Safety & Wellbeing

Policy Arrangement

Section 11 – Manual Handling

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Arrangement Section 11 – Manual Handling

Contents

1. Introduction

Manual Handling accidents account for over 25% of the total accidents reported to the enforcing authorities each year.

Apart from the common sprains and strains, particularly of the back, and the more apparent injuries such as dislocations and fractures, there is a large problem of

cumulative injury leading to physical impairment and in some cases permanent disablement.

It should be appreciated that the risk of injury from the manual handling of loads is universal and applies to the clerical as well as the manual worker.

The regulations require employers to avoid manual handling which gives rise to a risk of injury. Where such manual handling cannot be avoided the employer must make an assessment and take appropriate measures to remove or reduce the risk of injury. The Regulations establish a clear hierarchy of measures:

a) Avoidance of hazardous manual handling operations where possible;

b) Assessment of any hazardous operations that cannot be avoided;

c) Removal or Reduction of the risk of injury, using the assessment as a basis for action.

These measures are explained further within this document.

2. Statement

The Council will undertake to meet the requirements of the Manual Handling Operations Regulations by avoiding the manual handling activities where there is risk of injury.

Where this is not reasonably practicable attempts will be made to automate or mechanise the operations. If it is not reasonably practicable to fully automate or mechanise then manual handling assessments will be carried out on all manual handling tasks where there is a risk of injury.

Following each assessment, measures will be determined and implemented to reduce the risks of injury to the lowest level reasonably practicable.

Where it is not reasonably practicable to eliminate the risks from a manual handling task, then, information about the weight of the load and the heaviest side of the load, if the centre of gravity is not positioned centrally, will be provided to employees involved in the task if it is reasonably practicable to do so.

The above intentions apply, so far as is reasonably practicable to the movement of people and the movement of inanimate objects.

3. Avoidance of Manual Handling

General risk assessments are required to be carried out under Regulation 3 of the Management of Health and Safety at Work Regulations which applies generally to all work activities (see AS4 - General Risk Assessment).

If a general risk assessment identifies a possibility of injury from manual handling operations, consideration should first be given to avoiding the need for the manual handling task in question. At the preliminary stage a judgement should

be made as to the severity and probability of an injury. It may not be necessary to assess in great detail if the task can be easily avoided or if the risk is clearly of a low order, for example, moving and handling objects of under 5 kg is likely to be low risk unless there are circumstances which would increase the likelihood of injury. This could be repetitive lifting of large numbers of objects, having to over stretch to lift the object or handling the object(s) when seated.

In seeking to avoid manual handling, the first question to ask is whether the movement of the load is really necessary. If not, then the load should not be moved (for example, moving a desk for aesthetic purposes).

If manual handling cannot be avoided entirely then the automation or mechanisation of the task should be considered. It should be remembered, however, that this could create other risks, an example of this would be the introduction of a fork lift truck which could introduce traffic hazards into the workplace. When dealing with Service users it may be possible for them to make necessary transitions themselves if the correct equipment is provided.

It is important to consider these options when plant or systems of work are being designed. However, examination of existing activities may also reveal opportunities for avoidance of manual handling activities that involve a risk of injury and improvements made can also bring additional benefits in terms of greater efficiency and productivity.

4. Assessment of Risk

Where a general risk indicates a possibility of injury from manual handling operations, but the conclusion reached is that avoidance of the task is not reasonably practicable, a more specific assessment should be carried out as required by the Manual Handling Operations Regulations.

Schedule 1 to the Regulations specifies factors which this assessment should take into account, these include:

The **T**ask;
The **I**ndividual's Capability;
The **L**oad;
The Working **E**nvironment.

This can best be memorised by the mnemonic **T.I.L.E**

However, consideration should be given to how the assessment is to be carried out - and by whom - and what other relevant information may be available to help.

Manual Handling Assessors:

A meaningful manual handling assessment can only be based on a thorough practical understanding of the type of manual handling tasks to be performed, the person or loads to be moved and the working environment in which the tasks will be carried out. Service managers should be better placed to know about the manual handling taking place in their own operational areas than someone from outside the Service. Whilst one assessor may be able to carry out a perfectly satisfactory assessment, at least in relatively straight forward cases, it can be

helpful to draw on the knowledge and expertise of others. Therefore, it remains advisable for Services to establish teams of assessors, or where this is not practicable work closely with others undertaking similar assessments.

