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1.0 INTRODUCTION

Poor manual handling can lead to various types of musculoskeletal disorders, and this therefore emphasises the need for the use of best practice techniques to prevent injury.

Manual handling injuries are part of a wider group of musculoskeletal problems. An estimated 6.9 million working days are lost to work-related musculoskeletal disorders (MSDs), this represents 29% of all days lost due to work related ill-health (Health & Safety Executive HSE 2019).

Manual handling injuries can happen anywhere people’s employment includes manual handling. Heavy manual labour, awkward postures, manual materials handling, people handling and previous or existing injury are all risk factors in developing musculoskeletal disorders (MSDs).

Purpose – To provide staff with a clear statement of the measures that will be taken by the Organisation to minimise the risks presented by manual handling and the measures required to safeguard against injury from manual handling.

Implementation – It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Where the conditions of service delivery or its associated tasks require staff to be involved with manual handling. Both the individual staff member and manager have a duty to assess and reduce the risks which are presented in such a case.

2.0 GENERAL POLICY STATEMENT

Lancaster City Council acknowledges the importance of safe moving and handling practices and will comply fully with the provisions of the Moving and Handling Operations Regulations 1992 as amended in 2002 and current legislation pertaining to safer handling practices.

The aim of the organisation's policy, therefore, is to comply with both the letter and the spirit of the law on Health and Safety at Work and to this end, the provisions of this policy are centred around reducing the risk of manual handling injuries to employees and others by avoidance of hazardous manual handling operations so far as is reasonably practicable, and where handling operations cannot be avoided minimising the risk of injury so far as is reasonably practicable by supporting the continual development of safer handling practices using an ergonomic approach.

Accidents/incidents or near misses must be reported through the organisation's electronic accident reporting system 'My Compliance'. Specified Injuries and those causing employees to be incapacitated for more than 7 working days are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, to the Enforcing Authority for Health and Safety through the Incident Contact Centre.

3.0 KEY LEGISLATION

The Health and Safety at Work etc Act 1974 ("the Act"), sets out the general duties which employers have towards employees and others, and which employees have to themselves and to each other. These duties are qualified in the Act by the principle of '*so far as reasonably practicable*'. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.

The Management of Health and Safety at Work Regulations 1999 (as amended), generally make more explicit what employers are required to do to manage health and safety under the Act. Duties under these Regulations apply to every work activity. The main requirement on employers is to carry out suitable and sufficient risk assessments. Where there are five or more employees there is a standard requirement to record the significant findings of the risk assessments.

The Manual Handling Operations Regulations 1992 (as amended), seek to prevent injury from the manual handling of loads. They establish a clear hierarchy of measures for dealing with risks from manual handling as follows:

- avoid hazardous manual handling operations so far as reasonably practicable;
- assess any hazardous manual handling operations that cannot be avoided; and,
- reduce the risk of injury so far as reasonably practicable.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require that certain types of accidents, specific cases of occupational ill health and some dangerous occurrences have to be reported to the relevant enforcing authority for health and safety through the Incident Contact Centre.

The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 require that equipment used for lifting people and lifting accessories are thoroughly inspected by a competent person every six months or at intervals based on risk assessment by a competent person. Lifting operations must be properly planned by a competent person, appropriately supervised and carried out in a safe manner. All equipment will have the instructions for its safe use readily available to all staff.

The Provision and Use of Work Equipment Regulations (PUWER) 1998, require risks to people's health and safety from any equipment, including handling aids that they use at work, to be prevented or controlled

4.0 DEFINITIONS

Manual Handling

Manual handling is defined as any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

Load

A load in this context must be a discrete movable object. This includes, for example, not only packages and boxes but also a person we support being lifted, an animal being moved during veterinary treatment, and material supported on a shovel or fork. An implement, tool or machine, such as a chainsaw, fire hose or breathing apparatus, is not considered to be a load when in use for its intended purpose.

Ergonomics

Described as fitting the job to the person rather than the person to the job.

