

Item 14c -Resources
Committee – 8th June

TODMORDEN TOWN COUNCIL

Manual Handling Operations

Guidance for Managers and Employee

CONTENTS

- 1. Introduction**
- 2. Management of Risk**
- 3. Responsibilities**
- 4. Manual Handling Risk Assessment**
- 5. Further Information**

Appendices

- A Definitions**
- B Risk Assessment Process**
- C Manual Handling Operations – Numerical Guidelines**
- T1 Making an Assessment**
- F1 Manual Handling of Loads - Assessment Checklist and Guidelines**

GUIDANCE FOR MANUAL HANDLING OPERATIONS

1. Introduction

1.1 Manual Handling is the movement or support of any load by physical effort, including lifting, putting down, pushing, pulling, carrying, and/or moving. It includes using mechanical aids such as trucks, trolleys etc.

1.2 Most jobs involve a requirement to perform manual handling tasks to a greater or lesser extent. Even routine manual handling activities can be extremely harmful if performed regularly over a long period using poor technique or because of the impact of other factors involved in the activity.

1.3 Problems with manual handling can occur in all areas of the Council, and to all employees whether undertaking tasks involving a lot of lifting, or those who undertake less physical work, e.g. office staff.

1.4 Particularly at risk are those who:

- Regularly handle heavy, awkward, or bulky items as part of their job; or
- Undertake a sequence of tasks which create potentially harmful forces in the musculoskeletal system for considerable periods of time; or
- Carry out tasks in difficult environmental situations; including space limitations, access restrictions, high or low storage height, extremes of temperature.

1.5 Examples of the negative effects of Manual Handling include:

- Fractures
- Damage to muscles, ligaments, and tendons
- Spinal disc injuries
- Trapped nerves
- Abrasions and cuts
- Burns
- Hernias

1.6 Definitions of Musculoskeletal Disorder (MSD), Load, Injury and effects are detailed in Appendix A

1.7 The law states that we should:

- AVOID the need for hazardous manual handling, as far as reasonably practicable.
- ASSESS the risk of injury from any hazardous manual handling that cannot be avoided.
- REDUCE the risk of injury from hazardous manual handling, as far as reasonably practicable.

A clear step by step approach to removing hazards and minimising risks is required.

2. Management of Risk

2.1 This document explains:

- The process to be followed in evaluating the risks associated with Manual Handling Operations.
- How to record the findings of Manual Handling Assessments through use of the Councils Manual Handling Assessment Checklist.

2.2 This policy will be implemented by:

- Training for relevant staff which will be provided by an external provider at least every three years.
- Communication of the policy through the Finance Employment and Services Committee
- Availability of the policy on Todmorden Town Council IT Network as part of the Health and Safety section.
- Monitoring of Service Specific Risk Assessments and procedures as part of an internal health and safety audit to be carried out every year.
- Monitoring of Service Specific Risk Assessments and procedures as part of an externally led health and safety audit to be carried out every three years.

<i>Action</i>	<i>Timescale</i>	<i>Lead Person</i>	<i>Comments</i>
<i>Training for relevant staff</i>	<i>Rolling programme – employees trained every three years.</i>	<i>Town Clerk</i>	<i>Contact to be made with the Administration and Events Manager for training requests.</i>
<i>Communication of the policy</i>	<i>February 2018</i>	<i>Town Clerk</i>	<i>Policy to be communicated to Finance Employment and Services Committee</i>
<i>Policy on IT Network</i>	<i>February 2018</i>	<i>Town Clerk</i>	<i>Action by Administration and Events Manager</i>
<i>Monitoring of Service assessments and procedures</i>	<i>Rolling 1-year Programme</i>	<i>Town Clerk</i>	<i>Part of the annual health and safety audit process supplemented by external audit every three years</i>

3. Responsibilities

3.1 Responsibility of Managers

- Identify all manual handling tasks within their area.
- Ensure manual handling assessments are carried out where relevant and records are kept.
- Employees are properly supervised.
- Ensure adequate information and training is provided to persons carrying out manual handling activities.
- Ensure any injuries or incidents relating to manual handling are recorded, investigated, with remedial action taken.
- Ensure employees adhere to safe systems of work.

Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

3.2 Employees will:

- Report to management any personal conditions which may be detrimentally affected by the manual handling activity.
- Comply with instruction and training which is provided in safe manual handling activities.
- Ensure their own health and safety is not put at risk when carrying out manual handling activities.
- Use equipment which has been provided to minimise manual handling activities.
- Report any problems relating to the activity to a responsible person.
- Attend medical examinations at the appointed time and give any information about their health as may be reasonable.

