

Manual Handling Policy

1. Introduction
2. Who does this policy apply to?
3. The legal position
4. Risk Assessment
5. Manual Handling risk control measures
6. Employee responsibilities

1. Introduction

- 1.1 It is our general policy to avoid manual handling activities which carry a risk of injury so far as is reasonably practicable. We achieve this by redesigning the task, through the use of mechanisation etc. Where this cannot be achieved we assess the risk and implement such measures as are necessary to control it to a reasonable level.

2. Who does this policy apply to?

- 2.1 This policy applies to all Snowdonia National Park Authority staff and volunteers (all are referred to as 'employees' in this policy).

3. The legal position

- 3.1 The Manual Handling Operations Regulations 1992, as amended in 2002, apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or animal, or inanimate, such as a box or a trolley.

- 3.2 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
- **REDUCE** the risk of injury from hazardous manual handling, so far as is reasonably practicable

- 3.3 Employees have duties too. They should:

- Follow systems of work in place for their safety
- Use equipment provided for their safety properly
- Co-operate with their employer on health and safety matters
- Inform their employer if they identify hazardous handling activities
- Take care to make sure their activities do not put others at risk.

4. Risk Assessment

4.1 Manual handling is included in task risk assessments (rather than being done separately). The findings of the assessment should be recorded.

The following table is taken from the HSE publication 'Manual Handling at work – A brief guide' (INDG 143 (rev 3)).

Making an Assessment

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p><i>The tasks, do they involve:</i></p> <ul style="list-style-type: none"> ▪ Holding loads away from the body? ▪ Twisting, stooping or reaching upwards? ▪ Large vertical movement? ▪ Long carrying distances? ▪ Strenuous pushing or pulling? ▪ Repetitive handling? ▪ Insufficient rest or recovery time? ▪ A work rate imposed by a process? 	<p>Can you:</p> <ul style="list-style-type: none"> ▪ Use a lifting aid? ▪ Improve workplace layout to improve efficiency? ▪ Reduce the amount of twisting and stooping? ▪ Avoid lifting from floor level or above shoulder height, especially heavy loads? ▪ Reduce carrying distances? ▪ Avoid repetitive handling? ▪ Vary the work, allowing one set of muscles to rest while another is used? ▪ Push rather than pull?
<p><i>The loads, are they:</i></p> <ul style="list-style-type: none"> ▪ Heavy or bulky? ▪ Difficult to grasp? ▪ Unstable or likely to move unpredictably (like animals)? ▪ Harmful, e.g. sharp or hot ▪ Awkwardly stacked? ▪ Too large for the handler to see over? 	<p><i>Can you make the load:</i></p> <ul style="list-style-type: none"> ▪ Lighter or less bulky? ▪ Easier to grasp? ▪ More stable? ▪ Evenly stacked? <p>If the load comes in from elsewhere, have you asked the supplier to help, e.g. by providing handles or smaller packages?</p>
<p><i>The working environment, are there:</i></p> <ul style="list-style-type: none"> ▪ Restrictions on posture? ▪ Bumpy, obstructed or slippery floors? ▪ Variations in floor levels? ▪ Hot/cold/humid conditions? ▪ Gusts of wind or other strong air movements? ▪ Poor lighting conditions? ▪ Restrictions on movements from clothes or personal protective equipment (PPE)? 	<p>Can you:</p> <ul style="list-style-type: none"> ▪ Remove obstructions to free movement? ▪ Provide better flooring? ▪ Avoid steps and steep ramps? ▪ Prevent extremes of hot and cold? ▪ Improve lighting? ▪ Provide protective clothing or PPE that is less restrictive? ▪ Ensure your employees' clothing and footwear is suitable for their work?

Making an Assessment (continued)

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p><i>Individual capacity, does the job:</i></p> <ul style="list-style-type: none"> ▪ Require unusual capability, e.g. above average strength or agility? ▪ Endanger those with a health problem or learning / physical disability? ▪ Endanger pregnant women? ▪ Call for special information or training? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ▪ Pay particular attention to those who have a physical weakness? ▪ Take extra care of pregnant workers? ▪ Give your employees more information, e.g. about the range of tasks they are likely to face? ▪ Provide more training (see 'What about training?') ▪ Get advice from an occupational health adviser if you need to?
<p><i>Handling aids and equipment:</i></p> <ul style="list-style-type: none"> ▪ Is the device the correct type for the job? ▪ Is it well maintained? ▪ Are the wheels on the device suited to the floor surface? ▪ Do the wheels run freely? ▪ Is the handle height between the waist and shoulders? ▪ Are the handle grips in good condition and comfortable? ▪ Are there any brakes? If so, do they work? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ▪ Adjust the work rate? ▪ Provide equipment that is more suitable for the task? ▪ Carry out planned preventive maintenance to prevent problems? ▪ Change the wheels, tyres and / or flooring so that equipment moves easily? ▪ Provide better handles and handle grips? ▪ Make the brakes easier to use, reliable and effective?
<p><i>Work organisation factors:</i></p> <ul style="list-style-type: none"> ▪ Is the work repetitive or boring? ▪ Is work machine or system paced? ▪ Do workers feel the demands of the work are excessive? ▪ Have workers little control of the work and working methods? ▪ Is there poor communication between managers and employees? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ▪ Change tasks to reduce the monotony? ▪ Make more use of workers' skills? ▪ Make workloads and deadlines more achievable? ▪ Encourage good communication and teamwork? ▪ Involve workers in decisions? ▪ Provide better training and information?

5. Manual Handling risk control measures

- 5.1 Appropriate equipment is provided to reduce the amount of manual handling required. We ensure that two people are available where the risk assessment identifies that it is needed.
- 5.2 Relevant employees are trained in safe manual handling techniques and the correct use of the mechanical equipment provided.

5.3 Suitable gloves and safety footwear are provided, where appropriate. Any uniform or protective clothing has been assessed for suitability, taking into account the need for freedom of movement when carrying out manual handling tasks.

5.4 Line manager will monitor to ensure that safe systems of work are followed.

6. Employee responsibilities

6.1 Employees are responsible for following any instruction given and making use of the lifting equipment provided.

6.2 New and expectant mothers and others who have a health condition which puts them at increased risk of injury are not permitted to carry out manual handling activities. We also place restrictions on young workers (under the age of 18) for whom a specific risk assessment is undertaken.

6.3 Staff are instructed they must inform their line manager if they have a health condition which increases their risk of injury.

Further information

HSE: INDG 143, Manual Handling at Work