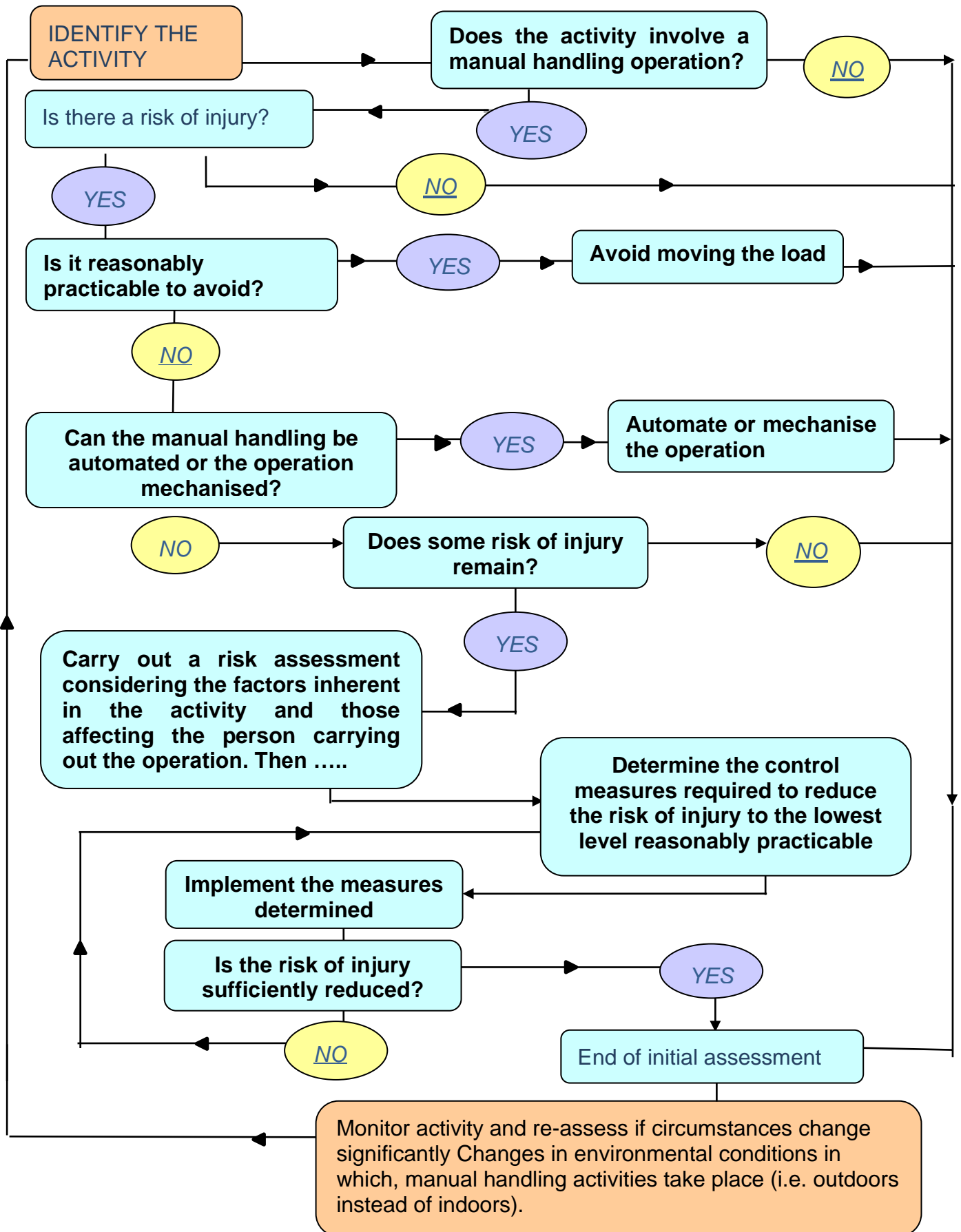
This describes the process of when a risk assessment is required.