4 Manual Handling Risk Assessment

4.1 When carrying out an assessment it is important to have the people who normally perform the operation undertake it. Tell them the reason why the assessment is being carried out to encourage their full co-operation.

4.2 Anyone undertaking a manual handling operation must have received specific training. Staff should be made aware of the outcome of any assessment.

4.3 A suitable and sufficient assessment of all generic inanimate load-handling tasks or generic client tasks must be undertaken in each service area and the resulting safe systems of work must be communicated to all staff.

Assessments must be reviewed every year, or before, if there is a change of circumstances, work activity or if an incident occurs.

4.4 As a manager, it is your responsibility to ensure that adequate risk assessments relevant to your area of work are carried out and recorded. These should include the tasks that are carried out and the condition of premises.

4.5 The risk assessment will be carried out by a 'nominated assessor', which as at the time of production of this document rests with the Administration and Events Manager. This person should have knowledge of the work activities and the principles of assessing risk.

4.6 Employees and where applicable, trade union representatives should be involved, or at least given the opportunity to comment, before the assessment is 'finalised'.

4.7 Alternatively, you may use a team to carry out the assessment process.

5 Further Information

5.1 Further guidance with regards to Manual Handling operations can be found in the guidance

documents highlighted below.

Manual Handling Operations Regulations 1992 (as amended).

Approved Code of Practice and guidance L23

<http://www.hse.gov.uk/pubns/books/l23.htm>

Making the best use of lifting and handling aids

<http://www.hse.gov.uk/pubns/indg398.pdf>

Manual Handling at Work – A brief guide

<http://www.hse.gov.uk/pubns/indg143.pdf>

Additional information can be found on the Health and Safety Executive [HSE] website

<http://www.hse.gov.uk/msd/index.htm>

Appendix A - Definitions:

A1 Musculoskeletal Disorder (MSD)

This involves the muscles, tendons, and joints of the skeleton, particularly in the upper body such as the back, hands, and arms. Symptoms range from mild aches and pains to severe swelling and inflammation.

A2 Load

A.2.1 A load in this context must be a discrete movable object. This includes, for example, not only packages and boxes but could also be an animal and material supported on a shovel or fork.

A.2.2 An implement, tool, or machine, such as a chainsaw, fire hose, is not considered to be a load when in use for its intended purpose.

A.2.3 Work based examples;

- People moving and handling e.g. Assisting people in and out of chairs and vehicles
- Moving and handling materials and equipment such as loading and unloading vehicles and moving boxes of stationery files.
- Use of tools and machinery e.g. pulling a loaded trolley or wheelbarrow / pushing a wheelchair, Digging a trench with a spade.

A3 Injury

A.3.1 Manual Handling Regulations (MHR) do not include any injury caused by, for example, spillage or contamination due to leakage from the load being handled i.e. an acid burn.

A.3.2 However, when a load is made slippery due to leakage this would be covered by the MHR, as the physical properties of the load will have changed.

Appendix B - Risk Assessment Process

B1 Step 1 – Identify the Tasks

B1.1 The assessment checklist (Appendix F1) should be completed at Section A for each task which involves manual handling. Where tasks involve a number of operations, a generic assessment of the complete task can be made.

B1.2 All risk assessments for moving and handling will cover and record the following areas as a minimum:

- **Task:** This describes the nature of the task and what it involves.
- **Individual:** This takes into account the handler's capacity and any limitations they might have.
- **Load:** This means considering the object or person that is being moved, and looking at how this may affect health and safety. E.g is the load particularly heavy, bulky, hard to grasp or unstable?
- **Environment:** flooring, lighting, space constraints, etc.

These can be remembered using the acronym **TILE**.

B2 Step 2 – Assess the Risk

B2.1 For tasks which possibly present a significant risk of injury a more detailed assessment should be carried out using Section B of the checklist F1. Deciding the level of risk and remedial action to be taken will require judgement.

B2.2 To assist you in assessing the risk Appendix C of the policy provides you with an initial filter which can help identify those manual handling operations deserving more detailed examination.

B2.3 Appendix C gives you numerical guidelines and guidance for the different types of manual handling operation such as lifting and lowering, carrying, pushing and pulling, handling while seated etc.

C3 Step 3 – Prioritise Actions

C3.1 Having completed the detailed assessment the overall risk should be gauged (Appendix F1 Section C) and a prioritised list of actions completed (Appendix F1 Section D). This should then be compared with other manual handling assessments to identify overall priorities for action and planned dates of implementation.

