

Appendix 10 Manual Handling Procedure

Executive Sponsor & Function:

Director of Workforce and Organisational Design

Document Author:

Ben Baker, Facilities & Compliance Manager

Approved by:

HEIW Executive Team

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1. Purpose and Scope

- 1.1 To ensure that a suitable and sufficient assessment of manual handling activities / tasks is undertaken to ensure the safety of HEIW employees and others who may be affected by our acts and omissions.
- 1.2 This procedure applies to all employees and the areas where they undertake their day to day activities

2. Aims and Objectives

- 2.1 The aim is to follow the hierarchy of control measures e.g. avoid, assess or reduce manual handling tasks, so far as is reasonably practicable.

3. Implementation

- 3.1 HEIW accepts that an effective policy is vital in achieving its objectives and that it will require a high level of management commitment and professional competence to implement the identified prevention and management systems. HEIW is committed to providing adequate resources to enable all employees to fulfil their respective roles and responsibilities, as outlined in this procedure.
- 3.2 It is the responsibility of all HEIW employees to implement and comply with the responsibilities, arrangements and guidance that are included as part of this procedure. Managers will therefore need to identify any resource requirements for the implementation of

this procedure and to address any required actions resulting from the risk assessment process.

3.3 Prior to persons undertaking any manual handling activity/task, a suitable and sufficient assessment of the risks must be carried out, based on the hierarchy of control:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable. *In seeking to avoid manual handling the first question to ask is whether movement of the loads can be eliminated altogether e.g. are the handling operations necessary or could the desired result be achieved in some entirely different way, i.e. Mechanical aids, Shared workloads etc.*
- Assess the risk of injury from any hazardous manual handling that can't be avoided. *Properly based activity assessments which draw together common threads from a range of broadly similar operations are quite acceptable. The specific factors which the assessment must take into account include the **Task**, **Individual Capability**, **Load**, working Environment remember T.I.L.E.*

3.4 Points to consider when making an assessment:

- Does the task involve...
Holding loads away from the body, twisting, stooping, reaching, large vertical movements, long carrying distances, strenuous pushing or pulling, repetitive handling, insufficient rest or recovery time, lifting from a sitting or cramped position, use of step ladders?
- Are the loads:
Heavy, bulky, difficult to grasp, unstable or unpredictable, sharp, hot, too large for the handler to see over?
- Working environment, are there:
Constraints on posture, uneven/slippy floors, variations in levels, hot/cold conditions, gusts of wind, poor lighting conditions, restrictions on movements or posture from clothes or personal protective equipment?
- Individual capacity / capability to do the job:
Has there been consideration of certain persons through assessment for example, those with a health problem, learning/physical disability, pregnant women, the young or very old?
- Other (handling aids/equipment) and work organisational factors:
Has the equipment been assessed and correct type for the job and well maintained?
Is the work repetitive or boring, is there poor communication, have workers little control of the work and working methods?

3.5 Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable:

- Move furniture using trolleys, dollies or gurneys.
- Improve workplace layout to improve efficiency, reduce the amount of twisting and stooping, reduce carrying distances and avoid repetitive handling and push rather than pull.
- If possible, split the loads into smaller manageable items.
- Use lighter or less bulky loads,
- Remove obstructions to free movement, provide better flooring, avoid steps and prevent extremes of hot and cold conditions, improve lighting, and provide suitable protective clothing and footwear.

- Pay particular attention to vulnerable persons, a possible solution is to provide more training.
- Provide equipment that is suitable for the task and is maintained in good order.
- Improve communication and involve staff in decision making.

3.6 Good handling techniques for lifting:

- Plan the lift;
- Keep the load close to the body;
- Adopt a stable position;
- Get a good hold;
- Start in a good posture;
- Don't flex the back any further while lifting;
- Avoid twisting or leaning sideways;
- Keep the head up when handling;
- Move Smoothly;
- Don't lift or handle more than can be easily managed;
- Put down then adjust and keep your back straight and look forward when bending your knees to lift load.

4. Training

- 4.1 All line managers should receive information on how to risk assess and manage manual activities in their areas of responsibility. They should also identify any of their staff who require any additional specific manual handling training during the annual PDR process.
- 4.2 All employees are required to complete the NHS Wales Manual Handling Module A on ESR which is then valid for 2 years.
- 4.3 All staff will be informed of their duty to make full and proper use of any control measures identified as part of the assessment process along with instruction and training in how to recognise defects in controls and on the procedures for reporting such defects.

5. Monitoring

- 5.1 Any risk assessment completed for manual handling issues should be reviewed annually and also following new risk information, incidents or when a change to method of use is planned.
- 5.2 The effectiveness of this procedure will be reviewed and amendments made accordingly by the H&S committee.
- 5.3 All control measures, such as re-allocation of tasks or restricted working hours, should be monitored on a regular basis to check on their effectiveness. This could take the form of interview, safety audits/inspections or incident analysis.