Manual Handling

Procedure

Procedure Title		Manual Handling Procedure	
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Contents **Page Number**

1 Introduction

Mervyn Lambert Plant Ltd cares about the health and safety of its people and accepts its responsibility to do all that is reasonably practicable to ensure that Manual Handling Operations are both safe and operate within current legislative requirements.

More than 38% of all accidents reported to the enforcing authority each year are associated with incorrect manual handling. The vast majority of injury result in over-three-day absence from work and the most common are sprains and strains, often of the back. Often injuries are attributed to cumulative rather than single incidents.

This policy relates to requirements imposed by the Health and Safety at Work, etc Act 1974 (HSAWA), the Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992 reinforce this requirement.

2 Scope

Any manual handling operation is defined as, "transporting a load and supporting of a load (including pushing, pulling, carrying, throwing team handling, lifting whilst seated and supporting in a static posture)". Where the effort is applied indirectly i.e. using a rope or lever, this is still classed as manual handling.

3 Safety Policy

Mervyn Lambert Plant Ltd will avoid the need for manual handling or reduce the risk of injury so far as is reasonably practicable.

4 Responsibilities

It is the responsibility of the H&S Manager to ensure that Policy and Procedure is appropriately communicated, understood and implemented. This will be achieved by regular audits and inspections.

Managers or their delegate will be responsible for:-

- Avoiding hazardous manual handling
- Completing suitable risk assessments prior to work commencing
- Ensuring that levels of competency are maintained within their teams
- Checking that equipment to be used is suitable fit for purpose and well maintained.

Supervisors will:-

- Ensure the correct implementation of safe systems of work and that personnel are using the systems provided.
- Escalate any safety issues relating to the task

Operatives who carry out the work must be:-

- Medically fit
- Use systems and equipment provided correctly
- Report any loss or defects to supervisors and manager – any additional risks associated to the task must also be reported.

5 Policy Objectives

A clear hierarchy of control for manual handling operations has been established that reflect the importance of eliminating manual handling operations. They are:-

- Avoid hazardous manual handling operations, so far as is reasonably practicable
- Assess any hazardous manual handling operations that cannot be avoided

◆ Reduce the risk of injury, so far as is reasonably practicable

Before considering any work, a task specific risk assessment must demonstrate an ergonomic approach, fitting the task to the individual and that there is no safer way of completing the task. All work must be:

- Assessed for risk to the standards as far as is reasonably practicable.
- Properly planned
- Appropriately supervised
- Through the implementation of an appropriate safe system of work ensure the safety of people who may be exposed to risk.
- Undertaken by competent people who have been suitably trained, equipped and instructed in using the appropriate Mervyn Lambert Plant Ltd work procedures.
- Ensure the safety of those affected by activities arising from Manual Handling Operations.

6 Risk Assessment

The HASAWA and supporting Regulations impose a duty on employers to carry out suitable and sufficient assessment of risk to which employees and people who may be affected by their activities are exposed. With the assistance of the H&S Manager it is the responsibility of each Manager to complete task Risk Assessments for all work activities their people carry out. This includes activities involving Manual Handling Operations.

With respect to Manual Handling Operations, **Appendix A** contains an "Initial Risk Assessment" that should be used for all work activities carried out. If this determines a full Risk Assessment should be carried out, the "Full Task Risk Assessment" **Appendix B** should be completed. Key areas are the task itself, the load, the working environment and individual capability.

Appendix C contains guidance notes to help complete the Appendix B survey.

Appendix D gives guidance on lifting

All Risk Assessments must be reviewed annually or if any changes are made relating to the task.

6.1 Generic Manual Handling Tasks

Some work activities may be assessed and, depending on the situation, a generic Manual Handling Risk Assessment may be deemed suitable.

Example – Cleaning - If the same lifting operation is completed by the same team in the same location on a weekly basis with no other factors changing, then a generic Risk Assessment may be put in place for this location only. This must be reviewed if there are any changes made relating to the activity or location.

7 Arrangements

Compliance with the following arrangements will ensure the achievement of the Mervyn Lambert Plant Ltd policy objectives above.

7.1 Purchase

All internal purchases must consider manual handling operations, and assess the requirements, ensuring suitable packaging, marking and handling. Where practical, delivery arrangements should eliminate or reduce handling.

7.2 Maintenance

Planned and preventative maintenance on all lifting and mechanical aids and equipment will ensure the efficient and safe manual handling operations.

7.3 Mechanical assistance

Use of mechanical aids, and lifting equipment can greatly reduce effort and improve positioning. Lifting equipment must be suitable and fit for purpose. Lifting equipment, will require a suitable assessment and inspection regime – for further information refer to the Mervyn Lambert Plant Ltd Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER) Procedures.

