



FALKIRK COUNCIL

MANUAL HANDLING AND MOVING AND HANDLING LOADS POLICY



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INDEX

PART		Page Number
	POLICY STATEMENT	
1	1.1 Policy Statement	3
	PROCEDURE	
2	2.1 Introduction	3
	2.2 Scope	3
	2.3 Management of Manual Handling Tasks And Moving and Handling Loads	3
	2.4 Management of Construction Projects and Maintenance of Buildings	4
	2.5 Moving and Handling People	4
	2.6 Risk Assessment	4
	2.7 Appropriate Plant, Equipment and Handling Aids	5
	2.8 Maintenance of Manual Handling Plant, Equipment and Handling Aids	6
	2.9 Training in Manual Handling and Moving and Handling Loads	6
	IMPLEMENTATION	
3	3.1 Roles & Responsibilities	7
4	4.1 Monitoring & Review	10
	APPENDICES	
	A1 Manual Handling & Moving & Handling Risk Assessment	11

PART 1

1.1 POLICY STATEMENT

Falkirk Council is committed to maintaining the Health & Safety of employees. The Council recognises that there is a risk of injury to employees when undertaking tasks that involve manual handling, moving and handling loads and moving and handling people. Consequently, Falkirk Council will ensure that appropriate procedures and risk assessments are in place to protect employees.

This policy supersedes previous corporate guidance produced and includes an Appendix on how to assess a moving and handling task and aid the selection of the correct method of manual handling. The policy's aim is to support Services with the development of their own procedures and risk assessments relating to manual handling and moving and handling of loads to take into account the differing environments and specialist areas which are relevant to the service.

PART 2

2 INTRODUCTION

2.1 In accordance with the Manual Handling Operations Regulations 1992, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc Act 1974, Falkirk Council has a duty to identify and manage the risks to employees associated with manual handling or moving of loads in order to protect the health and wellbeing of employees and service users. Poor or inappropriate manual handling or moving of loads can lead to a range of musculo-skeletal and soft tissue injuries that have the potential to result in a range of injuries, including long-term back injury.

2.2 SCOPE

This policy applies to all Falkirk Council employees and Contractors working on behalf of the Council. With regard to Contractors, the policy will be applied by employees who engage with them as part of the construction design process, (refer to Section 2.4).

This policy complements the Health, Safety & Care Policy, the Risk Management by Risk Assessment Policy and the Accident/Incident Reporting Policy. It has been Equality Impact Assessed and no adverse impact has been identified.

2.3 MANAGEMENT OF MANUAL HANDLING TASKS AND MOVING AND HANDLING OF LOADS

All Falkirk Council activities that involve employees in manual handling and moving of loads must be identified by Services. All Managers and Supervisors must ensure that suitable and sufficient risk assessments and safe systems of work are in place for tasks that involve manual handling and the moving and handling of loads.

Managers and Supervisors must take all reasonable steps to minimise and control any associated risks involved in such tasks and ensure that employees receive appropriate

manual handling training and follow safe systems of work. Managers should also ensure that adequate resources are available to ensure that equipment for manual handling and moving and handling of loads is made available to employees, where identified as necessary.

All employees involved in manual handling and moving and handling of loads must adhere to safe working practices and report any problems with work practices or work equipment to their line manager for attention as soon as is reasonably possible.

2.4 MANAGEMENT OF CONSTRUCTION PROJECTS AND MAINTENANCE OF BUILDINGS

The Construction Design and Management Regulations 2007 requires that all risks, which include risks associated with manual handling and moving and handling of loads, are identified at the design stage by the design architect and are included in the detail of the Health and Safety Plan for the proposed work.

Employees involved in design construction/refurbishment projects undertaken on behalf of Falkirk Council must consider the management of manual handling and moving and handling of loads at the design stage. Any design that involves large or awkward loads should be carefully considered by the design architect to ensure risks are minimised and that relevant information on safe methods of manual handling or moving and handling of loads is provided to contractors tendering for work. This will apply to materials to be used in construction projects and their delivery to and storage on site.

