



Fèisean nan Gàidheal
Risk Management and Policies

Date: 15 June 2010.

Policy: Manual Handling Policy

This policy forms part of: Health and Safety Policy

Related Policies: Staff Handbook

Purpose of Policy: to protect staff against accidental injury while lifting and carrying loads and equipment.

Summary of Policy: Responsibilities and considerations to be taken into account when moving heavy and/or awkward loads. Risk assessment forms and guidance.

Policy drafted by: Iona MacDonald, Training and Policy Officer

Submitted to Executive Group (date): 01 February 2010.

Approved by board (date): 18 February 2010.

This policy should be reviewed by (date): February 2011.

Catriona MacIntyre – 18 February 2010.

Fèisean nan Gàidheal Manual Handling Policy

According to published statistics, incidents associated with manual handling activities account for 34% of all UK workplace injuries which lead to absences from work of 3 days or more. At Fèisean nan Gàidheal, no workplace accidents have been reported or identified which relate to manual handling to date, but the organisation recognises that due care and attention must be paid to this risk. As a small organisation, the payment of sick leave represents a significant loss to the budget, and possibly, in the longer term, to the individual. In addition to the financial cost, there is also pain and suffering - whether temporary or long-term or permanent - caused to the employee and often the impairment of his/her long term earning capacity.

The Manual Handling Operations Regulations 1992, introduced to ensure that employers took steps to reduce the risks of manual handling injuries, require that hazardous manual handling is avoided whenever it is reasonably practicable to do so. Where this is not possible, the Regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest level which is reasonably practicable.

Fèisean nan Gàidheal will provide training in the techniques of manual handling to all permanent staff, and as a regular training option for volunteers. To ensure that all personnel are aware of the steps that Fèisean nan Gàidheal requires them to take to comply with the Regulations, the enclosed policy statement has been produced.

Policy Statement

Fèisean nan Gàidheal recognises that work-related musculoskeletal injuries from manual handling can affect all staff. It will take all reasonable steps to reduce, and will have the aim of eliminating, these injuries and will make diligent attempts to avoid putting staff at risk.

Work activities which involve hazardous manual handling will have been identified by the procedures involved in hazard identification and risk assessment under the Management of Health and Safety at Work Regulations 1992. These activities include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force, for example:- Carrying boxes of photocopy paper, large quantities of books and files, heavy musical instruments (clàrsachs, accordions, etc), movement of furniture and equipment (desks, cabinets, etc). The Manual Handling Operations Regulations 1992 apply to these activities.

Duties of Responsible Persons

To secure the health and safety of workers with regard to manual handling operations, Responsible Persons in each department, unit or work area should ensure that, for work under their control:

- Manual handling operations which present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation: (eg, use of a trolley) or by team lifting
- Those operations which cannot be avoided are assessed using an ergonomic approach which considers the task, the load, the environment and individual capability to determine the level of risk. The assessment should be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents which result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, that staff in post continue to be suitable for the work and that staff are not pressurised by supervisors or systems of work into undertaking operations (either by weight or rate of work) which are beyond their safe capability
- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other employers who have control of workers on Fèisean nan Gàidheal premises and hired venues and to self-employed contractors which will enable them to meet their responsibilities under the Regulations

- Premises outside Fèisean nan Gàidheal premises and hired venues at which employees may have to perform manual handling operations are safe and free from risk so far as is reasonably practicable
- Any specific arrangements for complying with the Regulations which are introduced are documented and incorporated into the local safety policy

Duties of Employees

The co-operation of employees is essential in reducing and eliminating the risks from manual handling. Staff should therefore ensure that they comply with the following requirements:

- 1 They should follow the safe system of work designed and introduced by the management and should not deviate from this without good reason.
- 2 They should use any mechanical aids which have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the manager/supervisor.
- 3 They should assist and cooperate with the process of the assessment of risk.
- 4 They should assist the manager with the implementation of staff training, should attend training sessions as required and should apply the knowledge gained from training to their daily work.
- 5 They should report all accidents and occurrences which either caused, or could have caused, injury.
- 6 They should inform the manager/supervisor if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- 7 They should not undertake any manual handling operation which they believe is beyond their capability.
- 8 They should report any unsafe systems of work to the manager/supervisor.

Manual Handling Risk Assessment Form

Location:	
Section:	
Project leader:	
Task assessed:	
Staff involved:	
Experience of personnel in task: (delete as applicable)	Extensive
	Moderate
	Minimal
Assessment carried out by:	
Date:	
Signed:	

PART A: THE WORKPLACE AND WORK ENVIRONMENT	Delete as applicable
Is the space sufficient to allow safe lifting techniques?	YES/NO
Are there slipping or tripping hazards present in the workplace?	YES/NO
Is the lighting adequate to allow good visibility for work carried out?	YES/NO
PART B: THE TASK	
Description of task:	
<i>Is lifting:</i>	
In a flat plane?	YES/NO

From trunk to head?	YES/NO
Above the head?	YES/NO
In seated position?	YES/NO
Combination of movements?	YES/NO
Repetitive?	YES/NO
<i>Does it involve:</i>	
Change of grip?	YES/NO
Twisting of the trunk?	YES/NO
Stooping?	YES/NO
Jerking or sudden movement?	YES/NO
Frequent or sudden movement?	YES/NO
Prolonged effort?	YES/NO
Reaching away from the trunk?	YES/NO
PART C: MOVEMENT	
Frequency of movement (number of times per minute)? Please specify:	
Does handling involve carrying?	YES/NO
If yes what is the carrying distance in metres?	
<i>Does the handling involve:</i>	
Pushing?	YES/NO
Welding?	YES/NO
Is the workplace dictated by process or other controlling factor?	YES/NO
Are rest allowances a feature of the work pattern?	YES/NO
PART D: THE LOAD	
Delete as applicable	
Maximum weight of load handled (kg):	
Size of load:	x x (mm)
Can load be easily controlled whilst being handled?	YES/NO

Is visibility impaired by the load?	YES/NO
Is the load stable?	YES/NO
Are contents liable to shift whilst being handled?	YES/NO
Are there any sharp edges?	YES/NO
If load is dropped, will any other hazard be created e.g. chemical, dust etc? If yes please describe:	YES/NO

PART E: THE OPERATORS

Groups at risk (employees and others):

Special risk groups (young persons, disabled etc):

Does the work involve team work?

