

HEALTH & SAFETY MANAGEMENT ARRANGEMENTS FOR MANUAL HANDLING

INTRODUCTION

Cwmni CYNNAL recognises that manual handling, bearing in mind the company's activities, may pose a hazard for employees if not adequately controlled. These arrangements have been produced in accordance with the Manual Handling Regulations 1992 and the Health & Safety Executives guidance on the Manual Handling Operations Regulations 1992 (L23).

DEFINITION(s)

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

"Load" includes any person or any piece of equipment, whether boxed or not. An implement, tool or machine such as a heavy duty drill is not considered to constitute a 'load' while in use for its intended purpose.

The term **"reasonably practicable"** means to give consideration to the amount of time, effort and cost which would be required to avoid or reduce the risk; in this instance, from manual handling activities, in comparison to the long term health & safety benefits.

MANAGEMENT RESPONSIBILITIES

Managers at all levels within the company will ensure that these arrangements are applied consistently within their own area of responsibility, ensuring that:

- Manual handling is avoided where possible
- All manual handling activities are properly planned, assessed and recorded in writing using the company's risk assessment form. The assessment must be shared with employees.
- When a risk assessments indicates that employees may be lifting loads above the recommended safe lifting levels, suitable control measures should be put into place following the hierarchy of control (see appendix 1)
- Information, instruction and training is provided to employees on the health risks associated with manual handling (see appendix 4 for manual handling toolbox talk, - this does not replace the need to attend formal manual handling training)
- Employees are not expected to carry out manual handling operations which are unsafe or beyond their individual capabilities. Managers must take account of employees' concerns with regards to manual handling, reviewing the risk assessment if necessary.
- Any equipment provided to eliminate manual handling i.e. hoists, cranes, pallet trucks are inspected as per the manufacturer's recommendations

EMPLOYEE RESPONSIBILITIES

Employees have a duty of care for their own safety and for the safety of others, and should ensure that they;

- Follow safe systems of work designed to promote safety during the handling of loads, including wearing suitable clothing and footwear

- Use equipment provided to them as they have been trained to, - this includes machinery and other aids provided for safe handling of loads.
- Report any faults, defects, and deficiencies of either equipment or systems of work to their line manager.
- Report any manual handling accidents and near misses, using the proprietary Accident Reporting form.
- Inform their line manager of any physical condition likely to affect their ability to undertake moving and handling tasks safely.
- Take care to ensure their activities do not put others at risk
- Attend training and refresher training when required

LINKS TO OTHER DOCUMENTATIONS

These arrangements should be read in conjunction with;

- CYNNAL Health and Safety policy, which identifies the roles and responsibilities of all employees and managers
- Risk Assessment for Manual Handling
- Health and Safety Management Arrangements for Accident and Incident Reporting
- Health and Safety Management Arrangements for First Aid Provision

CONTROL MEASURES / IMPLEMENTATION

- Staff to receive training on correct procedure for manual handling of goods and equipment.
- Trolley used to transport boxes of equipment, paper and other heavy items when collecting deliveries etc.
- Remind staff that they should not try to lift objects that look or appear too heavy to handle. Check details on box and get help.
- High shelves and top of cupboards to be used for storing light objects only.
- Staff informed of correct procedures to be adopted regarding step-ladders to access high shelves etc.
- Arrange deliveries direct to schools, if practicable.

Appendix 1

PRACTICAL GUIDANCE FOR MANAGERS TO MEET LEGAL REQUIREMENT

Managers should avoid exposing their staff to manual handling activities so far as is reasonably practicable. All activities should be properly planned and organised and a formal assessment should be carried out. Where manual handling cannot be avoided, then all reasonable steps should be taken to reduce the exposure to manual handling.

Avoid

Managers should ensure that tasks are planned so that unnecessary handling or double handling does not take place. Examples of this include:

- Arranging deliveries of items directly to their end destination rather than to a central location for storage, where it then has to be handled and transported again by staff. Good planning of activities can mean ensuring the delivery of materials as close as possible to the place where they will be used to avoid or reduce the need for further manual handling. It may not always be possible to achieve this, - but should be done whenever possible.

- Using mechanical means for the loading & unloading of bulk materials and movement across a site.
- Correct storage can reduce double handling, - those items that are used most frequently should be easily accessible, and staff should not have to be regularly moving other items out of the way to reach them.

Assess

Managers need to identify all the manual handling tasks within their area, and for those that pose a risk to staff, an assessment should be carried out and recorded using the risk assessment template

Managers should involve staff with the assessment of tasks as they can provide practical information about the task and how it is undertaken.

Once the assessment has been prepared, managers need to communicate the findings with staff and make the assessment readily available. These assessments must be monitored for their effectiveness and reviewed at least annually, or after any changes of staff, equipment, process or an accident has occurred.

Reduce

Managers are responsible for introducing control measures to reduce the effect of manual handling on staff. Examples include;

- Providing and maintaining appropriate handling devices such as trolleys and vacuum lifters
- Ensuring training is available for staff that are involved in manual handling activities. This should be arranged via the Health, Safety and Welfare Team. Managers have a responsibility to maintain training records for staff, and support refresher training as required.
- Reducing the weight or size of any load that has been identified as presenting a manual handling hazard.
- Reduce the frequency or distance that any load needs to be handled.
- If staff are returning to work after illness or injury, and their job involves manual handling, advice should be sought from the Occupational Health Service.
- Any employees with a recurring injury should be referred to Occupational Health Service, and the assessment should be reviewed.