All manual handling assessors must be trained in the methodology adopted by North Lanarkshire Council, this training will be provided to appointed assessors before assessments are undertaken.

Services will therefore need to establish a list of appointed manual handling assessors and ensure that their training is appropriate to permit competent assessments. These assessors should undergo re-evaluations at intervals not exceeding three years.

Records of Accidents and Ill Health

As part of the assessment process, manual handling assessors will find it useful to examine the records of accidents and ill health within the service. Steps should be taken to identify accidents associated with manual handling, and careful analysis of these may yield evidence of links between manual handling and ill health, including injuries apparently unrelated to any specific event or accident. Any regular occurrence of back disorders or other ailments possibly associated with unsatisfactory manual handling practices should be investigated. However, such indicators are not a complete guide and should be used only to augment other risk assessment methods.

How detailed should an assessment be?

Manual handling assessments will be “suitable and sufficient” if they look in a considered way at the totality of the manual handling operations their employees are required to perform. Properly based “generic” assessments which draw together common threads from a range of broadly similar operations may be acceptable. Indeed a more narrowly focused assessment may fail to reflect adequately the range of operations encountered.

A manual handling assessment made at the last minute is unlikely to be “suitable and sufficient”. In conducting such assessments Services should therefore use their experience of the type of work their employees perform, consulting the employees as appropriate. This approach will help with the assessment of work that is of a varied nature (such as construction or maintenance) or peripatetic (such as delivery work).

In the case of delivery operations, for example, a useful technique is to list the various types of tasks, load and working environment concerned and then to review a selection of them. The aim should be to establish the range of manual handling risks to which employees are exposed and then to decide on appropriate preventative steps where these are shown to be necessary.
A distinction should be made between the Service assessment as required by these regulations and the everyday judgements which supervisors and others have to make in dealing with manual handling operations. The assessment should identify in broad terms the problems likely to arise during the kinds of operations that can be foreseen and the measures that will be necessary to deal with them. These measures should include the provision of training to enable supervisors, and where appropriate individual employees, to cope effectively with the operations they are likely to undertake.

Recording an Assessment

In general, the significant findings of the manual handling assessment should be recorded on an appropriate form. When dealing with inanimate objects the form contained in Appendix 1 (HSF5) would be appropriate. When dealing with the movement of Service users then local forms more appropriate to the individuals concerned should be used. In any event the record of assessment must be kept readily accessible, as long as it remains relevant. However, the assessments need not be recorded if:

1) it could very easily be repeated and explained at anytime because it is simple and obvious; or,

2) the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.

Making an Assessment

Schedule 1 of the Regulations indicates a number of questions that should be asked by an assessor and the manual handling assessment form is designed to cover all the relevant questions. The methodology adopted by the Council incorporates a computer based risk calculator, which permits a more objective assessment of risk.

The computer package used (Riskcal) includes a number of the questions contained in Schedule 1 of the regulations, the package then calculates a risk rating based on the answers to the questions and produces a list of factors contributing to the risk rating, these factors can then be used to formulate recommendations that will reduce the risks to employees carrying out the assessed task. This software relates solely to the movement of inanimate loads.

The remainder of the questions are included in Section 1 of the manual handling assessment form and these require a subjective judgement to be made and considered in the overall assessment. These are:

(1) *Is vision restricted by the load?*

The bulk of a load can interfere with vision. Where restriction of view by a bulky load cannot be avoided account should be taken of the increased risk of slipping, tripping, falling or colliding with obstructions.

The risk of injury will also be increased if the load is unwieldy and difficult to control. Well-balanced lifting may be difficult to achieve, the load may hit obstructions, or it may be affected by gusts of wind or other sudden air movements.

If the centre of gravity of the load is not positioned centrally within the load, inappropriate handling may increase the risk of injury. For example, much of the weight of a typewriter is often at the rear of the machine; therefore an attempt to lift the typewriter from the front will place its centre of gravity further from the handler's body than if the typewriter is first turned around and then lifted from the rear.

Sometimes, as with a sealed and unmarked carton, an offset centre of gravity is not visibly apparent. In these circumstances the risk of injury is increased since the handler may unwittingly hold the load with its centre of gravity further from the body than is necessary.