The weight and packaging of materials should also be considered in the pre-tender specification to ensure risks to construction workers is minimised e.g. use of lighter, smaller blocks and kerb stones. Where there is likely to be a risk from manual handling or moving and handling of loads, design architects should apply detailed control methods to identify the most suitable method of controlling risk. This may result in the Principal Contractor being required to incorporate detailed control measures into the Health and Safety Plan for a project, for example, use of specific equipment, control of traffic management on site or for the management of site safety.

2.5 MOVING AND HANDLING PEOPLE

There is a requirement in some Services to move and handle service users or pupils. This activity is referred to as “*moving and handling*” and involves more complex risks as the person/s being moved may have physical, psychological or emotional difficulties and the act of movement may present an increased risk of harm to the service user or pupil and to the employee moving them. Services that have this responsibility will therefore require to specify the most appropriate techniques for the movement of their service users/pupils, ensuring that suitable aids are provided to employees.

Services whose activities include the moving and handling of clients will have their own Service-based procedures and training programmes to cover this complex area. Procedures will, however, require some modification where a service user’s “care plan” identifies specific areas of risk for them.

2.6 RISK ASSESSMENT

All manual handling and moving and handling risk assessments must be carried out in line with the Council’s Corporate Risk Management by Risk Assessment Policy. For routine

tasks involving manual handling or the movements of loads, the General Risk Assessment forms **HR16**, and **HR16B**, should be used to determine how to undertake the task safely and analyse the potential risk of injury. The shortened version HR16B should be used for more minor tasks and HR 16 used for more complex tasks. These standard forms are both available on the Intranet.

Should the risk assessment process using either **HR16** or **HR16B** indicate that there is a risk of injury from carrying out a manual handling task and it is not reasonably practical not to carry out the task, further analysis of the task must be undertaken. Appendix 1 attached contains a flow chart which can be used to determine if work involving a manual handling task should be risk assessed together with a manual handling risk assessment pro-forma and guidance. This process will assist the risk assessor to conduct a detailed analysis of the various elements of the task relating to the load, e.g. type of movement involved, terrain to be covered and the environment. The risk assessor must consider if the use of plant, equipment or handling aids can either replace employee input in undertaking the task or assist the employee in the safe movement of the load. The outcome will provide the necessary information required to enable selection of the appropriate type of plant, equipment and handling aids and personal protective equipment (P.P.E.) required to undertake the task safely.

Manual handling or moving and handling risk assessments should also be used to provide employees with the basis of a procedure for a safe system of work. All employees must be fully briefed on relevant risk assessments that relate to their job and be able to refer to these risk assessments at any time. Where appropriate, risk assessments should include provision for the safe evacuation of disabled persons in emergency situations or risk assessments should be undertaken separately to cover this situation.

Movement of Materials

Where an activity involves the movement of materials, plant, or equipment, a hierarchy of control measures (rank order of options) should be applied to assess how to improve the safety of the activity for example:

- “designing out” or minimising the requirement to handle loads;
- use of smaller or lighter loads/materials;
- use of plant or machinery in the movement of loads;
- use of handling aids.

2.7 APPROPRIATE PLANT, EQUIPMENT AND HANDLING AIDS

Whilst the use of plant, equipment and handling aids can significantly reduce the risk to employees and others from manual handling and moving and handling operations, it is critical that the correct type of moving and handling aids are either purchased or hired. Managers should make careful analysis to ensure that the detail of specifications relating to plant, equipment and handling aids is accurate and covers all foreseeable types of use. It is also advisable to pilot new plant, equipment or handling aids with users prior to making selection and/or purchase. Regular reviews on the use and efficiency of plant, equipment or handling aids should also be undertaken in consultation with the employees

involved to ensure that potential risks are not increased or that other hazards are introduced with the introduction of new equipment

2.8 MAINTENANCE OF MANUAL HANDLING PLANT, EQUIPMENT AND HANDLING AIDS

All plant, equipment and handling aids are subject to the Work Equipment Regulations 1998, unless the plant being used is a Lifting device which means it is subject to the Lifting Operations and Lifting Equipment Regulations 1998.

