

## Manual Handling Procedure

### References

Manual Handling Operations Regulations 1992 (amended 2002)  
Safety Advice Note (G)23  
KAHSC General Safety Series G23 – Manual Handling of Loads  
CCC Safety Procedures No. 19

### Procedures

It is the responsibility of the Head teacher to ensure that manual handling activities are managed in line with the Management of Health and safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992, 2002.

Manual handling is the transporting or supporting of loads (inanimate- objects; animate – people) by hand or bodily force, which includes, carrying, lifting, pushing and pulling. 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.).

The Regulations require the following measures to be considered in hierarchical order:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided;
3. reduce the risk of injury so far as is reasonably practicable.

#### Duties of the employer

- identify manual handling operations and staff who are deemed to perform manual handling operations in areas under its control;
- take steps to reduce or eliminate manual handling operations;
- ensure risk assessments of unavoidable hazardous manual handling activities are carried out;
- ensure control measures identified in the risk assessment are implemented;
- monitor and review assessments at regular intervals;
- ensure employees have been consulted and provided with information and/or training on manual handling;
- investigate any health problems reported to them or identified in staff.

#### Duties of the employee

- assist with the manager/assessor in the assessment of their work;
- be aware of their responsibilities under the Health and Safety at Work Act (1974) and Manual Handling Operations Regulations (1992, 2002);
- 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;
- use the lifting/moving equipment provided in accordance with agreed methods of working and any training received;
- 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.

#### Risk Assessment

A general risk assessment of a work activity must identify whether manual handling is likely to present a risk of injury to an employee (or a person being handled). Where this is 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.

If the manual handling 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**.

Records of manual handling assessments shall be retained on site in the Risk Assessment File in the Head's office. For low risk commonplace handling operations, specific assessment records are not deemed necessary.

Areas that will need to be specifically considered at Ewanrigg Junior School include:

- Movement of furniture and equipment Premises Unit

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|---|--|---------------|
| ▪ | Carry and manoeuvring of pupils with special needs | EJS           |
| ▪ | Waste disposal                                     | Premises Unit |
| ▪ | Movement of materials in science and design        | EJS           |
| ▪ | Movement of books and stationery                   | EJS           |
| ▪ | General portage tasks                              | BOTH          |

### **Recording the assessment**

In all cases risk assessments 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.

### **Reviewing the assessment**

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

- a reason to believe it is no longer valid;
- a major change to the work practice;
- a major change to safety equipment provided;
- a major change to the nature of the load;
- a substantial increase in the amount of time performing manual handling operations;
- a substantial change in other task requirements, e.g. more speed or accuracy;
- if the workplace is relocated;
- if the environment is significantly modified;
- if there is a serious incident, accident or trend;
- routinely annually.

### **Monitoring the effectiveness of controls**

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