(2) *Are there uneven, slippery or unstable floors?*

In addition to increasing the likelihood of slips, trips and falls, uneven or slippery floors hinder smooth movement and create additional unpredictability. Floors which are unstable or susceptible to movement - for example, on a boat, a moving train or a mobile work platform - similarly increase the risk of injury through the imposition of sudden, unpredictable stresses.

(3) *Are there variations in level of floors or work surfaces?*

The presence of steps, steep slopes, etc. can increase the risk of injury by adding to the complexity of movement when handling loads. Carrying a load up or down a ladder, if it cannot be avoided, is likely to aggravate handling problems because of the additional need to maintain a proper hold on the ladder.

Excessive variation between the heights of working surfaces, storage shelving, etc. will increase the range of movement and in consequence the scope for injury. This will be especially so if the variation is large and requires, for example, movement of the load from near floor level to shoulder height or beyond.

(4) *Does the task involve excessive pushing or pulling of the load?*

Like lifting, lowering and carrying, the pushing or pulling of a load can be injurious to the handler. The risk of injury is increased if pushing or pulling is carried out with the hands much below knuckle height or above shoulder height.

Additionally, because of the way in which pushing and pulling forces have to be transmitted from the handler's feet to the floor, the risk of slipping and consequent injury is much greater. For this reason pushing or pulling a load in circumstances where the grip between foot and floor is poor - whether through the conditions of the floor, footwear or both - is likely to increase significantly the risk of injury.

Guidelines for pushing and pulling

The following guideline figures are for manual handling operations involving pushing and pulling, whether the load is slid, rolled or supported on wheels. The guideline figure for starting or stopping the load is a force of about 25 kg (i.e. about 250 Newtons). The guideline figure for keeping the load in motion is a force of about 10 kg (i.e. about 100 Newtons).

It is assumed that the force is applied with the hands between knuckle and shoulder height; if this is not possible the guideline figures may need to be reduced. No specific limit is intended as to the distance over which the load is pushed or pulled provided there are adequate opportunities for rest or recovery.

(5) *Does the task involve a risk of sudden movement of the load?*

If a load suddenly becomes free and the handler is unprepared or is not able to retain complete control of the load, unpredictable stresses can be imposed on the body, creating a risk of injury. For example, the freeing of a box jammed on a shelf, movement of a client or the release of a machine component during maintenance work can easily cause injury if handling conditions are not ideal. The risk is compounded if the handler's posture is unstable.

(6) *Handling while seated*

Handling loads while seated imposes considerable constraints. Use of the relatively powerful leg muscles is precluded and the weight of the handler's body cannot be used as a counterbalance. Therefore most of the work has to be done by the weaker muscles of the arms and trunk.

(7) *Is the load bulky or unwieldy?*

The shape of a load will affect the way in which it can be held. For example, the risk of injury will be increased if a load to be lifted from the ground is not small enough to pass between the knees, since its bulk will hinder a close approach. Similarly if the bottom front corners of a load are not within reach when carried at waist height a good grip will be harder to obtain. And if a load to be carried at the side of the body does not clear the ground without requiring the handler to lean away from the load in order to raise it high enough, the handler will be forced into an unfavourable posture.

In general if any dimension of the load exceeds about 75 cm its handling is likely to pose an increased risk of injury. This will be especially so if this size is exceeded in more than one dimension. The risk will be further increased if the load does not provide convenient handholds.

(8) *Is the load difficult to grasp?*

If the load is difficult to grasp, for example, because it is large, rounded, smooth, wet or greasy, its handling will call for extra grip strength - which is fatiguing - and will probably entail inadvertent changes of posture. There will also be a greater risk of dropping the load. Handling will be less sure and the risk of injury will be increased.

(9) *Is the load unstable, or are its contents likely to shift?*

If the load is unstable, for example, because it lacks rigidity or has contents that are liable to shift, the likelihood of injury is increased. The stresses arising during the manual handling of such a load are less predictable, and the instability may impose sudden additional stresses for

which the handler is not prepared. The risks are further increased if the handler is unfamiliar with a particular load and there is no cautionary marking on it.

Handling people or animals, for example, service users or livestock can present additional problems. The load lacks rigidity, there is particular concern on the part of the handler to avoid damaging the load, and to complicate matters the load will often have a mind of its own, introducing an extra element of unpredictability. These factors are likely to increase the risk of injury to the handler as compared with the handling of an inanimate load of similar weight and shape.