Prior to selection/purchase of plant and equipment, managers should consider maintenance requirements to enable the planning of maintenance schedules and training programmes. All manual handling and moving and handling equipment and aids should be placed on a scheduled maintenance and inspection programme in order to ensure operational effectiveness. Records on maintenance should be kept and retained for the life of the plant/equipment plus an additional 5 years for inspection purposes.

Certain types of lifting equipment may also require to be regularly inspected by the Council's insurers, for example, lifting aids such as slings, chains, pulleys and hoists; both mechanical and hydraulic and stair lifts. Maintenance and inspection records on this type of equipment should also be kept for reference purposes. This will also apply to any equipment that has been installed in clients homes by Corporate & Neighbourhood Services (Housing) or Social Work Services.

Maintenance and inspection work on plant and equipment should only be undertaken by persons who are qualified as competent to do this work.

2.9 TRAINING IN MANUAL HANDLING AND MOVING AND HANDLING LOADS

Services must ensure that all employees who are routinely involved in manual handling activities are trained in the correct procedures to apply when involved in manual handling and moving and handling activities, including, where appropriate, the correct use of lifting/moving techniques.

Managers should ensure that all employees who use or who are planning to use equipment for manual handling and moving and handling loads are suitably trained on the correct use of equipment and manual handling aids.

Where routine manual handling operations are carried out each Service should provide formal written procedures to their employees for example, generic risk assessments, specialised risk assessments or method statements and consequently these procedures will require to be included in training programmes. Procedures should be developed by Services in accordance with the advice provided by the Manufacturer for more specialist equipment.

In cases where employees are required to use mechanised/powered equipment such as mini cranes, dumper trucks etc. managers are to ensure that the employee has undertaken suitable training and have certification demonstrating competence in the use of this type of equipment.

Managers responsible for training should ensure that training records are retained for inspection and records should give details of the specific training provided. Retraining of

employees on the use of equipment should be carried out at suitable intervals determined by the Service or when a significant change to a working procedure and or risk assessment takes place. New employees must be trained to a competent standard prior to being required to use plant and equipment.

PART 3

3 IMPLEMENTATION

3.1 ROLES & RESPONSIBILITIES

SERVICE DIRECTORS, HEADS OF SERVICE AND HEAD TEACHERS

Service Directors, Heads of Service and Head Teachers are responsible for, so far as is reasonably practicable, ensuring the requirements of the policy and guidance are adhered to. Service Directors, Heads of Service and Head Teachers must ensure that:

- Manual Handling and Moving and Handling risk assessments specific to their Service and their working environments are developed, implemented and reviewed regularly (minimum annually);
- That adequate time and resources are made available to employees responsible for undertaking risk assessments to fulfil these tasks;
- All employees are aware of Service specific Manual Handling and Moving and Handling risk assessments;
- They determine the management arrangements, within their Service, through which these risk assessments will be implemented and communicated;
- Appropriate processes, procedures and monitoring arrangements for any Manual Handling and Moving and Handling risk assessment strategies are planned for and established
- Managers and supervisors are competent to undertake their delegated duties in terms of Manual Handling and Moving and Handling risk assessment;
- Appropriate training and guidance is provided to key employees to ensure that they can undertake the functions of Manual Handling and Moving and Handling risk assessment competently;
- Adequate resources are made available within their Services to enable Service based Manual Handling and Moving and Handling risk assessment strategies can be implemented.

