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**Manual Handling Policy**

**HSPP.005**

**Policy Description**

In line with providing a safe working environment for staff, young people and visitors as stated in the The Holiday Clubs Health and Safety Policy, this Manual Handling Policy sets out guidance for the safe operation of manual handling activities.

It will ensure that suitable and sufficient assessments of the risks involved in manual handling activities are undertaken, and where possible the need for manual handling is removed or reduced to a minimum by the use of mechanical aids.

All Risk Assessments are to be conducted in accordance with the The Holiday Clubs Risk Assessment Procedure located in the staff office.

Supporting documentation:

The Health and Safety at Work etc. Act 1974

Management of Health and Safety at work regulations 1999

Manual Handling Operations regulations 1992

Links to other policies

Health and Safety Policy

Risk Assessment Procedure

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| **Distributing/ Reviewing Policies and Procedures:** |  |
| Policies and Procedures are available to view on our website once launched and copies available in the staff office of Little Lane Children’s Centre, Little Lane, Ilkley, LS29 8HZ |  |
| **Date of Policy and Review Date:**  |  |
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**1.0 CONTEXT**

Manual handling is one of the most common causes of absence through injury in the workplace. More than one third of lost-time accidents are caused in this way and injuries can have long-term effects. This procedure for risk assessing manual handling activities and identifying appropriate control measures is intended to reduce the risk from manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying.

'Manual handling' means any transporting or supporting of a load by hand or by bodily force, that is, by lifting, putting down, pushing, pulling, carrying or otherwise moving it. The 'load' in this context must be a moveable object. An assessment of risk during the manual handling of loads forms part of the general requirement that employers must make a suitable and sufficient assessment of all the risks to health and safety of their employees while at work.

**2.0 THE POLICY**

**2.1 Elimination of Hazardous Manual Handling Activities**

Measures to achieve this include a reorganisation of the system of work or the workplace itself, and the provision of mechanical aids such as trolleys and hoists. See Guidance in Appendix one.

2.2 The Need for Assessment

2.2.1 Regulation 3(1) of the Management of Health and Safety at Work Regulations 1992 requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work. Where this general assessment indicates the possibility of risks to employees from the manual handling of loads the requirements of the Manual Handling Operations Regulations 1992 (the Regulations) should be considered.

2.2.2 Regulation 4(1) of the Regulations sets out a hierarchy of measures for safety during manual handling:

* Avoid hazardous manual handling operations so far as is reasonably practicable
* Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided
* Reduce the risk of injury from those operations so far as is reasonably practicable

**2.3 Risk Assessment**

The following factors should be considered during the Risk Assessment, which must be completed, read and signed by the people to whom it applies before manual handling work begins:

* The task
* The individual
* The load
* The working environment
* Other factors eg including, for example, the unpredictable nature of animals

**2.4 The Task**

* Bending and stooping to lift a load significantly increases the risk of back injury
* Whenever possible, loads should be lifted from no lower than knee height to no higher than shoulder height.
* Outside this range, lifting capacity is reduced and the risk of injury is increased
* Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used
* Loads which are pushed or pulled should be as near to waist level as possible.
* Pushing is preferable, particularly where the back can rest against a fixed object to give leverage
* Carrying distance should be minimised, especially if the task is repeated regularly
* Repetitive tasks should be avoided whenever possible
* Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue
* Tasks which require twisting the body should be avoided

**2.5 The Individual**

* Consideration must be given to age, body weight, physical fitness, and personal limitations
* Employees must not attempt to handle loads which are beyond their individual capability.
* Assistance must be sought when this is necessary
* Persons with physical or clinical reasons for avoiding lifting, and new or expectant mothers, must not be required to undertake hazardous lifting or carrying tasks

**2.6 The Load**

* An indication of the weight of the load and the centre of gravity should be provided when appropriate
* The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision
* Unstable loads must be handled with particular caution.
* A shift in the centre of gravity is likely to result in overbalancing
* Ensure that there is a secure handhold, using gloves when necessary to protect against sharp edges or splinters

**2.7 The Working Environment**

* There must be adequate space to enable manual handling to be conducted in safety and the transportation route must be free from obstruction.
* Lighting, heating, and weather conditions must be taken into account
* Floors and other working surfaces must be in a safe condition and adequate ventilation is required, particularly where there is no natural ventilation

**2.8 Risk Assessment Review**

Manual Handling Risk Assessments must be reviewed each year or:

* When there has been a significant change in the work procedure/circumstances
* If the original assessment is no longer valid for other reasons eg new information on hazards, personnel changes
* If a worker is pregnant
* When there is a change to equipment / substances
* As a result of an accident or significant non-injury incident reports

**2.9 Manual Handling of People**

There may be occasions when staff have to lift children and other young people, other than in emergency situations. This must only be done by trained operatives and only when alternative options are not available eg use of hoist in the Changing Places room. This operation must be carried out with dignity and respect.