(10) *Is the load sharp, hot or otherwise potentially damaging?*

Risk of injury may also arise from the external state of the load. It may have sharp edges or rough surfaces, or be too hot or too cold to touch safely without protective clothing. In addition to the more obvious risk of direct injury, such characteristics may also impair grip, discourage good posture or otherwise interfere with safe handling.

(11) *Are there space constraints preventing good posture?*

If the working environment hinders the adoption of good posture the risk of injury from manual handling will be increased. Restricted head room will enforce a stooping posture; furniture, fixtures or other obstructions may increase the need for twisting or leaning; constricted working areas and narrow gangways will hinder the manoeuvring of bulky loads.

(12) *Are there extremes of temperature or humidity?*

The risk of injury during manual handling will be increased by extreme thermal conditions. For example, high temperatures or humidity can cause rapid fatigue; and perspiration on the hands may reduce grip. Work at low temperatures may impair dexterity. Gloves and other protective clothing which may be necessary in such circumstances may also hinder movement, impair dexterity and reduce grip. The influence of air movement on working temperatures - the wind chill factor - should not be overlooked.

(13) *Are there ventilation problems or gusts of wind?*

Inadequate ventilation can hasten fatigue, increasing the risk of injury. Sudden air movements, whether caused by a ventilation system or the wind, can make large loads more difficult to manage safely.

(14) *Are there poor lighting conditions?*

Poor lighting conditions can increase the risk of injury. Dimness or glare may cause poor posture, for example, by encouraging stooping. Contrast between areas of bright light and deep shadow can aggravate tripping hazards and hinder the accurate judgement of height and distance.

Individual Characteristics

Manual handling assessors will also have to consider the individual characteristics of the operators and relate information gathered to the individual, this would include young persons, pregnant workers or others with health conditions. Manual handling injuries are more often associated with the nature of the operation than with variations in individual capability. Therefore any assessment which concentrates on individual capability at the expense of task or workplace design is likely to be misleading. However, it is an inescapable fact that the ability to carry out manual handling in safety does vary between individuals.

In general the lifting strength of women as a group is less than that of men. However, for both men and women the range of individual strength and ability is large and there is considerable overlap; some women can deal safely with greater loads than some men.

An individual's physical capability varies with age, typically climbing until the early 20's and then declining gradually during the 40's and more markedly thereafter. It should therefore be recognised that the risk of manual handling injury may be somewhat higher for employees in their teens or in their 50's and 60's, though again the range of individual capability is large and the benefits of experience and maturity should not be overlooked.

In deciding whether the physical demands imposed by manual handling operations should be regarded as unusual it is not unreasonable to have some regard to the nature of the work. For example, demands that would be considered unusual for a group of employees engaged in office work might not be regarded as out of the ordinary for a group of employees engaged predominantly in heavy physical labour. It would also be unrealistic to ignore the element of self-selection that often occurs for jobs that are relatively demanding physically.

As a general rule, however, the risk of injury should be regarded as unacceptable if the manual handling operations cannot be performed by most reasonably fit, healthy employees.

Allowance should be made for pregnancy where the employer could reasonably be expected to be aware of it, i.e. where pregnancy is visibly apparent or the employee has informed her employer that she is pregnant. Pregnancy has significant implications for the risk of manual handling injury. Hormonal changes can affect the ligaments, increasing the susceptibility to injury; and postural problems may increase as the pregnancy progresses. Particular care should also be taken for women who may handle loads during the three months following a return to work after childbirth.

Allowance should also be made for any health problem of which the employer could reasonably be expected to be aware and which might have a bearing on the ability to carry out manual handling operations in safety. If there is good reason to suspect that an individual's state of health might significantly increase the risk of injury from the manual handling operations, relevant medical advice should be sought.

Provision of Information, Instruction or Training

The risk of injury from a manual handling task will be increased where a worker does not have the information or training necessary for its safe performance. While Section 2 of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations require employers to provide safety training, this may need to be supplemented to enable employees to carry out manual handling operations safely, for example, ignorance of any unusual characteristics of loads, or of a system of work designed to ensure safety during manual handling, may lead to injury. Remedial steps such as the provision of mechanical handling aids, may themselves create a need for training, i.e. in the proper use of those aids.