#### **HSE Manual Handling at Work – A brief guide (including risk assessment)**

<http://www.hse.gov.uk/pubns/indg143.htm>

#### **Risk Assessment Checklist Model (Annex 2)**

Provides step by step advice to carry out a risk assessment



**Risk Assessment Checklist Model**

**Note** 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

<p><b>SUMMARY OF ASSESSMENT</b>                  Operation covered by this assessment:                  .....                  .....                  .....</p> <p>Personnel involved:                  .....                  .....                  .....</p> <p>Location:                  .....                  .....                  .....</p> <p>Date of assessment:                  .....</p> <p>Time of assessment                  .....</p>	<p>Overall priority for remedial action: Nil / Low / Med / High*</p> <p>Remedial action to be taken:                  .....                  .....                  .....                  .....                  .....</p> <p>Date by which action is to be taken:                  .....</p> <p>Date for reassessment:                  .....</p> <p>Assessor's name:                  .....</p> <p>Assessor's signature:                  .....</p>
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\* circle as appropriate

**Section A – Preliminary:**

**Q1 Do the operations involve significant risk of injury? Yes / No\***

If 'Yes' go to Q2. If 'No' the assessment need go no further.  
 If in doubt answer 'Yes'.

**Q2 Can the operation be avoided / mechanised / automated at a reasonable cost? Yes / No\***

If 'No' go to Section 'B'. If 'Yes' proceed then check that the result is satisfactory.

**Section B – More detailed assessment, where necessary:**

<b>Questions to consider:</b> (If the answer to question is 'Yes' place a tick against it and then consider the level of risk)	<b>Level of risk:</b> (Tick as appropriate)			<b>Possible remedial action:</b> (Make rough notes in this column in preparation for completing Section D)	
	Yes	<u>Low</u>	<u>Med</u>	<u>High</u>	
<p><b>The Task:</b> -does it involve:</p> <ul style="list-style-type: none"> <li>• Holding loads away from trunk of body?</li> <li>• Twisting?</li> <li>• Stooping?</li> <li>• Reaching upwards?</li> <li>• Large vertical movement?</li> <li>• Strenuous pushing or pulling?</li> <li>• Unpredictable movement of loads?</li> <li>• Repetitive handling?</li> <li>• Insufficient rest or recovery?</li> <li>• A work-rate imposed by a process?</li> </ul> <p><b>The Loads:</b> -are they:</p> <ul style="list-style-type: none"> <li>• Heavy?</li> <li>• Bulky /unwieldy?</li> <li>• Difficult to grasp?</li> <li>• Unstable / unpredictable?</li> <li>• Intrinsically harmful (eg sharp/hot?)</li> </ul> <p><b>The working environment –</b> are there:</p> <ul style="list-style-type: none"> <li>• Constraints on posture?</li> <li>• Poor floors?</li> <li>• Variations in levels?</li> <li>• Hot/cold/humid conditions?</li> <li>• Strong air movements?</li> <li>• Poor lighting conditions?</li> </ul> <p><b>Individual capacity –</b> Does the job:</p> <ul style="list-style-type: none"> <li>• Require unusual capabilities?</li> <li>• Hazard those with a health problem?</li> <li>• Hazard those who are pregnant?</li> <li>• Call for special information/training?</li> </ul>					

<b>Other factors:</b> Is movement or posture hindered by clothing or personal protective equipment?					
Deciding the level of risk will inevitably call for judgement.					

**Section C – Overall assessment of risk:**

Q1 *what is your overall assessment of the risk of injury?*

*Insignificant / Low / Med / High\**

If not 'Insignificant' go to Section D. If 'Insignificant' the assessment needs go no further.

**Section D – Remedial action:**

Q1 *What remedial steps should be taken, in order of priority?*

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

**And finally:**

- Complete the SUMMARY above
- Compare it with your other manual handling assessments
- Decide your priorities for action
- TAKE ACTION.....AND CHECK THAT IT HAS HAD THE DESIRED EFFECT!