7.4 People at particular risk

During the assessment of manual handling operations, consideration must be given to people's particular ability to lift. This may involve seeking medical advice, for example previous injuries, expectant and nursing mothers. Advice should be sought via GP's or Occupational Health Nurse.

8 Personal Protective Equipment (PPE)

Manual Handling Operations assessments must include the consideration of the use of PPE, particularly where the use may compound or create further hazards. PPE used to assist lifting (abdominal and back supports) should only be used following recommendation following medical advice. Further assessment will be required – refer to the Mervyn Lambert Plant Ltd Personal Protective Equipment Policy and Arrangements.

9 Training

All requests for training must be made through the HR Training Manager.
Training for manual handling, includes:-

Basic awareness, delivered to all Mervyn Lambert Plant Ltd employees on induction

Delivery of training is in-house using trained trainer. On completion of training HR central records will be updated and maintained.

10 References

Health and Safety at Work etc, Act 1974
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Lifting Operations and Lifting Equipment Regulations 1998
Provision and Use of Work Equipment Regulations 1998
Solutions you can handle HSG115

11 Enquiries

For additional information regarding this document contact the H&S Manager.

12 Appendix A: Initial Risk Assessment

- Task
- Individual
- Load
- Environment

MANUAL HANDLING OPERATIONS: INITIAL ASSESSMENT - Section A	
Assessor	**Ref no**
Position	
Operation assessed **Description of operational unit**	**Date**
Location	
Assessment type Local or Generic	

Name of individual or team assessed.

Initial Assessment Checklist	**N/A**	**Yes**	**No**
Are any of the lifting and lowering guideline figures exceeded? (Adjust to take account of twisting and frequent lifting and lowering if applicable.)			
Is the load difficult to grasp with both hands? (E.g. due to its bulk or instability)			
Is poor posture involved? (E.g. stooping, leaning sideways, bending from the waist or hips)			
Are there any adverse environmental conditions? (E.g. too hot or cold, slippery floor, poor lighting)			
Is the load carried further than 10 metres without rest?			
Is the load held away from the body whilst being carried?			
Are any of the pushing and pulling guideline figures exceeded?			
Does any of the pushing or pulling occur above shoulder height or below knuckle height?			
Are the guideline figures for handling whilst seated exceeded?			
Is the load lifted from below the handler's lap or above shoulder height whilst seated?			

Likelihood of Injury	**Severity of Injury**	**Risk Rating**	
Score	**Score**	**Score**	
1. Extremely remote **2. May occur in time** **3. Probably will in time** **4. Highly likely**	**1. Low (scratches, bumps, abrasions)** **2. Minor (up to 3 days off)** **3. Moderate (lost time 3 + days)** **4. Serious (notifiable – RIDDOR)**	**Likelihood X Severity** **If the total score is greater than 7, complete "Full Risk Assessment - Appendix 2"**	
Is a full assessment needed?		**Yes**	**No**
Conclusion			
Signature of assessor		**Review date**	
Date:			

13 Appendix B **Full Task Manual Handling Risk Assessment**

Name of Assessor (s)		Assessment Title	
Assessment Date		Review Date	
Location		Frequency of Task	
Job title of staff involved			
Description of Activity:			

GREEN	**Low** Monitor Activity	**RED**	**High** Prompt action is required
AMBER	**Medium** Examine activity and reduce risk where possible	**PURPLE**	**Very High** Need close scrutiny and action as potentially a serious risk of injury

Please use with reference to Manual Handling Risk Assessment Guidance Notes (GN) Appendix D where necessary

Section 1: Manual Handling Risk Assessment for Lifting and Carrying

GN Ref No	Detail	GREEN	AMBER	RED	PURPLE	Identify Risk Level	Comments
	Load Weight/Frequency (See Appendix D)	As per chart	As per chart	As per chart	50kg or more (As per chart)		
1.1	Hand distance from lower back when carrying	Close – upper arm vertical/trunk upright	Moderate – upper arm angled OR trunk bent forward	Far – upper arm angled AND truck bent forward			
1.2	Trunk twisting Sideward bending	Little or no twisting or sideways bending	Trunk twisting or Sideways bending	Trunk twisting and Sideways bending			
GN Ref No	**Detail**	**GREEN**	**AMBER**	**RED**	**PURPLE**	**Identify Risk Level**	**Comments**