The information sheet IS9, replicated in appendix 3 can be used to provide general information on the safe lifting and carrying of objects and work equipment. Where there is an expectation on employees to become involved in the moving of clients etc then direct training should be given as a matter of priority

Other Factors

Personal protective equipment should be used only as a last resort, when engineering or other controls do not provide adequate protection. Where the wearing of personal protective equipment cannot be avoided its implications for the risk of manual handling injury should be taken into consideration. For example, gloves may impair dexterity; the weight of gas cylinders used with breathing apparatus will increase the stresses on the body. Other clothing such as uniform required to be worn may inhibit free movement during manual handling.

Reviewing Assessments

Manual handling assessments made under these regulations should be kept up-to-date. They should be reviewed if new information comes to light or if there has been a change in the manual handling operations which, in either case, could materially have affected the conclusions reached previously. The assessment should also be reviewed if a reportable injury occurs. It should be corrected or modified where this is found to be necessary.

5. Risk Removal or Reduction

As a result of the Manual Handling Assessments, recommendations will be made as to how best to remove or reduce the risk of injury associated with the moving of loads. The process of risk removal or reduction can be approached in a number of ways and consideration should be given to the following:

a. <u>The Task</u>

A reduction in the risk of injury can be achieved by examining and improving the task aspect of the activity, i.e.

Main Task Considerations:

(1) **Improve task layout:** Changes to the task layout can reduce injury, for example, improving flow of materials or products, optimum position of stored loads, heights of storage etc.,

(2) **Using the body more efficiently:** Changes to the way in which the handler uses their body, i.e. reducing the need to twist, bend down or stretch.

(3) **Improving the Work Routine:** Minimise the need for fixed postures associated with holding or supporting a load, frequency of activity, job rotation could be considered as could provision of rest pauses.

Additional Task Considerations:

(4) **Handling whilst seated:** It should be noted that the loads that can be handled safely by a person whilst seated are substantially less than can be dealt with while standing. Lifting from the floor whilst seated should be avoided where possible.

(5) **Team Handling:** Whilst the use of teams of two or more to lift loads may reduce the risk of injury to one person, other additional hazards can be introduced as a result of this.

(6) **Personal Protective Equipment and Clothing:** The use of PPE should not be seen to compromise the manual handling aspect of the task, for example, be well fitting, provide free movement, no snagging sources.

(7) **Maintenance and Accessibility of Equipment:** Consider the siting of equipment and the need for regular maintenance of that equipment.

b. <u>Individual capability</u>

The individual carrying out the moving task, will also affect the levels of risk they or their colleagues are exposed to. Individual factors can be addressed and some suggestions follow:-

Personal Considerations:

(1) Particular consideration should be given to employees who are or have recently been pregnant, or who are known to have a history of back trouble, hernia or other health problems which could affect their manual handling capability. However, beyond such specific pointers to increased risk of injury the scope for preventative action on an individual basis is limited.

(2) Clearly an individual's state of health, fitness and strength can significantly affect the ability to perform a task safely. But even though these characteristics vary enormously, studies have shown no close correlation between any of them and injury incidence. There is therefore insufficient evidence for reliable selection of individuals for safe manual handling on the basis of such criteria. It is recognised, however, that there is often a degree of self-selection for work that is physically demanding.

(3) It is also recognised that motivation and self-confidence in the ability to handle loads are important factors in reducing the risk of injury. These are linked with fitness and familiarity. Unaccustomed exertion - whether in a new task or on return from holiday or sickness absence - can carry a significant risk of injury and required particular care.

Information and Training

(4) As required by the regulations, employees should be provided with suitable and sufficient information, instruction and training on all appropriate aspects of manual handling. Services should have in place systems to ensure these obligations are met and indeed when developing a manual handling training programme, steps should be taken to ensure that a clear understanding is imparted to employees, further guidance on this matter is contained within Appendix 2.

Training

(5) Training should be targeted at those who require it most, i.e. where the risk assessment indicates that a manual handling task is high or medium risk and that altering the load, work method etc. will not reduce the task to low risk then training must be provided.