C4 Step 4 – Maintaining the Assessment

C4.1 Re-assessment should be carried out whenever a new member of staff is required to undertake a task, when working procedures and practices are modified or when new working practices are introduced.

Appendix C - Manual Handling Operations – Numerical Guidelines

C.1 Introduction

- C1.1 The following numerical guidelines provide an initial filter which can help to identify those manual handling operations deserving more detailed examination.
- C1.2 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.
- C1.3 There is no threshold below which manual handling operations may be regarded as 'safe'.
- C1.4 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.

C2. Individual Capability

- C2.1 There is a wide range of individual physical capability, even among those fit and healthy enough to be at work. It is important therefore to understand that the guideline figures are not limits.
- C2.2 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.
- C2.3 However, any operations, which would exceed the guideline figures by more than a factor of about two, should come under very close scrutiny.

C3. General Risk Assessment guidelines

- C3.1 There is no such thing as a completely 'safe' manual handling operation but working within the following guidelines will cut the risk and reduce the need for a more detailed assessment. Use Appendix T1 below to make a quick and easy assessment.
- C3.2 Each box contains a guideline weight for lifting and lowering in that zone. [As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to happen].
- C3.3 Observe the work activity you are assessing and compare it to the diagram.
- First, decide which box or boxes the lifter's hands pass through when moving the load.
 - Second, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.
 - If the lifter's hands enter more than one box during the operation, use the smallest weight.
 - Use an in-between weight if the hands are close to a boundary between boxes.
- C3.4 The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

NOTE: No attempt should be made to interpret this diagram without first reading the accompanying text.

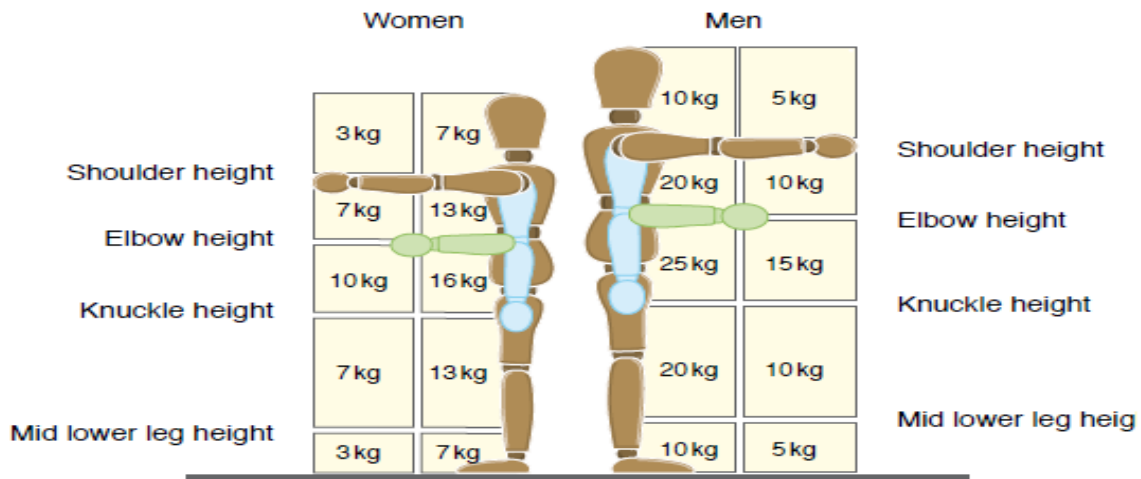
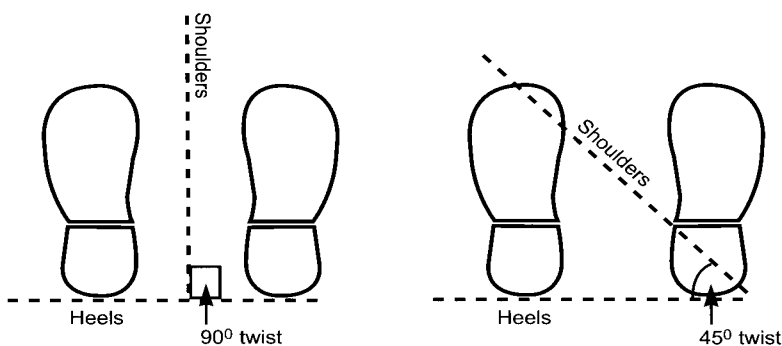


