



# Carlisle & Hampton Hill Federation



## Manual Handling Guidance and Policy

This policy was reviewed:	Summer 2021
This policy was ratified by Full Governing Body (if applicable):	Not Applicable
This policy will be reviewed again:	Summer 2023
Governor committee responsibility:	Finance & Premises Committee
Statutory Policy:	No

## Legal Requirements:

The Manual Handling Operations Regulations 1992 require employers to-

- ❖ Avoid the need for any manual handling operation which involves a risk of injury
- ❖ Where a manual handling operation cannot be avoided, an assessment of all the handling operations likely to be performed in their duties must be made and recorded.
- ❖ Take all necessary steps to prevent injury to employees from the manual handling of loads.

Priority should be given to reducing the risk of injury through the provision of mechanical lifting aids or changing work practices. Information, instruction and training in correct lifting techniques should also be provided to reduce risk but must only be given after all other control measures have been considered.

## Guidance:

### Definition of Manual Handling:

According to the Manual Handling Operations Regulations (MHOR), manual handling is defined as;  
*"..any transporting or supporting of a load, (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force"*

### Injury Information

- ❖ Four out of five will suffer back pain lasting more than 24 hours during their working lives
- ❖ 15 million visits to the G.P. For back pain
- ❖ Most common in age range 16 – 55
- ❖ Some people are so badly affected simple tasks can become difficult or impossible

### Injuries and Causes:

#### Most Common Injuries:

- ❖ Muscle and ligament strains
- ❖ Joint strain
- ❖ Damage to the disc between the vertebrae
- ❖ Damage/swelling of the tendons

#### Work Factors:

- ❖ Physically heavy work
- ❖ Bending & twisting
- ❖ Staying in one position for too long
- ❖ Vibration from tools/machinery
- ❖ Stress

#### Personal Factors:

- ❖ Being unfit and/or unhealthy
- ❖ Old injuries
- ❖ Smoking
- ❖ Medical condition

It is the policy of Carlisle & Hampton Hill Federation to ensure there are arrangements in place to both assess and manage the risks of any manual handling of static loads carried out on the premises.

In order to enable this, the Headteacher has nominated suitable member(s) of staff to manage and undertake the tasks and ensure they have received sufficient information, instruction and training to be able to carry out the role.

The school carries out an annual review of the manual handling of static load activities taking place; this includes any activities undertaken by classroom staff as well as the Caretaker. Where high-risk activities and/or activities are carried out on a regular basis there are written risk assessments in place.

**Guidance:**

Within schools there are a wide range of manual handling activities that take place and these can involve both classroom and office staff as well as site staff. Tasks can include:

- ❖ Changing a room layout
- ❖ Moving books
- ❖ Moving boxes of supplies/equipment
- ❖ Carrying paper deliveries
- ❖ Moving furniture
- ❖ Moving equipment around the building
- ❖ Receiving deliveries
- ❖ Laying out the lunchroom/dining hall

**Planning**

When planning manual handling activities, consideration is given to whether the task is actually necessary. Where possible the need for manual handling is eliminated; where the task cannot be carried out without the need for manual handling then suitable aids/equipment will be provided.

**Guidance:**

**Elimination and Reduction:**

The primary objective is to remove the manual handling task. For example, the need to carry bulk deliveries of cleaning supplies, stationary, arts and crafts equipment around a building maybe removed by relocating the delivery point.

Simple mechanical aids may be available to ease handling actions. For example, transporting heavy loads can be eased by using lifting equipment or a trolley. The use of slings, hoist, winch or pallet truck could be used where weight is borne for excessive periods or over longer distances.

**Undertaking a Risk Assessment**

Prior to undertaking a manual handling activity, a suitable and sufficient risk assessment is carried out. Where there are significant hazards, these are recorded. The school makes use of the Action HR Manual Handling, (static load) risk assessment template.

**The Assessment Process:**

The assessment of manual handling operations involves the identification of:

- ❖ The risk of injury
- ❖ The control measures required to minimise the risks
- ❖ The safe working practices to be followed

**Assessing the Task - ELITE Environment**

- Take a look at your surroundings, then consider where you are moving the item to.
- ❖ Is there enough room? Can you lift the item without needing to reach or twist awkwardly?
- ❖ What route do you intend to take – are there any trip hazards?
- ❖ Is there enough lighting – can you see where you are going?

<b>Load</b>	<p>Consider the item(s) you are about to lift</p> <ul style="list-style-type: none"> <li>❖ Is it large or bulky – could it be broken down into smaller loads?</li> <li>❖ Are the items secure in their packaging or are they liquid? Loose items and liquids move as you lift them making it difficult to get a secure grip.</li> <li>❖ Is the load difficult to grasp – are their handles or is it covered in smooth plastic wrapping?</li> <li>❖ Are there any sharp edges? Is any of the load hot or difficult to touch?</li> </ul>
<b>Individual</b>	<p>Know your own limitations. The only prize for carrying a load that's too heavy is a bad back.</p> <ul style="list-style-type: none"> <li>❖ Are you or is there a possibility you might be pregnant?</li> <li>❖ Do you have a medical condition that could affect your ability to lift and carry?</li> <li>❖ Are you suitably trained for the task?</li> </ul>
<b>Task</b>	<p>Review the task you are undertaking</p> <ul style="list-style-type: none"> <li>❖ Consider the actions that are carried out by your body during the activity and the position of the load in relation to your body.</li> <li>❖ Does the task involve twisting, stooping, excessive pushing/pulling or any handling whilst seated?</li> <li>❖ Is there a better way of dealing with the load rather than picking it up and moving it by hand?</li> <li>❖ Are you certain of where you need to deliver the item before you pick it up?</li> </ul>
<b>Equipment</b>	<p>Some MH operations will require the use of personal protective equipment</p> <ul style="list-style-type: none"> <li>❖ Make use of gloves to protect your hands. If there is a possibility that the load may have sharp edges etc., you may need more specialist gloves such as Cut 5 rated.</li> <li>❖ Overalls/aprons will help protect you from dirty items, (the load should be carried close to the body)</li> <li>❖ Don't forget to make use of trolleys if covering longer distances</li> </ul>

**Guidance:**

The priority when risk assessing a manual handling task is to eliminate the need for manual handling, thereby doing away with the hazard. Failing this, equipment can be utilised to reduce the amount of manual handling required. Even when equipment has been provided, or if use of equipment is not an option/appropriate further control measures may be required.