5.0 ORGANISATION AND MANAGEMENT

Chief Executive Officer

The Chief Executive Officer has overall responsibility for ensuring that the Organisation meets its statutory obligations and that effective arrangements for the management of health and safety are put in place. The Chief Executive Officer has executive responsibility to manage Health and Safety including compliance with Health and Safety at Work Act, etc. 1974 and other relevant legislation, best practice guidance and Company policies to meet legal and organisational requirements.

Senior Leadership Team (Chief Officers)

The Chief Officers have ultimate responsibility for ensuring that the Organisation meets its statutory obligations and that effective arrangements for the management of health and safety are put in place and are therefore responsible for setting and approving policy direction in relation to manual handling.

The Health and Safety Team

The Health and Safety Team are responsible for advising on appropriate measures to meet legal and organisational requirements as required.

Line Managers

Are responsible for the implementation of this policy within the premises / team for which they are responsible by:

- Ensuring that adequate arrangements are in place to comply with the policy
- Organising work to avoid manual handling whenever possible
- Identifying hazardous manual handling tasks
- Ensuring that risk assessments are undertaken and any risk reduction/control measures, are identified and implemented
- Ensuring that risk assessments are reviewed on a regular basis, either; annually or, when the work changes significantly, or following an accident or case of ill health, or when the validity of the assessment is suspected, or when there are legislative changes.
- Ensuring the risk assessments are completed on the 'My Compliance' system.
- To make sure manufacturer's instructions for any equipment are stored and readily accessible to staff to enable correct and safe use of the equipment.
- Ensuring that equipment is cleaned between use as per the Infection Control Policy.

- Ensure that employees, contractors and visitors are given information about handling tasks
- Ensure that appropriate instruction, training and supervision is given to new employees and that staff are updated as the service demands.
- Ensure their own training needs are met in terms of keeping up to date with new developments /professional guidelines in relation to manual handling.
- Ensure employees adhere to safe handling techniques and are supervised if and where necessary by workplace supervision and inspection.
- Reasonable adjustments are made, when necessary, for employees with health conditions who could be adversely affected by manual handling operations
- To report any accidents, incidents and near misses in accordance with the Accident Reporting Policy.

Employees

- Being familiar with risk assessments and the control measures.
- Ensuring their own health and safety, that of colleagues and the people we support is not put at risk when carrying out manual handling activities.
- Following safe systems of work as detailed in handling risk assessments.
- Carrying out dynamic risk assessments to carrying out handling tasks especially for high risk moving.
- They use equipment which has been provided to minimise the risk from manual handling activities in accordance with manufacturer's instructions and training.
- Ensuring that equipment is clean for each use as per the Infection Prevention and Control Policy.
- Checking equipment prior to use and report any defects to their Line Manager.
- Reporting to their Manager any personal conditions which may be detrimentally affected by the manual handling activity.
- Complying with instruction and training which has provided in safe manual handling activities.
- Ensuring that they attend update training as relevant to their services.
- Reporting any problems or shortcomings relating to the manual handling risk assessments and activities to their Line Manager.

Health and Safety Trade Union Representatives

Health and Safety / Trade Union Representatives have certain responsibilities and duties and are able to audit and complete inspections where required.

A health and safety representative is a fellow worker who represents other union members to look after the health and safety at work of people they work with.

Health and Safety Representatives have the right to:

- take an active part in workplace risk assessments.
- investigate potential hazards and 'dangerous occurrences' and examine the accident data.
- investigate members' complaints.
- carry out inspections of the workplace in work time, at least every three months.
- be consulted on new working practices and new technology.
- receive safety information from their employer (such as inspectors' reports, hygiene surveys and risk assessments).
- attend union-approved training courses without loss of pay; and have access to a phone and office equipment, and paid time off work, both to carry out inspections and to meet staff and other safety reps.

6.0 HAZARDS

Manual handling tasks can result in injury of which some are caused by the cumulative effect of poor manual handling techniques over a period of time, rather than one isolated incident. It is therefore essential that good training is provided at induction and ongoing in order to avoid poor practice, or so that any identified poor practice can be corrected as soon as possible.