Figure 1 Lifting and lowering



The basic guideline figures for lifting and lowering should be reduced if the handler twists to the side during the operation. As a rough guide the figures should be reduced by about 10% where the handler twists through 45 degrees and by about 20% where the handler twists through 90 degrees

C4 Frequent Lifting and Lowering

- C4.1 The basic guideline figures for lifting and lowering are for relatively infrequent operations – up to approximately 30 operations per hour – where the pace of work is not forced, adequate pauses for rest or recovery are possible and the load is not supported for any length of time.
- C4.2 They should be reduced if the operation is repeated more frequently. As a rough guide the figures should be reduced by 30% where the operation is repeated once or twice per minute, by 50% if repeated five to eight times per minute and by 80% if repeated more than about 12 times per minute.

C5 Guidelines for Carrying

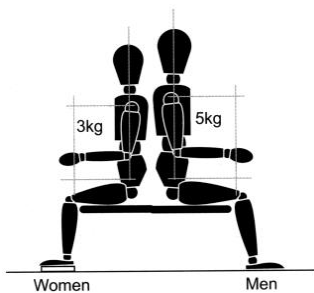
- C5.1 Basic guideline figures for manual handling operations involving carrying are similar to those given for lifting and lowering, though carrying will not normally be carried out with the hands below knuckle height. It is also assumed that the load is held against the body and is carried no further than about 10m without resting.
- C5.2 If the load is carried over a longer distance without resting the guideline figures may need to be reduced.
- C5.3 Where the load can be carried securely on the shoulder without first having to be lifted (as for example when unloading sacks from a lorry) a more detailed assessment may show that it is acceptable to exceed the guideline figure.

C6 Guidelines for Pushing and Pulling

- C6.1 The following guideline figures are for manual handling operations involving pushing and pulling, whether the load is slid, rolled or supported on wheels.
- C6.2 The guideline figure for starting or stopping the load is a force of about 25kg (ie about 250 Newtons). The guideline figure for keeping the load in motion is a force of about 10kg (ie about 100 Newtons).
- C6.3 It is assumed that the force is applied with the hands between knuckle and shoulder height; if this is not possible the guideline figures may need to be reduced.
- C6.4 No specific limit is intended as to the distance over which the load is pushed or pulled provided there are adequate opportunities for rest or recovery.

C7 Guidelines for Handling while Seated

- C7.1 The basic guideline figure for handling operations carried out while seated is given in the diagram below and applies only when the hands are within the box zone indicated.



- C7.2 If handling beyond the box zone is unavoidable or, for example, there is significant twisting to the side, a more detailed assessment should be made.
- C7.3 No attempt should be made to interpret this diagram without first reading the accompanying text

Remember:

These guideline figures should not be regarded as weight limits for safe lifting. They are an aid to highlight where a more detailed risk assessment should be made.

Appendix T1 - Making an assessment:

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p><i>The tasks, do they involve:</i></p> <ul style="list-style-type: none"> ■ holding loads away from the body? ■ twisting, stooping or reaching upwards? ■ large vertical movement? ■ long carrying distances? ■ strenuous pushing or pulling? ■ repetitive handling? ■ insufficient rest or recovery time? ■ a work rate imposed by a process? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ■ use a lifting aid? ■ improve workplace layout to improve efficiency? ■ reduce the amount of twisting and stooping? ■ avoid lifting from floor level or above shoulder height, especially heavy loads? ■ reduce carrying distances? ■ avoid repetitive handling? ■ vary the work, allowing one set of muscles to rest while another is used? ■ push rather than pull?
<p><i>The loads, are they:</i></p> <ul style="list-style-type: none"> ■ heavy or bulky? ■ difficult to grasp? ■ unstable or likely to move unpredictably (like animals)? ■ harmful, eg sharp or hot? ■ awkwardly stacked? ■ too large for the handler to see over? 	<p><i>Can you make the load:</i></p> <ul style="list-style-type: none"> ■ lighter or less bulky? ■ easier to grasp? ■ more stable? ■ evenly stacked? <p>If the load comes in from elsewhere, have you asked the supplier to help, eg by providing handles or smaller packages?</p>