SERVICE UNIT MANAGERS

The majority of risks can usually be most effectively identified and directly controlled and managed by Unit/Line Managers. All managers, where they have operational responsibility for other employees or for systems and procedures of work, will be specifically responsible for ensuring that:

- Manual Handling and Moving and Handling Risk assessments are developed and effectively implemented, monitored and reviewed in the area/activities under their supervision;
- All Manual Handling and Moving and Handling activities carried out by employees are risk assessed appropriately, to implement controls that present as low a risk as possible that will minimise risks to other employees, to property, to customers, to visitors or the general public;
- All employees and other persons, where relevant are aware of and understand these risk assessments;
- Relevant training is provided to all employees to enable them to carry out their duties in a safe and competent manner.

FIRST LINE MANAGERS, TEAM LEADERS, SUPERVISORS

These employees will have responsibility for implementing, monitoring & reviewing risk assessments to achieve the aims of this policy and guidance and other relevant Corporate and Service based Health & Safety Policies. So far as is reasonably practicable, these individuals will lead by example within their work environment and are responsible for:

- Identifying Manual Handling and Moving and Handling activities to be risk assessed;
- Undertaking these risk assessments;
- Ensuring that employees within their area of control are involved in the risk assessment process and are made aware of the Corporate and Service based Manual Handling and Moving and Handling risk assessments;
- Communicating the outcomes of Service based Manual Handling and Moving and Handling risk assessments to employees;
- Ensuring that employees adhere to these risk assessments and adhere to relevant prescribed standards and legislation, are aware of legislation, both current and impending and providing basic advice to employees on this;
- Ensuring that all new employees undergo appropriate induction training which includes Manual Handling and Moving and Handling risk assessment and where appropriate training in use of specialist equipment.

- Liaising with Service Directors and Human Resources to identify training requirements or on any issues of concern relevant to Manual Handling and Moving and Handling.

PREMISES MANAGERS

Those employees designated as Premises Managers are also responsible for ensuring that the general safety of employees, volunteers, contractors and visitors is maintained by ensuring that premises risk assessments are undertaken in line with guidance in the Premises Managers' Handbook and in accordance with this policy.

EMPLOYEES

In order to create a positive and effective culture in regard to Health, Safety & Care, it is vital that all employees of Falkirk Council contribute positively to the successful implementation of Manual Handling and Moving and Handling risk management strategies. Employees who have a concern about health, safety & care matters have responsibility for alerting their line manager to any situation or concern which requires to be resolved. Employees will be expected to:

- Safeguard their health and safety, and that of others by operating to safe systems of work in accordance with Falkirk Council Corporate and Service based Manual Handling and Moving and Handling risk assessments;
- Alert line managers to unsafe practices, conditions or incidents of concern;
- Seek advice and clarification from Line Managers when unsure of any health and safety requirement relevant to their working environment;
- Attend/take part in relevant consultations and training on Manual Handling and Moving and Handling as instructed by their manager.

EMPLOYEES WHO APPLY CONSTRUCTION DESIGN MANAGEMENT REGULATIONS

Employees involved in design construction/refurbishment projects must ensure that they safeguard the health and safety, and that of others by ensuring the Health & Safety Plan for the project:

- Excludes the requirement for Manual Handling or Moving and Handling tasks where possible. If this is not possible that suitable lifting aids or equipment are used to assist the process and/or that appropriate Manual Handling and Moving and Handling risk assessments are developed and implemented as required;
- Ensuring that Contractors operate to safe systems of work in accordance with Falkirk Council Corporate and Service based policies.