Within the organisation's service provision, the carrying out of physical manual handling can result in a manual handling injury and for this reason, all new staff receive Manual Handling Training.

7.0 RISK ASSESSMENT

There is no such thing as a completely safe manual handling activity, although working within prescribed guidelines will reduce the risk of injury and the need for a more detailed assessment.

Where the conditions of service delivery or its associated tasks require staff to be involved with manual handling activities, Managers have a duty to:

- Avoid hazardous manual operation where possible.
- Assess any unavoidable hazardous operations.
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable for all.
- Review the risk assessments at regular intervals and as and when any changes occur or following an incident/near miss

The guidance contained within the Manual Handling Operations Regulations 1992 recommends assessment weights for manual handling activities for both men and women to help identify activities that could present a significant risk and avoid the need for a more detailed assessment for those that don't.

Managers are responsible for ensuring that manual handling risk assessments for their area of responsibility are undertaken to identify manual handling hazards in relation to moving objects or equipment. In order to highlight the control measures needed to reduce the risks to the lowest level reasonably practicable.

The risk assessment when completed in written form must be kept up-to-date and relevant, therefore they should be regularly reviewed and updated if any changes arise to the activity, a person's needs, the environment or equipment, or following an accident/incident or near miss, following the TILE approach. Consider the following factors when undertaking an assessment:

The task - does the task involve:

- Twisting or stooping
- Strenuous pushing or pulling
- Excessive lifting or lowering
- Handling at a distance from the trunk
- High task frequency without adequate rest periods

The individual capability - do the people carrying out the tasks require:

- Specialised training
- Unusual strength or ability
- A uniform or personal protective equipment
- Consideration during impaired ability – for example if pregnant

The load - is the person or object being moved:

- Heavy or large

- Unwieldy or difficult to grasp
- Unpredictable or unstable
- Vulnerable to injury or fragile
- Sharp, hot or hazardous in any other way

The Environment - does the area in which work is carried out have:

- Restricted space
- Slippery or uneven floors
- Slopes ramps or steps
- Adequate levels of heat light and ventilation

Equipment - is any equipment used:

- Suitable for the task
- Available in all circumstances
- Maintained and inspected
- Clean

Manual handling training will be provided for all employees to ensure that where it is not practicable to eliminate manual handling, safe practice is used.

8.0 EQUIPMENT

All manual handling equipment must be in good working order at all times, or a replacement found to enable staff to continue working safely.

Equipment should be used in accordance with manufacturer's instructions and shall be subject to a visual inspection prior to use. this includes any small handling aid as well as hoist and slings.

It must be ensured that suitable arrangements are in place regarding items of moving and handling equipment to ensure that they are inspected/serviced in accordance with the requirements of LOLER (1998, as amended 2002) and PUWER (1998).

9.0 INFORMATION & TRAINING

All staff who undertake manual handling tasks, must complete basic company training in manual handling, this may include the safe use of any equipment specifically designed to aid manual handling tasks.