1.3	Postural Complaints	None	Restricted posture	Severe posture restrictions			
1.4	Vertical lift region	Above knee and/or below elbow height	Below knee and/or above elbow height	Floor level or below and/or above head height			
1.5	Carry distance	2M-4M	4M-10M	10M or more			
1.6	Pushing/Pulling of load e.g. using trolleys, or rolling/sliding on floor (complete if applicable)	Minimal pushing or pulling of LIGHT LOADS on flat level surface, with suitable trolley in good condition over a distance of no more than 20m	Minimal pushing or pulling of MEDIUM LOADS on flat level surface, with suitable trolley in good condition, or light loads but trolley in poor condition. In both cases distance travelled less than 20m	Awkward/Heavy Bulky load or medium weight load over slope/rough ground Trolley in poor condition Distance moved is over 20m*	Awkward/Heavy/ Bulky load over slope/rough ground/ trolley poor*		
1.9	Psychosocial factors	Staff consulted regarding work, rest breaks scheduled and taken, good communication with managers and sudden changes in workload well managed	Staff consulted regarding work, rest breaks scheduled and taken, good communication with managers, however, infrequent periods of high workload	No staff consultation or no rest breaks or poor management communication or frequent periods of high workload or tight deadlines			
GN Ref No	**Detail**	**GREEN**	**AMBER**	**RED**	**PURPLE**	**Identify Risk Level**	**Comments**
	Personal protective equipment (PPE)	PPE is not required and footwear is	Moderate restriction due to wearing PPE	Restricted movement and	PPE required but not provided		

1.12		suitable, or PPE is provided and worn and is suitable for task, e.g. does not restrict movement/grip		dexterity due to wearing PPE, or suitable PPE provided but not worn			
2.2	Asymmetrical trunk/load	Load symmetrical in front/two hands	Load and hands asymmetrical, body upright	One handed to side or twisting/bent back			
2.3	Grip on the load	Good – handles fit for purpose	Reasonable – poor handles or able to grip container securely underneath	Poor – containers have poor design, loose parts, irregular shapes hot/cold or unstable loads			
3.1	Floor space	Dry and in good condition	Dry but poor conditions or uneven	Contaminated/wet or steep sloping or unstable footing			
3.4	Obstacles on route	No obstacles or flat route	Steep slope, trip hazards or steps	Ladders			
3.7	Environmental factors	No contributory factors	One present e.g. poor lighting, extremes of temp, outdoors e.t.c.	Two or more present			
GN Ref No	**Detail**	**GREEN**	**AMBER**	**RED**	**PURPLE**	**Identify Risk Level**	**Comments**
4.1	Individual capabilities (See guidance)	Procedure for identifying high risk groups and individual risk assessments (RA's)	Individuals identified and actions taken but no documented evidence available	Procedures for individual RA's but none completed or actions not implemented, or	No procedure for identification of high risk groups and no individual RA's completed		

				task requires unusual strength, height e.t.c.			
4.2	Pregnant Women						This task is unsuitable for new and expectant mothers
4.3	Training	Suitable manual handling training course	Initial Manual Handling course – but some staff overdue for refresher training	Manual Handling training provided but no departmental on-the-job training	No training has been provided		

*** will require a detailed pushing/pulling Risk Assessment – See section 2**

Team Handling (Complete if applicable)

	Load weight	2 person <35kg 3 person<40kg	2 person <35 – 50kg 3 person<40 – 75kg 4 person 40-100kg	2 person <51 – 85kg 3 person<76 – 125kg 4 person 101-170kg	2 person >85kg 3 person >125kg 4 person>170kg		
	Communication, coordination and control	Good	Reasonable	Poor			

ACTION REQUIRED

Action No	Action required to reduce the level of risk	Priority	Date action required by	Who is to take action?	Completion date and signature
1					
2					

3					
4					
5					

Question	GREEN	AMBER	RED	Identify Risk Level	Comments
Does the task involve:					
Initial force to get the load moving?	Moves freely	Small amount	High amount		
Force to keep the load in motion?	Moves freely	Small amount	High amount		
Question	**GREEN**	**AMBER**	**RED**	**Identify Risk Level**	**Comments**
Sudden movements to start, stop or manoeuvre the load	No	Small amount	High amount		
Twisting or manoeuvring of the load into position or around obstacles?	None	Limited amount involved	Generally required		
One handed operations?	None	Occasionally	Frequently		