PART 4

4.1 MONITORING & REVIEW

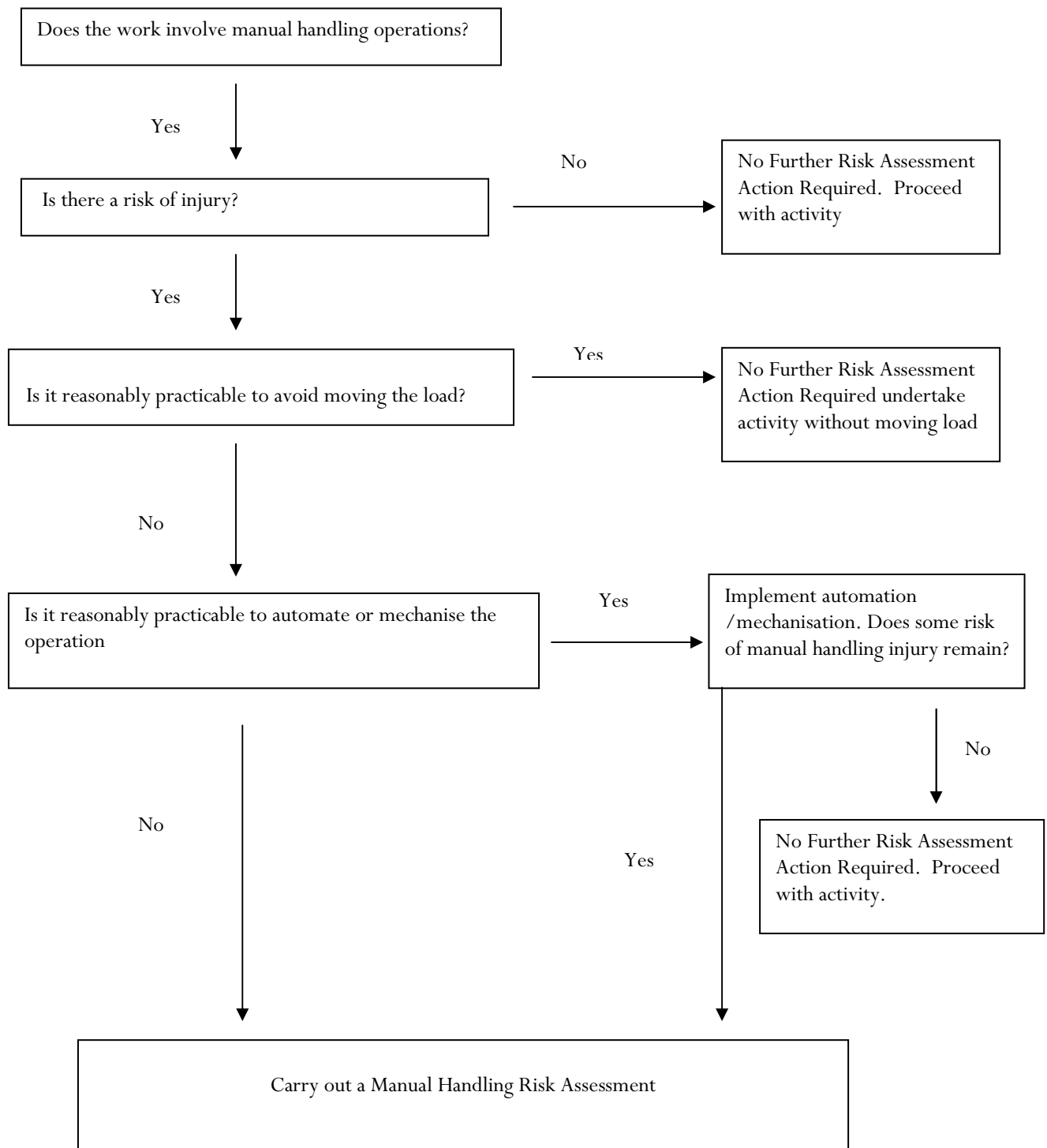
Human Resources, specifically the Health, Safety & Care Team, have a responsibility for administering the Council's Health, Safety & Care procedures and for supporting Services in implementing these. They will:

- Provide advice, guidance and information to Services on Manual Handling and Moving and Handling risk assessments and strategies including support for individuals in undertaking the roles outlined above, to enable them to lead by example;
- Offer support on Manual Handling and Moving and Handling training issues by advising on appropriate training solutions and assisting with organising and providing suitable training where required;
- Monitor and review this policy and guidance as required.