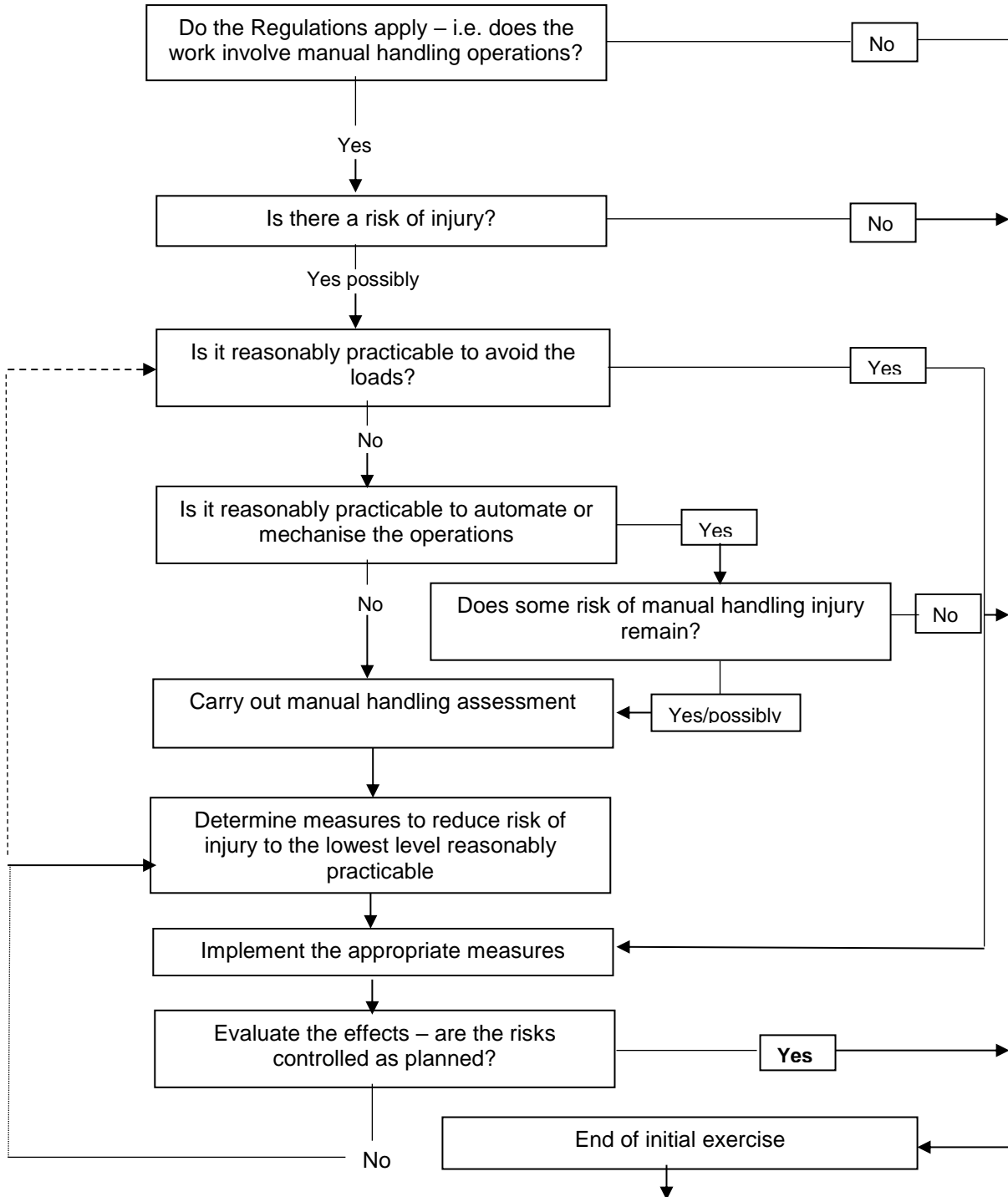
Manual handling training is part of induction and ongoing refresher training, it is organised by the Learning and OP Department.

There is more information and advice on manual handling and MSDs on the HSE website, including advice on managing back pain at work.

- <http://www.hse.gov.uk/msd/manualhandling.htm>

10.0 PROCESS (FLOWCHART)

The following flow diagrams illustrates the process which should be applied to all manual handling activities.



Review if conditions change significantly

11.0 ACCIDENT/INCIDENT REPORTING

All staff have a duty to report an accident/incident associated with moving and handling by completing an entry on the organisations electronic accident/incident reporting system 'My Compliance' and co-operate in any follow-up investigation in accordance with the Accident/Incident Reporting Policy.

12.0 MONITORING, AUDIT & REVIEW

The Health and Safety Team and Health and Safety Trade Union Representatives will regularly monitor any accidents related to manual handling and provide advice and support to managers as need dictates.

This policy will be reviewed as part of the regular reviews, unless changing circumstances require an earlier review