Hand below the waist or above standard height e.g. pallet truck?	No	Occasionally	Frequently		
Movement over long distances?	Less than 20m	Occasionally over 20m	Frequently over 20m		
Frequency of pushing/pulling activities (per work day)	Once	Several times	Frequently		
Equipment on wheels					
Suitability for load type	Suitable	Poor	Unsuitable		
Question	**GREEN**	**AMBER**	**RED**	**Identify Risk Level**	**Comments**
Suitability for load/work environment	Suitable	Poor	Unsuitable		
Steering	Good	Poor	Difficult to steer		
Brakes	Not required/good condition operating effectively	Brakes not fully functioning (if required)	With brakes, but brakes poor, defective or requires brake but not provided		
Maintenance and planned inspection regime	Good – all criteria met	Infrequent/insufficient	Not undertaken		

ACTION REQUIRED

Action No	Action required to reduce the level of risk	Priority	Date action required by	Who is to take action?	Completion date and signature
1					
2					
3					

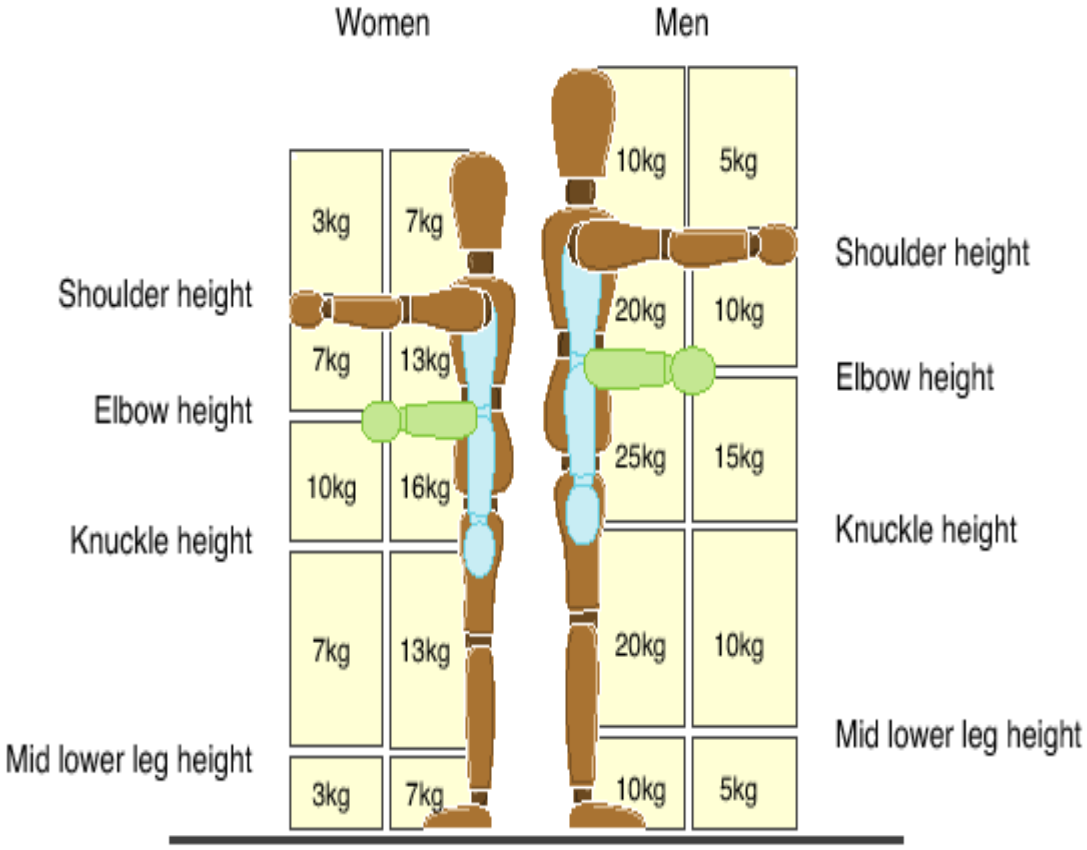
14 Appendix C Guidance Notes – MLP-HSG-005