**2.10 Training**

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking manual handling work must be given suitable instruction, training and information to undertake the task with minimum risk.

Individual training and instruction on manual handling for new staff should be given without delay as part of their induction into the Holiday Clubs safety procedures. Refresher training for staff in post should be given at three-yearly intervals. A record of the names of people attending the manual handling training sessions should be kept by Senior Management Team and a copy kept on their staff file.

**2.14 Communication**

It is the responsibility of Holiday Club Manager to communicate the findings of the Risk Assessment to all staff and volunteers who may be affected by the task / activity by:

* Providing and discussing the assessment with them
* Extracting the salient points from the assessment along with the method statement for staff / volunteers to follow
* Providing staff / volunteers with relevant training and awareness, as required
* At all times a current Risk Assessment must be available on request to demonstrate that a suitable assessment of the risk has been undertaken and any recommendations made.

**Appendix one**

**GUIDELINES**

The following guidance is reproduced from information supplied in the HSE publication entitled 'Manual Handling Operations Regulations 1992 Guidance on Regulations.

**Purpose of the guidelines**

The Manual Handling Operations Regulations, like the European Directive on manual handling, set no specific requirements such as weight limits. Instead, assessment based on a range of relevant factors listed in section 2.3 is used to determine the risk of injury and point the way to remedial action. However, a full assessment of every manual handling operation could be a major undertaking and might involve wasted effort.

1. The guidelines set out an approximate boundary within which operations are unlikely to create a risk of injury sufficient to warrant more detailed assessment. This should enable assessment work to be concentrated where it is most needed.

2. There is no threshold below which manual handling operations may be regarded as 'safe'. Even operations lying within the boundary mapped out by the guidelines should be avoided or made less demanding wherever it is reasonably practicable to do so.

**Individual capability**

1. There is a wide range of individual physical capability, even among those fit and healthy enough to be at work. For the working population the guideline figures will give reasonable protection to nearly all men and between one half and two thirds of women. To provide the same degree of protection to all working women the guideline figures should be reduced by about one third. 'Nearly all' in this context means about 95%.

2. It is important to understand that the guideline figures are not limits. They may be exceeded where a more detailed assessment shows that it is appropriate to do so, having regard always to the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. However, even for a minority of fit, well-trained individuals working under favourable conditions, any operations which would exceed the guideline figures by more than a factor of approaching or beyond two should come under very close scrutiny.

**Lifting and lowering**

1. Basic guideline figures for manual handling operations involving lifting and lowering are:

They assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position.

2. The guideline take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. It will be apparent that the capability to lift or lower is reduced significantly if, for example, the load is held at arm's length or the hands pass above shoulder height.

3. If the hands enter more than one of the box zones during the operation the smallest weight figure should be used. The transition from one box zone to another is not abrupt, an intermediate figure may be chosen where the hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable a more detailed assessment should be made.

Reference: Health and Safety Executive

**Correct Technique**

When undertaking manual handling operations, the correct kinetic lifting techniques should be followed:

* Place the feet apart, giving a balanced stable base for lifting
* Place the leading leg as far forward as is comfortable
* Adopt a good posture before lifting
* 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 the shoulders level and facing in the same direction as the hips
* Get a firm grip of the load
* If necessary, lean over the load a little to get a good grip
* The optimum position and nature of the grip depends on circumstance and preference, but it must be secure.
* A hook grip is advised because it is less fatiguing than keeping the fingers straight
* Try to keep the arms within the boundary of the legs
* If it is necessary to vary the grip whilst beginning to lift the load, put down the load, get an improved grip and re-start to lift
* Raise the load
* Raise the body by straightening the knees (keep the back straight)
* Don’t jerk or twist the load during the lift
* Keep close to the load ensuring that the heaviest side is next to the body
* Move the feet, don’t twist the trunk of the body when turning to the side
* When placing the load down, put it down first then adjust its position on the shelf, table, floor etc
* Take care not to trap fingers
* Do not walk backwards.

Reference: Health and Safety Executive

**Source of the guidelines**

These guidelines have been drawn up by HSE's medical and ergonomics experts on the basis of a careful study of the published literature and their own extensive practical experience of assessing risks from manual handling operations.

REMEMBER: the guideline should not be regarded as precise recommendations. They should be applied with caution. Where doubt remains, a more detailed assessment should be made.