Information about the Load

(6) Service managers should where reasonably practicable provide general indications of the weight and nature of the load including, where appropriate, centre of gravity. This may, where appropriate, involve encouraging the provision and marking of this information by suppliers on packages and equipment purchased.

c. The Load

A number of load related factors can be considered when reducing the risk of injury through manual handling, for example,

(1) **Making it lighter:** move items in smaller quantities, bearing in mind the subsequent need to increase the frequency of lifts.

(2) **Making it smaller or easier to manage:** i.e. permit the loads to be brought closer to the handler's body.

(3) **Make it easier for the load to be grasped:** for example, design-in features to permit suitable handling of the load or attachment of slings etc.

(4) **Make it more stable:** i.e. make provision within the load or packaging to prevent the load from moving unexpectedly whilst being handled.

(5) **Make it less damaging to hold:** i.e. remove sharp edges, insulate handler from cold or heat, ensure load is free of dust or oil etc.

(6) **Make sure a client knows what to expect**: i.e. tell clients what is going to happen so they do not react adversely and potentially cause injury to the lifting team

d. The Working Environment

(1) **Removing space constraints:** i.e. ensure adequate room is provided to permit safe handling operations.

(2) **The nature and conditions of the floor:** for example, ensure areas are even and free from oils, grease and other items that may cause people to slip. It should be noted that where the work area is not stable for example, a boat or mobile work platform, then the capability to handle loads safely is reduced.

(3) **Working at different heights:** Where possible manual handling activities should take place on the same level. Steep slopes should be avoided.

(4) **The thermal environment and ventilation:** i.e. where possible provide a comfortable work environment.

(5) **Strong air movements:** Such movements may catch the load and destabilise the load.

(6) **Lighting:** i.e. provision of adequate lighting to permit handlers to see the load and also the transport routes.

APPENDIX 1

Appendix 1 : Manual Handling Assessment Form

Replicated from HSF5

Appendix 1

MANUAL HANDLING ASSESSMENT FORM

Task Information

Service: _____ Division/Area/Section: _____

Task: _____

Groups/Individuals: _____ Number of People Directly Involved: _____

Date of Assessment: _____ Ref. No. _____

Description and Observations

Is it reasonably practicable to avoid moving the load?	☐ **YES** ☐ **NO**	→ →	**Continue to Part 7** **Complete all Sections**

Assessor Observations

Ref.No.	General Information	Y/ N /N/A	Level of Risk Low	Med.	High
(1)	Is vision restricted by load?				
(2)	Are underfoot conditions wet/icy/uneven?				
(3)	Does the route contain steps/stairs or steep slopes?				
(4)	Does the task involve strenuous pushing or pulling?				
(5)	Is the load unpredictable in terms of movement?				
(6)	Is the load handled while seated?				
(7)	Is the load bulky or unwieldy?				
(8)	Is the load difficult to grasp?				
(9)	Is the load unstable/unpredictable?				
(10)	Is the load intrinsically unstable/harmful? (sharp/hot etc.)				
(11)	Is handling space confined?				
(12)	Are the environmental conditions hot/humid/cold?				
(13)	Are there strong air movements in the workplace?				
(14)	Are lighting conditions inappropriate?				
(15)	Is the task outwith the capability of individuals undertaking the task?				
(16)	Is there an additional risk for: Young Persons/Trainees				
	Pregnant Workers				

Calculated Elements

Ref. No.	Human Focus Computer Data Check		Range
(1)	Minimum Vertical Location (cm)	( )	0
(2)	Maximum Vertical Location (cm)	( )	175
(3)	Maximum Horizontal Location (cm)	( )	25 - 80
(4)	Frequency of Lifts (number per hour)	( )	1 - 240
(5)	Daily time performing Handling Task (minimum 1 hour)	( )	1 - 8
(6)	Distance of Carry (m)	( )	1 - 50
(7)	Angle of Twist at Waist	( )	0 - 180
(8)	Weight of Load (Kg)	( )	0 - 70
(9)	Number of Persons Involved per Lift (over 2 = High Risk)	( )	1 - 2
	Computer Based Assessment - Result		

Result of Overall Assessment

Taking into account the results of Part 3 and Part 4

LOW → If required, make recommendations to reduce risk further.

MEDIUM / **HIGH** → Make recommendations on control measures to reduce risks.