YES/NO

If yes, what is the size of the team?

Does the work:

Require unusual strength?

YES/NO

Create hazards for those with health problems?

YES/NO

Require special training?

YES/NO

Involve the use of protective clothing?

YES/NO

Create the potential for injury to others?

YES/NO

PART F: MECHANICAL OR OTHER HANDLING AIDS

List any aids provided to assist workers with the task:

Other existing precautions:

PART G: RISK EVALUATION

Risk assessed as: (delete as applicable)	High	
	Medium	
	Low	
PART H: ACTION PROGRAMME		
Major risk factors identified:		
Additional precautions required and other recommendations:		
Actions required:		
Who informed:		
Date of next assessment:		

Deciding the level of risk will inevitably call for judgement. This table can be used as guidance in making these decisions when completing the risk assessment form.

Questions to consider:	Level of risk.		
	LOW	MEDIUM	HIGH
<i>The tasks - do they involve:</i>			
Holding loads away from trunk?	Load moved in box zone closest to body	Load moved in box zone furthest from body	Load moved outside box zones
Twisting?	Up to 45°	45-90°	Over 90°
Stooping?	Slightly	To knee level	To floor level

Reaching upwards?	Shoulder height	Head height	Above head height
Large vertical movement?	Less than 1m	1 - 2m	More than 2m
Long carrying distance?	Up to 10m	10-20m	More than 20m
Strenuous pushing or pulling?	< 25kg starting force - 10kg maintenance force	25-50kg starting force - 10-20kg maintenance force	> 50kg starting force - 20kg maintenance force
Unpredictable movement of loads?	Rarely shifts when moved	Will often shift	Always shifts
Repetitive handling?	1-4 operations per day	5-10 operations per min	More than 10 operations per min
Insufficient rest or recovery?	Rarely	Occasionally	Always
A work-rate imposed by process?	Rarely	Occasionally	Always
<i>The loads- are they:</i>			
Heavy? (Indicate weight in kg)	Up to figure in guidelines	Sometimes in excess of guidelines	Always significantly in excess of guidelines (i.e. more than double)
Bulky/unwieldy?	Not easily handled	Awkward to handle	Difficult to handle
Difficult to grasp?	Grip is not easily maintained	Grip is difficult to maintain	Great difficulty in maintaining grip
Unstable/unpredictable?	Rarely	Occasionally	Always
Intrinsically harmful (e.g. sharp/hot?)	Exposure to harmful characteristic generally avoidable	Exposure not easily avoidable	Exposure unavoidable
<i>The working environment - are there:</i>			
Constraints on posture?	Minimal interference with normal movement	Moderate interference	Significant interference
Poor condition floors?	Some unevenness or obstruction	Moderate unevenness, low grip or noteworthy obstructions	Dangerously uneven floor, very low grip & highly obstructed
Variations in levels?	Load moved <1m vertically	Load moved 1-2m vertically	Load moved more than 2m
Hot/cold/humid conditions?	Rarely	Occasionally	Always
Strong air movements?	Rarely	Occasionally	Always
Poor lighting conditions?			
<i>Individual capability - does the job:</i>			

Require unusual capabilities?	Most people can carry out the operation	Only certain people can carry out the operation	A minority of people can carry out the operation
Present higher risks to those with a health problem?	Possibly	Likely	Certainly
As above for those who are pregnant?	Possibly	Likely	Certainly
Call for special information and training?	Would be beneficial, but not essential	Considered necessary	Essential to carry out operation
Other factors -			
Is movement or posture hindered by clothing or personal protective equipment?	Rarely	Occasionally	Certainly

Schedule 1

Factors to which the employer must have regard and questions he must consider when making an assessment of manual handling operations.

Factors	Questions
1. The tasks	<p>Do they involve:</p> <ul style="list-style-type: none"> - holding or manipulating loads at distance from trunk? - unsatisfactory bodily movement or posture, especially: - twisting the trunk? - stooping? - reaching upwards? - excessive movement of loads, especially: - excessive lifting or lowering distances? - excessive carrying distances? - excessive pushing or pulling of loads? - risk of sudden movement of loads? - frequent or prolonged physical effort? - insufficient rest or recovery periods? - a rate of work imposed by a process?
2. The loads	<p>Are they:</p> <ul style="list-style-type: none"> - heavy? - bulky or unwieldy? - difficult to grasp? - unstable, or with contents likely to shift? - sharp, hot or otherwise potentially damaging?
3. The working environment	<p>Are there:</p> <ul style="list-style-type: none"> - space constraints preventing good posture? - uneven, slippery or unstable floors? - variations in level of floors or work surfaces? - extremes of temperature or humidity? - conditions causing ventilation problems or gusts of wind?

4. Individual capability	Does the job: - require unusual strength, height, etc? - create a hazard to those who might reasonably be considered to be pregnant or to have a health problem? - require special information or training for its safe performance?
5. Other factors	Is movement or posture hindered by personal protective equipment or by clothing?