Guidance on forms	
1.1	Holding the load at a distance from the trunk greatly increases the stresses on the handler. As a general guide, the weight which a handler can safely hold at arm's length is only one-fifth of that which can be safely held next to the body.
1.2	Twisting the trunk also increases stresses
1.3	Poor posture is a factor that greatly increases physical stresses and, where identified, should always be eliminated where reasonably practicable
1.4	Lifting from floor level should be avoided where possible, as should handling above shoulder height. The optimum height for manual handling to take place is at the handler's waist. *Note:* Where risk factors 1.1–1.4 are combined, for example the handler has to twist and stoop, and possibly stretch; the overall risk is likely to be substantially increased.
1.5	In general, long carrying distances are those in excess of 10 metres
1.6	Where strenuous pushing or pulling takes place, particular consideration should be paid to the condition of the floor surface.
1.7	The risk of injury where a sudden movement of the load could occur increases if the handler is unable to adopt a stable position.
1.8	A relatively light load handled frequently can present a greater risk than infrequent handling of a heavier load. Prolonged physical effort is likely to be more risky when combined with a static posture.
1.9	An assessment of whether there are insufficient rest or recovery periods will rely largely upon observation by the assessor and discussion with handlers
1.10	Performance of the same task continuously throughout the working day increases the likelihood of fatigue and hence injury.
1.11	A seated handler is at an increased risk of injury because most of the work is done by the muscles in the arms and trunk, rather than the more powerful leg muscles. Where the handling involves stooping or twisting, the guideline figure of 5 kg may need to be reduced still further.
1.12	Examples include protective gloves worn to protect against a sharp load but which could impair dexterity and increase the risk of the load being dropped; high-heeled shoes which reduce stability; tight, restrictive over-clothing or uniforms which prevent the correct posture being adopted.
2.1	The weight of the load is obviously a major consideration, and the guideline figures for safe weights should only be exceeded where the assessment shows that it is safe to do so.
2.2	As a guide, a load can be considered bulky if any dimension exceeds 75 cm. Bulky loads increase the risk of injury because they extend the gap between the centre of gravity of the load and the handler's body. Loads with a centre of gravity, which is not positioned centrally, can be particularly awkward to handle. A load could be difficult to grasp if it is large, round or slippery.
2.3	Any load that lacks rigidity is likely to be unstable. 'Live loads', i.e. animals or people, should also be classed as unstable.
2.4, 2.5	The nature of the external surface of a load can present a direct risk to the handler where it is, for example, hot, cold or sharp, and such factors can also increase the risk of the load being dropped.
2.6	Loads which interfere with the handler's vision increase the risk of slipping and falling as a result of colliding with objects or other persons.

2.7	Certain special conditions, such as a fragile load or one which must be stored upright, may result in handlers changing their normal posture and method of work resulting in an increased risk
3.1	Any space constraints which prevent a safe posture being adopted increase the risk of injury, for example restricted head room, narrow gangways, or a cluttered workplace.
3.2	Floor surfaces that are uneven (e.g. due to wear and tear), slippery (e.g. due to a highly polished surface or a surface likely to become wet) or unstable (e.g. on a boat) increase the risk of slips and falls.
3.3	Travelling up or down ladders introduces complications to a manual handling operation, which are likely to increase the risk of injury. Steps make the use of wheeled handling aids awkward and increase the likelihood of a fall.
3.4	General obstacles or hazards in the working environment vary enormously, from colliding with other handlers to crossing traffic routes.
3.5	High temperatures can increase the risk of injury as a result of perspiration affecting grip or through fatigue. Low temperatures may affect muscle control and this problem can be exacerbated where there is strong air movement (wind chill). As a minimum, employers should meet statutory requirements with regard to temperature and ventilation.
3.6	Adequate visibility, along with avoidance of glare and areas of contrast between light and shadow are all relevant factors in assessing lighting conditions.
3.7	There may be other features of the working environment which increase the risk of injury. One example is noise, which can hinder communication during team handling and obscure audible warnings.
4.1	In general terms, the physical capability of men is greater than women, and decreases with age. However, manual handling operations should be capable of being performed safely by the majority of employees, regardless of age or sex. Also, in deciding what 'unusual' strength is, account should be taken of the work activity. What may be classed as unusual for sedentary workers may not be so for workers involved in heavy manual labour.
4.2	Where a female employee is visibly pregnant or has informed her employer that she is pregnant, she should not be allowed to perform any strenuous manual handling. This also applies for at least the first three months after delivery. Where employees have a health problem that could affect their manual handling ability, it will often be necessary to seek medical advice. Employers should be aware that individuals who have already suffered physiological disorders, such as back pain, are generally susceptible to its recurrence.
4.3	Under normal circumstances, employees who carry out manual handling which involves a risk of injury will require training, the extent of which will vary according to the particular operations involved.
4.4	The nature of the handling carried out by some employees may require training over and above that which would normally be included on a manual handling training course, for example how to assess the weight of an unmarked load, how to operate a pallet truck, etc.

15 Appendix D Guidance on lifting* MLP-HSG-006

***Guide for Lifting and Lowering for healthy males / females -**
HSE Guidance on Regulations, L2


Women
Men
Shoulder height
Elbow height
Knuckle height
Mid lower leg height
3kg
7kg
7kg
13kg
10kg
16kg
7kg
13kg
3kg
7kg
10kg
5kg
20kg
10kg
25kg
15kg
20kg
10kg
10kg
5kg
Shoulder height
Elbow height
Knuckle height
Mid lower leg height