

MANUAL HANDLING POLICY AND PROCEDURE

- 1** The Council will take all reasonable steps to reduce health and safety risks to employees from manual handling.

The Council will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

The Council will also provide adequate information, instruction, training and supervision to employees regarding manual handling best practice. Employees will make proper use of any equipment and systems of work provided for their safety.

2 **Heads of Service will ensure that:**

- manual handling tasks that involve injury risks are avoided where reasonably practicable;
- manual handling operations that cannot be avoided are suitably and sufficiently assessed in accordance with the Manual Handling Operations Regulations 1992, Schedule 1;
- nominated assessors are competent to undertake manual handling assessments;
- nominated assessors are provided with adequate information, training and support to undertake manual handling assessments;
- the greater risks to young persons and new and expectant mothers from manual handling are included in the assessments;
- any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
- manual handling assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
- adequate training is provided to those undertaking manual handling to enable them to carry out their work safely and without risk to health;
- refresher training is provided when required.

3 **The manual handling assessor will:**

- conduct and record manual handling assessments .
- give consideration to the greater risks to new and expectant mothers and young persons within the assessments;
- submit manual handling assessments for review and approval by Heads of Service if required;
- involve the employee who is undertaking the manual handling in the assessment;

- advise the employee undertaking the manual handling task of the findings of his/her individual assessment;
- maintain a file of all manual handling assessments.

4 Employees undertaking manual handling tasks will:

- follow appropriate systems for work laid down for their safety;
- make proper use of equipment provided for their safety;
- inform their manager if they identify hazardous handling activities;
- advise the assessor of any physical condition that may affect their ability to undertake manual handling operations safely;
- report any problems relating to manual handling to the relevant person;
- ensure that they do not take personal risks such as twisting, overreaching and stretching during manual handling tasks;
- take care to ensure that their activities do not put others at risk.

5 When undertaking a manual handling risk assessment the competent assessor should consider:

- the tasks - stooping, reaching, distance, frequency, duration, distance from trunk, etc;
- the loads - weight, centre of gravity, stability, sharp edges, temperature, etc;
- the working environment - temperature, space, slopes, floor condition, lighting, etc;
- individual capabilities - height, strength, sex, physical fitness, vulnerable groups, clothing, etc.

6 The manual handling assessor should have the ability to:

- identify health and safety hazards for manual handling tasks;
- draw upon additional sources of information where appropriate;
- identify steps to reduce the risk (equipment, systems of work and good ergonomics);
- make a clear record of the findings and communicate them effectively.

7 Manual handling assessments need to be revised when:

- there are significant changes to the work environment where the task is carried out;
- new members of staff are involved in manual handling;
- staff members undertaking manual handling identify a problem or complain of physical discomfort;
- significant changes are made to the work process.

Documented assessments and training records should be kept for a minimum of three years.