Hillside Primary School

Manual Handling Policy



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Approved By: Health, Safety and Well-being Manager

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Manual Handling Compliance Code P619

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1 Introduction

1.1 This document contains standards on the management of manual handling operations. It is the responsibility of managers to ensure that manual handling activities are managed in line with this document in any area under their control.

1.2 Manual handling is the transporting or supporting of loads by hand or bodily force, which includes, carrying, lifting, pushing and pulling. Almost a third of injuries within local authorities are caused by manual handling. Manual handling may result in adverse health that is caused by a single accident (e.g. strained/torn muscles, dropped loads, cuts/abrasions etc.) or sustained over a longer period (bad back, worn joints etc.).

2 Duties of the employer

2.1 The employer has a duty to: -

- identify manual handling operations in areas under its control.
- take steps to reduce or eliminate manual handing operations.
- ensure risk assessments of unavoidable hazardous manual handling activities are carried out.
- ensure control measures identified in the risk assessment have been implemented.
- ensure employees have been consulted and provided with information and/or training on manual handling.

3 Duties of the employee

3.1 Employees have a duty to: -

- assist with the completion of manual handling risk assessments and handling plans.
- attend mandatory moving and handling training sessions.
- report all manual handling incidents and near misses according to corporate/departmental procedure.
- make use of any equipment provided.
- carry out first use/pre-use checks and report equipment when it is faulty, unsafe or no longer meets the need of the service user.
- inform managers of any health condition which affects his or her ability to undertake manual-handling operations safely.
- follow policies, procedures and safe systems of work.

4 Manual handling risk assessment

4.1 A general risk assessment of a work activity must identify whether manual handling is likely to present a risk of injury to an employee. Where this is

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identified as the case, the primary consideration should be to determine whether the manual handling operation is actually necessary i.e. whether it can be avoided from the outset.

4.2 If the task cannot be avoided, it should be considered whether the process can be replaced or the risk reduced by way of **mechanisation or use of equipment.**

4.3 Managers are responsible for ensuring manual handling activity is assessed in their area.

4.4 Managers can adequately assess the majority of manual handling tasks using the filter and/or *manual handling risk assessment form available on Infospace*.

4.5 For high risk manual handling activities, additional tools are available, e.g. the HSE MAC tool, although they are only to be used by competent assessors.

4.6 Assessing inanimate loads (Objects)

4.6.1 In all areas, inanimate load handling with a potential risk of injury that cannot be avoided will need to be assessed. In assessing inanimate loads, the *manual handling filter available on Infospace* should be completed initially. A full assessment available on Infospace should only be required if indicated by the manual handling filter.

4.7 Assessing animate load (People)

4.7.1 Where employees are providing physical care or assistance a risk assessment of all tasks must be completed using a departmental specific risk assessment and following departmental specific guidance. For some common moving and handling tasks involving people, generic departmental risk assessments will exist.

4.8 Recording the assessment

4.8.1 In all cases risk assessments (whether through the filter or full assessment) must be recorded in writing, kept in the workplace, and made available to employees involved in the activity. The person who performed the risk assessment should make all employees involved aware of the control measures in place.

4.9 Reviewing the assessment

4.9.1 To ensure control measures remain effective, all assessments should be reviewed under the following circumstances:

- Whenever there are significant changes to the task, the load, the environment or individual's capability (ill health).

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- If there has been an accident, incident or near miss.

4.9.2 Both inanimate and animate risk assessments should be reviewed annually, even if there are no significant changes. The assessment should be signed and dated to confirm the review has taken place.

4.10 Monitoring the effectiveness of controls

4.10.1 The effectiveness of controls should be monitored by the manager through: -

- Discussing with manual handlers whether the control measures have reduced the effort required to carry out the task
- Identifying whether cases of manual handling related accidents, ill health and damage/injury to loads has increased or decreased

4.10.2 The Health, Safety and Wellbeing team will also monitor the effectiveness of controls by: -

- Identifying whether the number of litigation claims have reduced
- Identifying whether the number of early retirements due to ill health have reduced.
- Assessing accident/incident reports
- Departmental audit of local manual handling systems

5 Training

5.1 Manual Handling Training

5.1.1 All employees should undertake, as a minimum, the moving & handling e-learning course before being exposed to manual handling risks

5.1.2 Where moving and handling objects or people forms a significant part of an employee's role, they should undertake specific training before engaging in the activity. This may be provided corporately or departmentally.

5.2 Risk assessment training

5.2.1 "Health & Safety for Managers" training, which includes training on undertaking a risk assessment, is available. All managers should attend unless they have received suitable training in a previous job, either outside or within NCC.

5.2.2 Where managers delegate responsibility for assessment to an employee, they must ensure the employee receives or holds suitable training or holds an appropriate qualification.

6 Health

6.1 New employees should complete a pre-employment health enquiry form available on Infospace before appointment. The manager should ensure the employee is aware of the moving and handling requirements of the job. If the employee is referred to Occupational Health for assessment, they will

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advise whether the employee is fit to undertake the role, or whether adjustments are recommended. It is the manager's responsibility to decide whether any adjustments recommended can reasonably be put in place.

6.2 Where an existing employee's health condition is being affected by the manual handling activity, or where the manual handling activity causes a health condition, the manager should refer them to occupational health.

6.3 Where an employee has advised their manager they are pregnant, the manager should complete a Maternity Risk Assessment available on Infospace with the employee. Further advice can be obtained through the Health, Safety and Well-being team.

7 Reporting injury and ill health

7.1 Any manual handling incident, including ill health that is suspected of being caused or aggravated by manual handling activities, should be reported using the schools Incident Reporting procedure. As with all incidents, line managers should investigate the cause of the incident and identify whether further control measures are required to prevent any recurrence.

7.2 All incident report forms must be forwarded to the Health, Safety and Wellbeing Team and, in some cases, they may investigate the incident further.

7.3 It may also be appropriate to refer the employee to the Musculoskeletal Injuries Rehabilitation Scheme, to treat the injury, or Occupational Health, where the injury affects their work or work continues to affect their injury (we have purchased these schemes for access).

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