

**HEALTH & SAFETY POLICY: SECTION 3**

**MANUAL HANDLING**

**Date: 1 October 2017**

**Review date:1 October 2018**

Omega Care Group manual handling procedures are informed by the requirements of the Manual Handling Regulations 1992 (amended 2002). These cover all aspects of load handling at work.

Manual handling is defined as ‘transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving thereof, by hand or by bodily force’.

The Regulations state that a hierarchy of **Avoid, Assess and Reduce** must be used to prevent manual handling injuries to staff.

1. **Avoid** -reduce manual handling hazards to a level as low ‘as is reasonably practicable’
2. **Assess** - the risk of injury from any hazardous manual handling that cannot be avoided.
3. **Reduce** - risk of injury ‘as far as is reasonably practicable’ though the use of equipment (eg. a trolley).

All occupations involve an element of manual handling. In the case of Omega Care Group, this may include moving quantities of paper, office equipment, furniture and appliances.

Risk Assessments will be undertaken for all relevant manual handling activities They will include the identification of task specific control measures.

General control measures in place include:

1. appropriate instruction - access to guidance
2. display of relevant information
3. assistance from others/sharing task.

The Unit Manager will be responsible for identifying full manual handling operation and for ensuring Manual Handling Risk Assessments are carried out as and when required.

The Risk Assessments will be carried out by the Unit Manager and will address the task using the **TILE** format--task/individual/load/environment. This will be supported by any other relevant factors that are identified.

**Task -does it require:**

1. twisting of the trunk
2. stooping
3. reaching up/down
4. prolonged physical effort
5. precise positioning of the load
6. holding load at a distance from the body.

**Individual-capacity:**

1. physical capacity/suitability
2. any existing health conditions
3. pregnant or nursing mother
4. has individual had adequate instruction/training?
5. is specific knowledge required?
6. is recommendation load handled by 2 people?

**Load:**

1. weight
2. is load unwieldy/difficult to grasp?
3. is the load unstable?
4. is the load intrinsically harmful e.g. is it sharp/painful to grasp)?
5. distance to transport/move.

**Environment:**

1. does the working space prevent good posture?
2. is the floor surface slippery or uneven?
3. are lighting conditions poor?
4. does the load have to be transported up stairs?
5. are there variations in floor height or steps?
6. are others at risk?

Additional specific Risk Assessments should be undertaken if the staff member:

1. is or was recently pregnant
2. has a disability which may impact on their manual handling capacity
3. has recently had an injury or health issues
4. is an older worker.

Completed Manual Handling Risk Assessments should be maintained within the designated file. The Health and Safety Officer will have overview of the processes.

**General guidance for manual handling:**

1. Adopt a stable position - move feet as necessary during operation
2. Keep the load close to waist, with the heaviest side nearest the body
3. Ensure a good hold on the load. Keep back in straight position. Avoid twisting. Do not snatch at the load.
4. Put down under control. Adjust as necessary.
5. Load should not obstruct view.
6. Load should not alter walking style.

**Manual Handling Form**

Task: Person completing task:

Assessment completed by: Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **TILE** |  | **Level of risk** |  |
| **Tasks: does it require;** | **Y/N** | **Low/Medium/High** | **Control in place/to be implemented** |
| Twisting of trunk |  |  |  |
| Stooping |  |  |  |
| Prolonged physical effort |  |  |  |
| Reaching: up or down |  |  |  |
| Holding load at distance from body |  |  |  |
| **Individual: have they;** | **Y/N** | **Low/Medium/High** | **Control in place/to be implemented** |
| Physical capacity/suitability |  |  |  |
| Any existing health condition |  |  |  |
| Adequate instruction /training |  |  |  |
| All specific knowledge required |  |  |  |
| Are they pregnant or recent mother |  |  |  |
| **Load:** | **Y/N** | **Low/Medium/High** | **Control in place/to be implemented** |
| Weight |  |  |  |
| Unwieldy/Hard to grasp |  |  |  |
| Unstable |  |  |  |
| Intrinsically harmful (e.g. Sharp) |  |  |  |
| Distance to transport high |  |  |  |
| **Environment (Working):** | **Y/N** | **Low/Medium/High** | **Control in place/to be implemented** |
| Space prevent good positive |  |  |  |
| Slippery/uneven floor |  |  |  |
| Poor lighting conditions |  |  |  |
| Variations in floor height |  |  |  |
| Carriage includes stairs |  |  |  |
| Temperature acceptable |  |  |  |
| Are others at risk |  |  |  |