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p><i>The working environment, are there:</i></p> <ul style="list-style-type: none"> ■ restrictions on posture? ■ bumpy, obstructed or slippery floors? ■ variations in floor levels? ■ hot/cold/humid conditions? ■ gusts of wind or other strong air movements? ■ poor lighting conditions? ■ restrictions on movements from clothes or personal protective equipment (PPE)? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ■ remove obstructions to free movement? ■ provide better flooring? ■ avoid steps and steep ramps? ■ prevent extremes of hot and cold? ■ improve lighting? ■ provide protective clothing or PPE that is less restrictive? ■ ensure your employees' clothing and footwear is suitable for their work?
<p><i>Individual capacity, does the job:</i></p> <ul style="list-style-type: none"> ■ require unusual capability, eg above average strength or agility? ■ endanger those with a health problem or learning/physical disability? ■ endanger pregnant women? ■ call for special information or training? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ■ pay particular attention to those who have a physical weakness? ■ take extra care of pregnant workers? ■ give your employees more information, eg about the range of tasks they are likely to face? ■ provide more training (see 'What about training?') ■ get advice from an occupational health advisor if you need to?
<p><i>Handling aids and equipment:</i></p> <ul style="list-style-type: none"> ■ is the device the correct type for the job? ■ is it well maintained? ■ are the wheels on the device suited to the floor surface? ■ do the wheels run freely? ■ is the handle height between the waist and shoulders? ■ are the handle grips in good condition and comfortable? ■ are there any brakes? If so, do they work? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ■ adjust the work rate? ■ provide equipment that is more suitable for the task? ■ carry out planned preventive maintenance to prevent problems? ■ change the wheels, tyres and/or flooring so that equipment moves easily? ■ provide better handles and handle grips? ■ make the brakes easier to use, reliable and effective?
<p><i>Work organisation factors:</i></p> <ul style="list-style-type: none"> ■ is the work repetitive or boring? ■ is work machine or system-paced? ■ do workers feel the demands of the work are excessive? ■ have workers little control of the work and working methods? ■ is there poor communication between managers and employees? 	<p><i>Can you:</i></p> <ul style="list-style-type: none"> ■ change tasks to reduce the monotony? ■ make more use of workers' skills? ■ make workloads and deadlines more achievable? ■ encourage good communication and teamwork? ■ involve workers in decisions? ■ provide better training and information?

This assessment should be completed for any task which involves:
Lifting, lowering, pushing, pulling, carrying or otherwise moving something by the use of bodily force.

Summary of Assessment

Operations covered by this assessment:
Locations:
Personnel Involved:
Date of assessment: Date of Reassessment:
Overall priority for remedial action: NIL/LOW/MEDIUM/HIGH
Remedial action to be taken:
Assessor's name:.....Signature:.....

Section A – Preliminary:

Q1 Do the operations involve a significant risk of injury? YES/NO
If 'NO' the assessment need go no further
If in doubt answer 'YES'. You may find the attached guidelines helpful.

Q2 Can the operations be avoided/mechanised/automated at reasonable cost? YES/NO
If 'YES' action and then check that the result is satisfactory.

Q3 Are the operations clearly within the guidelines? YES/NO

If 'NO' go to Section B overleaf.
If 'YES' go straight to Section C below.

Section C – Overall assessment of risk:

Q What is your overall assessment of the risk injury? Insignificant/
If 'Insignificant' assessment need go no further Low/Medium/High

Section D – Remedial Action

Q What remedial action steps should be taken, in order of priority?

- I.....
- II.....
- III.....
- IV.....

And Finally

- Complete the SUMMARY above
- Compare it with your other manual handling assessments
- Decide your priorities for action
- **TAKE ACTIONAND CHECK THAT IT HAS THE DESIRED EFFECT.**

Appendix F1

Section B – More detailed assessment, where necessary:

Questions to consider: <i>(If the answer to a question is 'YES' place a tick against it and then consider the level of risk)</i>	Level of risk:			Possible Remedial Action <i>Make rough notes in this column in preparation for completing Section (D)</i>	
The Tasks – do they involve:	YES	Low	Med	High	
holding loads away from the trunk					
twisting					
stooping					
reaching upwards					
large vertical movement					
long carrying distances					
strenuous pushing or pulling					
unpredictable movement of loads					
repetitive handling					
insufficient rest or recovery					
a work rate imposed by a process					
The Loads – are they:					
heavy					
bulky/unwieldly					
difficult to grasp					
unstable/unpredictable					
intrinsically harmful (eg sharp hot)					
The Working Environment – are there:					
constraints on posture					
poor floors					
variations in levels					
hot/cold humid conditions					
strong air movements					
poor lighting conditions					
Individual Capability – does the job:					
require unusual capability					
hazard those with a health problem					
call for special information/training					
Other factors:					
is movement or posture hindered by					
clothing or personal protective equipment					

Now please see sections C and D on the previous page.