APPENDIX 1

Manual Handling & Moving & Handling Risk Assessment Flowchart

So far as is reasonably practicable, hazardous manual handling operations should be avoided, otherwise a risk assessment should be undertaken. The flow diagram below will indicate if a task requires a manual handling risk assessment.



Manual Handling & Moving & Handling Risk Assessment

Location of task			
1. Definition & Description of task			
Assessment Criteria Points Category	1 POINT	2 POINTS	3 POINTS

2. Type of Move	Pushing/pulling <input type="checkbox"/>	Lifting/Lowering <input type="checkbox"/>	Twisting <input type="checkbox"/>
3. Distance	Less than 15 metres <input type="checkbox"/>	Over 15 metres, less than 50 metres <input type="checkbox"/>	More than 50 metres <input type="checkbox"/>
4. Duration	1-20 seconds <input type="checkbox"/>	Over 21 seconds, less than 5 mins <input type="checkbox"/>	5-15 mins <input type="checkbox"/>
5. Frequency	1-10/Day <input type="checkbox"/>	11-50/Day <input type="checkbox"/>	Over 50/Day <input type="checkbox"/>
6. Weight of Load: Is the load exceptionally heavy & will it require several persons to lift it?	1-15Kg <input type="checkbox"/>	Over 15Kg, up to 25 Kg <input type="checkbox"/>	Over 25 Kg <input type="checkbox"/>
7. Shape of Load: Bulky, difficult to hold, contents likely to move about, sharp, hot, unstable etc.	Compact <input type="checkbox"/>	Solid <input type="checkbox"/>	Complex <input type="checkbox"/>
8. Operators: Has the person/s been trained in manual handling? How capable are they of lifting object?	Experienced/Trained <input type="checkbox"/>	Some Experience/Some Training <input type="checkbox"/>	Inexperience <input type="checkbox"/>
9. Environment: Is there room to lift properly? Weather Conditions, Level/condition of floor, ground or surfaces.	Accessible/Dry Conditions <input type="checkbox"/>	Some Restrictions <input type="checkbox"/>	Cramped/Wet Conditions <input type="checkbox"/>
10. Injury Potential: Will it present direct/indirect danger to health if lifted?	Cuts, bruises <input type="checkbox"/>	Sprains <input type="checkbox"/>	Strains/Back Injury <input type="checkbox"/>
11. Mechanical Handling Aid/Equipment available or not required?	Fully Mechanised Process or N/A <input type="checkbox"/>	Some Mechanical Aid/Equipment Available <input type="checkbox"/>	None Available <input type="checkbox"/>

12. Risk Rating			Enter total number of points accumulated below to determine Risk Rating	
Low 10 - 15	Medium 16 - 25	High 26 - 30	Points =	Risk Rating is:
Detail Control Measures required below:				

Assessor:	Print Name		Date:	
	Signature			
Manager:	Print Name		Date:	
	Signature			

Manual Handling & Moving & Handling Risk Assessment Guidance

The task should be analysed by breaking it down into categories to enable you to consider all the relevant factors. Each category has been awarded a points rating. Tick the most appropriate box for each category associated with the task. If in doubt tick the box with the highest score.

1. **Definition & Description of task:** Issues to be identified should include the following:
 - Summary of the task;
 - Purpose of the manual handling task;
 - Location in which the task will be carried out;
 - Person/s who will carry out the task.
 - Description of the load to be moved.

2. **Type of move:** Identify the predominant movement required in the task. Where there is more than one type of movement involved tick the one with the highest score as follows:
 - Pushing/pulling, e.g. for a wheeled barrow with the load (1);
 - Lifting/Lowering with 1 or 2 persons required to lift the load (2);
 - Twisting, the task requires that the body be twisted whilst lifting or carrying the load (3).