Appendix 2

TILE

When carrying out a risk assessment the following factors must be considered:

- Task
- Individual capability
- Load
- Environment

Each of these factors can be broken down in more detail:

Task

Does the task involve any of the following?

- Twisting/bending or stooping

- Excessive lifting, lowering or carrying over long distances (even carrying
- Equipment to jobs such as chainsaws, computer equipment etc)
- Excessive pushing or pulling (trolleys, wheelbarrows, etc)
- Sudden or unexpected movements (unsecured loads)
- Frequent or prolonged physical effort (lawn mowers, large deliveries)
- Handling when seated (twisting, bending)
- Team handling (2 man lifts)
- Holding loads away from the body

Individual Capability

This will depend on the age, gender and general health of the individual.

- Is the individual pregnant or an expected mother?
- Do they have any temporary or permanent impairment?
- Are they on any medication e.g. for blood pressure?

Load

Is the load any of the following?

- Heavy
- Bulky
- Difficult to grasp
- Have sharp edges
- Hot or cold
- Have an uneven centre of gravity
- Intrinsically unsafe

Environment

Where will the task be done?

- Indoors or outdoors?
- Are there space constraints due to clutter, low roofs or small access doors?
- Uneven or slippery floors
- Changes in floor level
- Extremes of temperature, humidity or air movement
- Inadequate lighting

AIDE MEMOIRE FOR MANUAL HANDLING ASSESSMENTS

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p>Do the tasks 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?
<p>Are the loads :</p> <ul style="list-style-type: none"> ■ heavy, bulky or unwieldy? ■ difficult to grasp? ■ unstable or likely to move unpredictably (like animals)? ■ harmful, eg 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? ■ less damaging to hold? <p><i>(If the load comes in from elsewhere, have you asked the supplier to help, e.g. provide handles or smaller/ lighter packages?)</i></p>

<p><i>The working environment - are there:</i></p> <ul style="list-style-type: none"> ■ constraints on posture? ■ bumpy, obstructed or slippery floors? ■ variations in levels? ■ hot/cold/humid conditions? ■ gusts of wind or other strong air movements? ■ poor lighting conditions? ■ restrictions on movements or posture from clothes or personal protective equipment (PPE)? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ■ remove obstructions to free movement? ■ improve the 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><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? <ul style="list-style-type: none"> ■ 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 training
<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 order and comfortable? ■ are there any brakes? If so, do they work? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ■ 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? ■ push rather than pull?

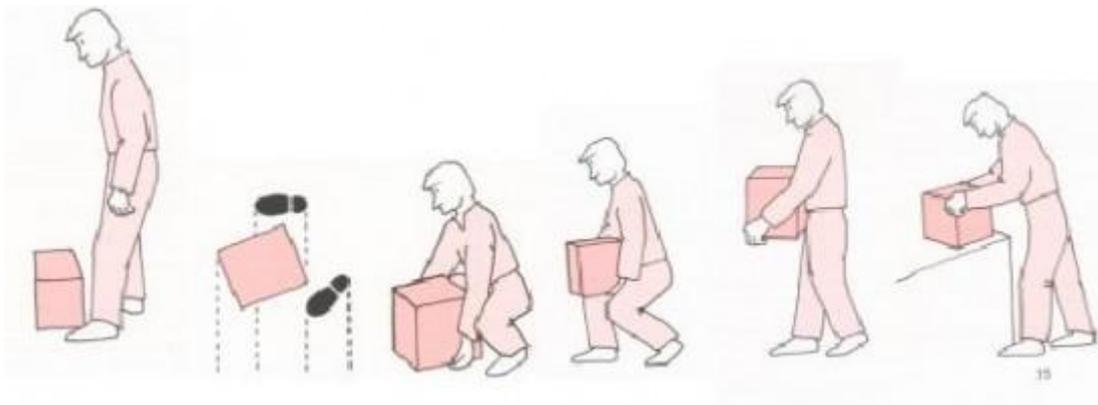
TOOL BOX TALK - GOOD HANDLING TECHNIQUES

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risks of injury. The techniques outlined below should be followed at home as well as at work.

Correct lifting procedure

1. Planning and preparation

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it and how you are going to get there.
- Assess the weight and centre of gravity of the load.
- Assess the size of the load to make sure that you can grip it safely and see where you are going.
- Assess whether you can lift the load safely without help. If not, get help. Bear in mind that it may be too dangerous to attempt to lift some loads, such as an office safe, even with a team.
- If more than one person is involved, plan the lift and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven flooring.
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
- Check whether you need any personal protective equipment and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you will be able to maintain a firm grip.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Remove any unnecessary packaging, if this will make the task safer.
- Consider a resting stage before moving a heavy load or carrying something any distance.



2. Position

- Stand with your feet apart and your leading leg forward.
- Your weight should be even over both feet.☐
- Position yourself (or turn the load around) so that the heaviest part is next to you.

- If the load is too far away, move toward it or bring it nearer before starting the lift.
3. **Lift**
- Always lift using the correct posture.
 - Bend the knees slowly, keeping the back straight.
 - Tuck the chin in on the way down.
 - Lean slightly forward if necessary and get a good grip.
 - Keep the shoulders level, without twisting or turning from the hips.
 - Try to grip with the hands around the base of the load.
 - Bring the load to waist height, keeping the lift as smooth as possible.
4. **Move the load**
- Move the feet, keeping the load close to the body.
 - Proceed carefully; making sure that you can see where you are going.
5. **Lower the load**
- Lower the load, reversing the procedure for lifting.
 - Avoid crushing fingers or toes as you put the load down.
 - Position and secure the load after putting it down.