Overall Comments

Recommendations

(1)	Risk Reduction Techniques:
(2)	Instruction and Training:
(3)	Review of Assessment:

Assessment Sign Off

Signed: _____	Signed: _____
Name: _____	Name: _____
Date: _____	Date: _____

Appendix 2

Information and Training Guidance

In devising a training programme for safe manual handling, particular attention should be given to imparting a clear understanding of:-

a. how potentially hazardous handling operations may be recognised;

b. how to deal with unfamiliar handling operations;

c. the proper use of handling aids;

d. the proper use of personal protective equipment;

e. features of the working environment that contributes to safety;

f. the importance of good housekeeping;

g. factors affecting individual capability;

h. good handling techniques;

i. the importance of communicating with others involved e.g. clients or those involved in team lifting

j. How to use care plans and other documentation in order to develop safe lifting plans for clients and other service users

Employees should be trained to recognise loads and circumstances where the weight, their shape and other features might combine to cause injury. Simple methods for estimating weight on the basis of volume may be taught. Where volume is less important than the density of the contents, as for example in the case of a dustbin containing refuse, an alternative technique for assessing the safety of handling should be taught.

Training should be provided by individuals that have received appropriate training to deliver such training, additionally trainers should be able to provide evidence of their ongoing maintenance of competence in manual handling training and with this in mind trainers would normally be expected to undergo documented refresher training, from an appropriate source, every 3 years.

Further advice can be obtained from the Health and Safety team and the Policy and Training team on all aspects of Manual Handling Training.

Appendix 3

Employee Information Sheet - Manual Handling

More than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling i.e. the transporting or supporting of loads by hand or by bodily force.

A recent survey of self-reported work-related illness estimated that 1.1 million people in Great Britain suffered from musculoskeletal disorders (MSDs) caused or made worse by their current or past work. An estimated 12.3 million working days were lost due to these work-related MSDs. On average each sufferer took about 20 days off in that 12-month period.

Preventing such injuries benefits everyone. The Manual Handling Operations Regulations sets out the legal expectations placed upon employers to reduce the impact of the manual handling activity on employees.

The Regulations require employers to:

- avoid the need for hazardous manual handling, so far as is reasonably practicable;
- assess the risk of injury from any hazardous manual handling that can't be avoided; and,
- reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees have duties too. They should:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

Avoiding manual handling

In the first instance there needs to be a check to see whether or not the manual handling activity needs to be carried out at all. For example can plumbed in water coolers be used rather than rely on lifting water bottles into place.

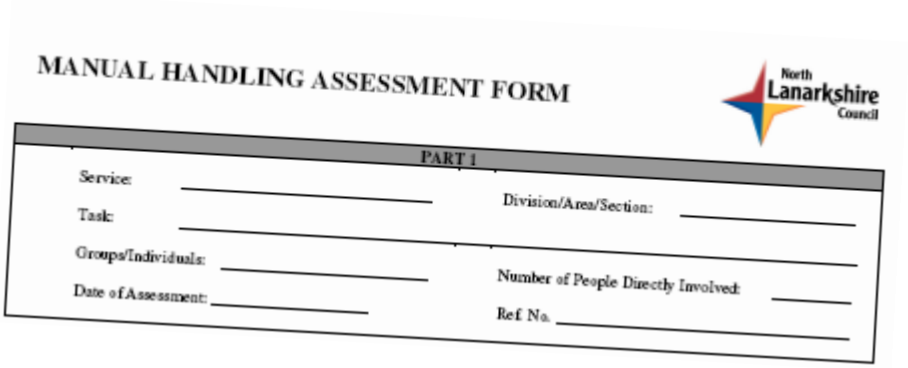
Assessing and reducing the risk of injury

Activities that involve the manual handling of objects or people need to be subject to a risk assessment. There is a need to ensure the significant risks are identified and that appropriate controls are introduced to reduce the risk to a level that is as low as reasonably practicable, in other words do what we can to stop people being injured.

Each line manager/supervisor will have access to a local manual handling risk assessor and these assessors should be used to ensure all reasonable steps have been taken and that the findings of the assessment process have been recorded. However an assessment need not be recorded if:

- it could very easily be repeated and explained at any time because it is simple and obvious; or
- the handling operations are low risk, and are going to last a very short time.

The risk assessments may be written in a way that covers a wide number of geographical places (sometimes called generic) if this is the case there will be a need to make a note on a copy of the assessment to indicate that it is relevant to the location managed by each manager/supervisor.


