

Conquest Centre Manual Handling Policy

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MANUAL HANDLING POLICY

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MANUAL HANDLING POLICY

1. Policy Statement

This Policy describes what Conquest Centre, as an employer, may need to do to protect staff/students/clients/volunteers (everyone) from the risk of injury through manual handling tasks in the workplace. The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') 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 an animal, or inanimate, such as a box or a wheel-barrow. Current guidelines can be found at indg143 (hse.gov.uk)

2. Data Protection

Conquest Centre supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Conquest Centre has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Every member of Conquest Centre has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Conquest Centre Data Protection Policy.

3. Disclosure of Information

Any use or disclosure of information held within Conquest Centre, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests)

4. What's the problem?

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries. Manual handling injuries can happen anywhere people are at work – on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, and at Conquest Centre.

Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors in developing MSDs. There is more information and advice on MSDs on the HSE website – this also includes advice on managing back pain at work. Taking the action described will help prevent these injuries and is likely to be cost effective. Not all MSDs can be prevented, so it is still essential to encourage early reporting of symptoms.

5. What should I do about it?

Consider the risks from manual handling to the health and safety of individuals – this guidance will help you to do this. If there are risks, the Regulations apply. Conquest Centre will consult and involve the workforce to identify potential areas of concern. Our staff/students/clients and their carers/parents know first-hand what the risks in the workplace are. They can probably offer practical solutions to controlling them.

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.

Staff/volunteers/students/clients have duties too. They should:

- Follow systems of work in place for their safety;
- Use equipment provided for their safety properly;
- Cooperate 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.

Avoiding manual handling by considering if staff/students/clients need to move it at all:

- Does a large work-piece really need to be moved, or can the activity be done safely where the item already is?
- Can raw materials be delivered directly to their point of use?
- Think about mechanisation and using handling aids (i.e hoist) and beware of new hazards from automation or mechanisation.

6. Controlling the Risks

As part of managing the health and safety at Conquest Centre, everyone must control the risks in the workplace. To do this you need to think about what might cause harm to people and decide whether you are doing enough to prevent harm. This process is known as a risk assessment and is required by law, Conquest Centre conducts regular Risk Assessments.

A risk assessment is about identifying and taking sensible and proportionate measures to control the risks in the workplace. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm.

The following might help:

- Think about workplace activities, processes and the substances used that could injure staff/students/clients or harm their health. Health and Safety Executive Manual handling at work:
- Ask staff/students/clients what they think the hazards are, as they may notice things that are not obvious to you and they may have some good ideas on how to control the risks.
- Check manufacturers' instructions or data sheets for chemicals and equipment, as they can be very helpful in spelling out the hazards.
- Staff/students/clients may have particular requirements, for example new and young workers, new or expectant mothers, people with disabilities, temporary workers, contractors, and lone workers may be at particular risk

Having identified the hazards, Conquest Centre management has to decide how likely it is that harm will occur. Risk is a part of everyday life and you are not expected to eliminate all risks. What they must do is make sure you know about the main risks and the things you need to do to manage them responsibly. Generally, Conquest Centre needs to do everything reasonably practicable to protect people from harm.

Conquest Centre makes records of significant findings i.e. the hazards, how people might be harmed by them and what has to be in place to control the risks. Any record produced

should be simple and focused on controls. Few workplaces locations stay the same, so it makes sense to review what is done regularly. Making an assessment:

Problems to look for when making an assessment:

<p>The tasks, do they involve:</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>The loads, are they:</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>Can you make the load:</p> <ul style="list-style-type: none"> • lighter or less bulky? • easier to grasp? • more stable? • evenly stacked?
<p>The working environment, are there:</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?
<p>Individual capacity, does the job:</p>	<p>Can you:</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? 	<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 advisor if you need to?
<p>Handling aids and equipment:</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? 	<p>If so, do they work? Can you:</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>Work organisation factors:</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>Can you:</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?

7. How far must risk be reduced?

Reducing risk is known as 'balancing the level' i.e. 'reasonably practicable'. This means balancing the level of risk against the measures needed to control the risk in terms of money, time and trouble.