3. **Distance:** The strain the body undergoes whilst carrying a load increases the longer a load is carried. Identify the distance involved in the task and consider this along with the environment as the combination could increase the risk:
 - Less than 15 metres e.g. short distance (1);
 - Over 15 metres, less than 50 metres e.g. medium distance (2);
 - More than 50 metres e.g. long distance lift (3).

4. **Duration:** The strain the body undertakes whilst carrying a load increases risk the longer the load is to be carried, identify the appropriate duration for the task to be assessed as below:
 - 1-20 seconds e.g. short duration (1);
 - Over 21 seconds, less than 5 minutes e.g. medium duration (2);
 - 5 to 15 minutes e.g. longer time (3).

5. **Frequency:** The cumulative strain of repetitive manual handling or the regular lifting of heavy loads presents a longer term risk from injury e.g. musculoskeletal injuries. Consider the most appropriate frequency:
 - 1- 10 times a day of low risk loads e.g. low risk (1);
 - 11- 50 times a day low risk loads e.g. medium risk (2);
 - Over 50 times a day low risk loads e.g. high risk (3).

6. **Weight of Load:** The weight of the load needs to be considered in relation to the impact on the body and in relation to medical condition/fitness of employee. Consider the most appropriate weight involved:
 - 1-15Kg e.g. a lower weight or lower level of employee risk (1);
 - Over 15Kg, up to 25Kg e.g. medium level of employee risk (2);

- 25 Kg or above e.g. higher level of employee risk (3).
7. **Shape of load:** Consider the ease of being able to carry/move the load. This may involve an unbalanced load, the contents of the load may shift when carrying e.g. liquid, sharp edges etc.:
- Compact load e.g. easy to grip and carry (1);
 - Solid load e.g. be difficult to get hand hold (2);
 - Complex e.g. difficult centre of gravity or weight may shift (3).
8. **Operators:** The ability of employee to handle the load will directly affect the risk level. Consider factors such as young persons, untrained employees, general level of fitness or medical condition of employees. Consider the following:
- Experienced employees who have knowledge of correct techniques and have all the aids necessary to minimise the risks (1);
 - Limited experience or knowledge e.g. casual employees (2);
 - Inexperienced employee e.g. new employees or young persons (3).
9. **Environment:** The work area for the task may affect the risk e.g. poor floor conditions, restricted access, poor lighting or adverse weather conditions. Consider this as below:
- Area is accessible and with dry conditions (1);
 - Some restrictions in movement (2);
 - Cramped or rough ground/wet conditions (3).
10. **Injury potential:** During the movement of heavy loads, the potential for more serious injury is likely to occur e.g. from dropping the load or if required to twist the body this could result in serious injury. Consider the following:
- Minor cuts/bruises from the edges of loads low risk (1);
 - Sprains e.g. from covering rough ground or over stretching e.g. medium risk (2);
 - Strains/ back injuries from slips on wet ground e.g. higher risk (3).
11. **Mechanical handling aids/equipment:** Use of such aids or equipment to either improve the handling of loads or to replace the use of employees in the task or parts of the task will reduce risk significantly. Consider the most appropriate:
- Mechanical aids are used for significant parts of task e.g. Fork lift trucks or hoists e.g. risks are being controlled low risk (1);
 - Partial use of aids or mechanical handling, however improvements are still applicable medium risk (2);
 - Option to improve risk are available but have not been implemented e.g. increased risk (3).
12. **Risk Rating following Risk Assessment**

On completion of the risk assessment process add together the points accumulated to determine the associated risk as Low, Medium or High. You should review current control measures and identify how effective these are in terms of level of risk and consider if this can be improved upon e.g. additional training, implementation of manual handling aids, use of mechanical lifting equipment and use of personal protective equipment (P.P.E.). Then detail the control methods you will use and any action points that require to be implemented.

The Risk Assessor should sign and date the risk assessment and pass it to their Line Manager for approval and countersigning. The Line Manager should ensure the control measures are implemented and that any reviews required are undertaken at the correct frequency i.e. every 12 months or if there has been a change in proceedings.