MANUAL HANDLING ASSESSMENT FORM

North Lanarkshire Council

PART 1

Service: _____ Division/Area/Section: _____

Task: _____

Groups/Individuals: _____ Number of People Directly Involved: _____

Date of Assessment: _____ Ref. No. _____

There may very well be a need to review the assessment depending on individual worker capability, age, pregnancy or other matters that will impede safe handling.

Reduce the Risk

The risk assessment should be used to generate a guide on how to undertake the work activity safely. This is sometimes called a safe system of work, a method statement or instruction card.

The automation of the process is one example of reducing the risk or perhaps ordering smaller packs of materials could be considered. The provision of training can also be considered with a variety of courses available across the council.

Practicalities

It will be normal for the need for a manual handling assessment to be identified through the general risk assessment process. Those undertaking general risk assessments will make the recommendation for a manual handling assessment to be undertaken, the manager/supervisor will arrange for a trained assessor to undertake the assessment and use the findings to prepare a safe system of work.

In the absence of a request from a general risk assessor, managers/supervisors can still engage the services of a manual handling assessor where there is an obvious manual handling risk. If the risk is significant in nature then it may be appropriate to defer the activity until further guidance and support can be obtained.

Support Available:

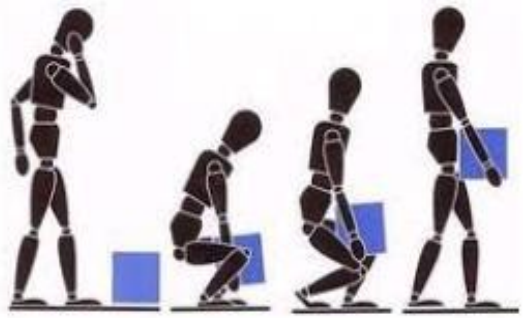
Manual Handling Awareness Training
Manual Handling Assessor Training

Manual Handling of Loads - Good Practice

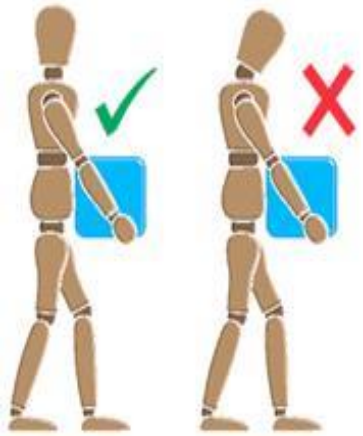
Manual Handling can be defined as the transporting or supporting of a load by one or more employees, which includes lifting, putting down, pushing, pulling, carrying or moving, and by reason of its characteristics of unfavourable ergonomic conditions, involves risk, particularly of back injuries to employees.

Manual handling is one of the lead causes of injury across the Council. Below are some simple points that will minimise the chance of receiving an injury involving manual handling tasks. It cannot replace the need for a robust training programme for those activities that risk assessment has identified as needing such.

- Lifting and handling actions are strongest when performed close to the body.
- Symmetrical lifting and handling - using two hands - is safer than using one hand.



- Plan the lift before you begin and make sure that you know where you are going, and that your path is clear.
- If you are picking something up off the floor or from a low shelf, try to bend your knees and keep your back straight. Let your leg muscles do the work.



- Check the weight of the load before lifting or handling by referring to labels on the load or simply by testing the weight before carrying out a full lift.
- If you are lifting with another person/team, make sure that everyone knows what they are doing before the task begins.

Manual Handling Assessor training and Manual Handling Awareness training are available through the Corporate Policy and Training Section.

For more information on manual handling training or assessment please contact the relevant Service Health and Safety team or the Corporate Services Health and Safety team.

Taken from IS9

Schedule 1

Impact Assessments

Document Title: Health and Safety Policy
Arrangement Section 11 - Manual Handling of Loads

Date: 1 December 2017 **Review Date:** As circumstances dictate

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified.

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document is the arrangement section, relating to the movement and handling of loads, associated with the Council's health and safety policy required by the Health and Safety at Work Act 1974, the general aims of the council is to ensure a healthy and safe working environment for all persons working for or make use of Council Services. Nothing in the document serves to have any negative impact on the above issues and indeed, in general, associated documents will encourage positive consideration of the factors to ensure all members of the workforce and community are afforded access to the same safe and healthy workplace.