**Example Control Measures:**

- ❖ Improvements to the task layout may reduce risk. For example, by reducing the distance, through which objects are moved, avoiding stairs, storing items at accessible heights and positions to reduce twisting and stretching.
- ❖ Changes to the work routine may reduce risk. For example, job rotation, team handling.
- ❖ The use of Personal Protective Equipment may aid handling. For example, the use of safety grip gloves.
- ❖ Can the size of the load be reduced, made smaller or lighter?
- ❖ Can the load be made easier to grasp? For example, by removing outer wrapping?
- ❖ Can the load be made more stable? For example, if the load is not rigid can handles or slings ropes or a hoist be provided to aid stability.
- ❖ Can the load be made less damaging to hold? For example, removing sharp edges, keeping the load clean and free from oils, placing hot or cold loads in an insulating container.
- ❖ Where poor environmental or sites structural conditions have been identified, can they be removed?

- Remove space constraints
- Ensure adequate lighting
- Reduce noise/distractions
- Ensure flooring is smooth and even
- Arrange for work to be carried out on the same level
- ❖ Consider the correct job allocation and health screening. Ensure that all employees receive adequate training in manual handling techniques and the use of handling aids.

At the end of the assessment process the control measures required to reduce the risk(s) of injury from the manual handling tasks are identified. The safe working procedure to be used for each manual handling activity is established; this includes:

- ❖ information on the load involved
- ❖ the number of persons to be involved in the activity
- ❖ the training required for those engaged in the manual handling tasks.
- ❖ the control measures to be used
- ❖ the situations in which the manual handling activity should be prohibited
- ❖ any mechanical lifting aids required to reduce risk

**Guidance:**

**Safe Lifting:**

- ❖ Stop and consider the activity before starting. Is a risk assessment required?
- ❖ If the load is beyond my capability, do not lift.
- ❖ Face the direction of travel, stand with the load between your feet to give a balanced position.
- ❖ Maintain the natural curve of the spine, keep shoulders level, in line with and facing in the same direction as the pelvis. Lift with the leg muscles not with the back.
- ❖ Bend your knees so you are able to use the more powerful leg muscles.
- ❖ Grasp firmly using the palms of the hands, not just the tips of fingers. Bring the load close to you.
- ❖ Look straight ahead as you lift, this helps to keep the back straight and so reduces stress on the spine.
- ❖ Always use body weight to the best advantage to initiate load movement and then lift using leg muscles.
- ❖ Make full, proper use of any handling aids, and personal protective equipment provided.
- ❖ Move your feet to change direction, do not twist or reach. Be smooth and avoid jerky movement.
- ❖ Inform your immediate supervisor or manager of any physical condition that might affect your ability to undertake any manual handling operation safely. Be realistic about your own capabilities.

<b>Safe Lifting Checklist:</b>	
❖ Ascertain the characteristics of the load (e.g. weight, centre of gravity) and feel confident that all necessary control measures have been provided before lifting.	
❖ Where possible, loads should be stored at around waist height; this is the optimum handling position.	
❖ If handholds are unsatisfactory, use handling aids e.g. trolleys, skate, pallet truck, hoists.	
❖ The height of the load should not obstruct vision.	
❖ Lifting whilst seated should be avoided where possible.	
❖ Maintain a safe environment through good housekeeping.	
❖ Use the handling aids and protective equipment provided.	
❖ A load held at arm length causes up to ten times more bodily stress than the same load held close to the body.	
❖ Lift smoothly in one full dynamic movement.	
❖ Whilst lowering, also apply the main characteristics of safe lifting, taking care not to trap hands and fingers on releasing the load.	
❖ Avoid twisting actions while lifting.	
❖ Know the route; steps, doors and floor surfaces, before setting off. Ensure that there are no obstacles on the way.	
❖ When pushing or pulling, wear shoes with good grip.	
❖ Where possible, divide heavy loads or use handling aids e.g. trolley or team lift lifting	
❖ Team handling calls for adequate space, sufficient handholds and one person in charge	
❖ Always apply common sense - overconfidence can lead to permanent injury.	
❖ If in doubt, seek assistance and/or advice from your supervisor	

## **Suitable and Sufficient Equipment**

Where the manual handling task cannot be eliminated, the risk assessment process will be used to identify where any equipment may be appropriate to reduce either, the size or weight of the load to be handled, the duration of the task and/or the physical stress on the body.

Moving and handling equipment currently in use at the school includes trolleys and barrows.

All equipment is stored safely and securely and receives visual inspection on a regular basis and prior to each use.

### **Guidance:**

#### **Lifting Operations & Lifting Equipment Regulations**

Under Regulation 9(3)(a)(ii) of the Lifting Operations and Lifting Equipment Regulations (LOLER) all equipment used for the lifting of anything other than lifting people should receive a Thorough Examination at least every twelve months (or in accordance with another risk assessed examination scheme). The detail of what must be included in a

Thorough Examination report can be found in Schedule 1 of LOLER.

Any lifting tackle or accessories, (even if they are not used for lifting people) must receive a six monthly Thorough Examination.