8. Is mechanical aids provided in every case?

Conquest Centre should definitely provide mechanical aids if it is reasonably practicable to do so and the risks identified in the risk assessment can be reduced or eliminated by this means. Consider

mechanical aids in other situations as well – they can improve productivity as well as safety. Even something as simple as using a wheel-barrow or sack truck can make a big improvement.

9. What about training?

Training is important but remember that, on its own, it can't overcome:

- A lack of mechanical aids;
- Unsuitable loads;
- Bad working conditions.

10. Training should cover:

- Manual handling risk factors and how injuries can occur;
- How to carry out safe manual handling, including good handling technique (see 'Good handling technique for lifting' and 'Good handling technique for pushing and pulling');
- Appropriate systems of work for the individual's tasks and environment;
- Use of mechanical aids;
- Practical work to allow the trainer to identify and put right anything the trainee is not doing safely.

11. Handling Technique for lifting

Good handling technique for lifting is required. Here are some practical tips, suitable for use in training people in safe manual handling.

- Think before lifting/handling.
- Plan the lift.
- Can handling aids be used?
- Where is the load going to be placed?
- Will help be needed with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, consider resting the load midway on a table or bench to change grip.
- Adopt a stable position.
- The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).
- The worker should be prepared to move their feet during the lift to maintain their stability.
- Avoid tight clothing or unsuitable footwear, which may make this difficult.
- Get a good hold - where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- Start in a good posture - at the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
- Keep the load close to the waist.
- Keep the load close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- Avoid twisting the back or leaning sideways, especially while the back is bent
- Shoulders should be kept level and facing in the same direction as the hips.
- Turning by moving the feet is better than twisting and lifting at the same time.

- Keep the head up when handling.
- Look ahead, not down at the load, once it has been held securely.
- Move smoothly.
- The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury. Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- Put down, then adjust.
- If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

12. Handling Technique for pushing and pulling

Good handling technique for pushing and pulling - here are some practical points to remember when loads are pushed or pulled.

- Handling devices - aids such as barrows and trolleys should have handle heights that are between the shoulder and waist.
- Devices should be well maintained with wheels that run smoothly.
- The law requires that equipment is maintained.
- When you buy new trolleys etc, make sure they are good quality with large diameter wheels made of suitable material and with castors, bearings etc which will last with minimum maintenance.
- Consulting your employees and safety representatives will help, as they know what works and what doesn't.

As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. i.e If the load is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (eg wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

Staff/students/clients should get help from another worker whenever necessary, if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is over 30 kg even in ideal conditions – good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women.

Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse.

To make it easier to push or pull, employees should keep their feet well away from the load and go no faster than walking speed. This will stop them becoming too tired too quickly.

13. Assessing the risk of injury?

It's a matter of judgement in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or people with a history of back trouble. Operators can often highlight which activities are

unpopular, difficult or hard work. It is difficult to be precise – so many factors vary between jobs, workplaces and people. But the general risk assessment guidelines in the next section should help you identify when you need to do a more detailed risk assessment.

14. General risk assessment guidelines.

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment:

- **Weight.** Observe the work activity you are assessing and the maximum weight being handled;
- **Twisting.** Reduce the guideline weights if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45° and by 20% if the handler twists beyond 90°.
- **Frequent lifting and lowering.** The guideline weights are for infrequent operations – up to about 30 operations per hour – where the pace of work is not forced, adequate pauses to rest or use different muscles are possible, and the load is not supported by the handler for any length of time. Reduce the weights if the operation is repeated more often. As a rough guide, reduce the weights by 30% if the operation is repeated once or twice a minute, by 50% if it is repeated 5–8 times a minute, and by 80% where it is repeated more than 12 times a minute.

15. Further Information

Note: See the HSE guidance Manual handling for more advice on how to make a more detailed assessment. HSE has also developed a tool called the Manual Handling Assessment Chart (MAC), to help assess the most common risk factors in lifting, carrying and team handling. Users may find the MAC useful to help identify high-risk manual handling operations and to help complete detailed risk assessments. It can be downloaded from www.hse.gov.uk/msd

16. Policy Review

The Centre Manager is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or government advice may trigger interim reviews.