

Manual Handling Policy

A Bright Solution Ltd. recognises that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

To implement this policy we will ensure that;

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- suitable equipment is used to avoid manually handling loads; lifting equipment, mechanical aids for lifting, pushing, putting down, pulling, carrying or moving
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include;

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

ESSENTIALS OF MANUAL HANDLING

Manual handling operations can result in injury, accidents and ill-health. Those carrying out the manual handling processes are most at risk, so it is in your own best interest to apply the lessons from training sessions to avoid injury happening to you.

DEFINITION OF MANUAL HANDLING

The legal definition of manual handling in terms of the **Manual Handling Operations Regulations**, is “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force”.

EMPLOYEES DUTIES

Regulation 5 of the MHOR states: "Each employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with regulation 4(1) (b) (ii) of these Regulations."

Employee duties include:

- Taking reasonable care for your own health and safety and that of others affected by your activities
- Co-operating with the employer to enable compliance with health and safety duties
- Making use of appropriate equipment provided for employees in accordance with training and instructions.

MANUAL HANDLING RISKS

Remember the general pattern of accidents.

1. More than a quarter of all accidents reported to the Health and Safety Executive are due to manual handling.
2. Fatal manual handling accidents are rare, but manual handling injuries resulting in three or more days' absence from work are more common (such injuries are often sprains or strains of the back.)
3. Effects of manual handling can be cumulative as a result of repetitive actions and can result in physical impairment or even permanent disability.

TYPES OF MANUAL HANDLING INJURY

Injuries include:

- Fractures
- Damage to muscles, ligaments and tendons
- Damage to inter-vertebral discs, especially so-called "slipped discs"
- Damage to nerves, especially trapped nerves
- Abrasions and cuts
- Burns
- Hernias.

CAUSES OF INJURY

Causes of injury may be the following.

1. **Lifting loads**, which can cause spinal injuries such as "slipped discs" as well as hernias and strains.
2. **Carrying loads**, which can cause the same type of injuries as above, as well as fatigue, from carrying loads over long distances and repetitive strain injuries.
3. **Pushing and pulling loads**, this can also result in musculoskeletal injury. Avoid erratic or violent movements that can result in a strain.

RISK FACTORS

Risk factors associated with manual handling include the following.

1. The **task**. Risks caused by the task may be as follows:
 - (a) Loads held away from the body
 - (b) Incorrect posture especially when lifting and lowering loads
 - (c) Excessive twisting and turning of the body
 - (d) Not allowing sufficient time for the body to rest
 - (e) Excessive carrying or lifting distances
 - (f) Incorrect team handling especially between unequal partners.
2. The **load**. In addition to the obvious risk presented by the weight of the load, other risks may be as follows:
 - (a) Bulky or unwieldy loads
 - (b) Loads which are difficult to grasp
 - (c) Unstable loads
 - (d) Loads with sharp edges.
3. The **working environment**. The following hazards may be seen in the workplace:
 - (a) Wet or slippery floor surfaces
 - (b) Variations in floor level
 - (c) Low headroom (causing poor posture)
 - (d) Excessive heat or cold
 - (e) Draughts and high ventilation rates.
4. **Individual capability**. Allowances should be made for:
 - (a) Age — ability to bear weights declines with age, increasingly so in a person's 50s and 60s.
 - (b) Gender — women are judged not to have the same weight-bearing capacity as men and can be particularly susceptible to injury during pregnancy.

CONTROLLING MANUAL HANDLING RISKS

The key to controlling manual handling risks is to adopt an ergonomic approach. This fits the job to the individual rather than the other way round. An ergonomic approach requires the risk to be viewed in terms of the task, the load, the working environment and individual capability. In addition automation of the process should be considered to avoid manual handling.

PRACTICAL MANUAL HANDLING GUIDANCE

Be aware of the risks associated with manual handling in your workplace; also be aware of the correct techniques and equipment for all manual handling activities in which you are involved.

Good handling techniques

When lifting a load, the task should be broken down into the following stages.

1. Stop and think about the lift:
 - Think about where the load will be placed
 - Get help or handling aids if needed
 - Ensure there are no obstructions.
2. Position the feet so that they are apart, with the leading leg as far forward as is comfortable.

3. Adopt a good posture before lifting the load:
 - Bend the knees
 - Lower the body (keeping the back straight) to such a level that when grasping the load the Hands are nearly level with the waist
 - Keep shoulders level and facing in the same direction as the hips.
4. Get a firm grip:
 - Hook the fingers under the load if possible
 - If necessary lean forward a little over the load to get a good grip
 - Keep the arms within the boundary formed by the legs.
5. Raise the load:
 - Raise the body by straightening the knees (keep the back straight)
 - Do not jerk or twist while lifting
 - Keep close to the load; ensuring the heaviest side is nearest the body.

Put the load down and then adjust its position. Ensure there is no gap between the handler and the work surface onto which the load is being lifted.



Signed.....
Mick Barrett
Director
8th August 2025



Signed.....
Sam Pailor
Director
8th August 2025