

Corporate Manual Handling Policy

2023



Document history

Name of policy	Corporate Manual Handling Policy
Purpose of policy	New Forest District Council is committed to providing a healthy and safe work environment. This policy and subsequent arrangements and supporting guidance detail the Councils commitment to achieving and maintaining full compliance with its duties under the Manual Handling Operations Regulations 1992, the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the Management of Health and Safety at Works Regulations 1999
Policy applies to	This Policy and arrangements apply to all staff employed by New Forest District Council.
Update Frequency	Every 2 years
Latest update	November 2023
Update overview	<ul style="list-style-type: none"> Update to roles and responsibilities, guidance, and appendices

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1. Policy

1.1 Introduction

The Manual Handling Operations Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, places statutory duties on the Council with regards to manual handling of loads. These regulations cover activities such as transporting or supporting a load.

1.2 Scope

This policy applies to all New Forest District Council Employees and agency workers working on behalf of New Forest District Council.

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2. Legislative and regulatory context

2.1 The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. This piece of legislation sets out the general duties which employers have towards employees and members of the public, employees have to themselves and to each other and certain self-employed have towards themselves and others. New Forest District Council acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974 and will ensure to control all risks to its employees, contractors and those who may be affected by its arrangements are controlled as low as is reasonably practicable.

2.2. Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 is a piece of legislation covering the management of occupational health and safety in the workplace in Great Britain. This piece of legislation sets out the general duties which employers have relating to the expectations to risk assess, implement arrangements for planning, control, monitoring, and use of preventative and protective measures, provide instruction and training and consultation. NFDC acknowledges and accepts its responsibilities under the Management of Health and Safety at Work Regulations 1999 and will ensure to implement all the necessary controls and management methods to minimise the risks to its employees.

2.3. Manual Handling Operations Regulations 1992 as amended by the Health and Safety (miscellaneous Amendments) Regulations 2002

The Manual Handling Operations Regulations 1992, as amended by the Health and Safety (miscellaneous Amendments) Regulations 2002, places duties on employers to reduce the risks placed upon employees undertaking manual handling operations at work. NFDC acknowledges and accepts its responsibilities under the Regulations and will so far as reasonably practicable implement all the necessary controls and management arrangements to minimise the risks to its employees.

3. Definitions

3.1 Term Definitions

Term	Definition
Responsible Person	a person who has the overall responsibility of ensuring the risk of manual handling are being managed so far as reasonably practicable.
Manual Handling	a “manual handling” operation is defined as “any transporting or supporting of a load by hand or other bodily force”
Competent Person	a person who has the correct level of skills, knowledge, experience, and training to undertake a task
Hazard	a hazard is anything which has the potential to cause harm
Risk	is the chance of that harm occurring
TILE	Task, Individual, Load and Environment
Suitable and Sufficient	Appropriate to the nature of the work

4. Roles and Responsibilities

4.1 Service/Senior Managers Must:

- Ensure, so far as is reasonably practicable, avoid the need for employees to undertake manual handling operations at work which involves a risk of being injured.
- Ensure all employees under their control are competent to undertake manual handling operations.
- Ensure sufficient resources are made available to line managers/supervisors and employees under their control, to ensure manual handling operations can be undertaken safely.
- Ensure all manual handling operations are appropriately risk assessed by a competent person.
- Ensure staff undertake the necessary mandatory training.

4.2 Supervisors/Line Managers Must:

- Ensure, so far as is reasonably practicable, avoid the need for employees to undertake manual handling operations at work which involves a risk of being injured.
- Ensure all employees under their control are competent to undertake manual handling operations.
- Following the procedures set out in this policy to ensure a suitable and sufficient manual handling risk assessment is undertaken for all manual handling operations their staff will undertake.
- Ensure all risk assessments are reviewed bi-annually by a competent person.

4.3 Employees Must:

- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with their employer to enable their health and safety duties.
- Follow instruction and the requirements as outlined within risk assessments, method statements, toolbox talks etc.
- Report any additional hazards identified as part of a dynamic risk assessment to their line manager.
- Undertake mandatory training, e.g., Manual Handling e-learning module.
- Use and maintain all equipment or PPE provided to them, in line with manufacturer's instructions, risk assessments and safe systems of work.

4.4 Corporate Health and Safety Team Must:

- Provide competent advice and guidance to all NFDC employees.
- Carryout investigations into accidents and incidents as necessary, record findings and root causes and provide recommendations for consideration by management.

5. Procedures

5.1 Risk Assessment

As identified under Regulation 4 of the Manual Handling Operations Regulation 1992, employees have a duty to so far as is reasonably practicable, avoid the need for employees to undertake manual handling operations at work which involve a risk of being injured. Where it is not possible to avoid a manual handling operation, employers must make a suitable and sufficient risk assessment of the operation and reduce the risks identified too as low as is reasonably practicable.

When undertaking a manual handling risk assessment, you must consider the TILE:

5.1.2. Task

When assessing the task you must consider the whole manual handling activity, i.e., the lifting, lowering, carrying, pushing, or pulling, and look at how it may affect your/an employee's health and safety.

5.1.3. Individual

When assessing the individual, you must consider the person undertaking the manual handling activity, for example, how strong, fit, or able the person is.

5.1.4. Load

When assessing the load, you must consider the object or person being moved. For example, is the load heavy, bulky, hard to grasp or unstable.

5.1.5. Environment

When assessing the environment, you must consider the area in which the manual handling activity is taking place. For example, are there any space constraints, is the floor slippery or uneven, is there sufficient lighting etc.

5.2. Steps of Manual Handling Risk Assessment

Due to the diverse tasks and risks NFDC employees undertake and face while undertaking manual handling operations, the following procedures must be followed to ensure a suitable and sufficient risk assessment is undertaken for all manual handling operations.

5.2.1. Manual Handling Assessment Guide for Supervisors and Managers

To assist managers in identifying the risks from a manual handling activity, the Corporate Health and Safety Team have created a guidance for supervisors and managers. This document provides a guide to managers and supervisors in order for them to ensure a suitable and sufficient risk assessment is in place for all manual handling operations. This document is not classed as a manual handling risk assessment. Supervisors and Managers must complete either the MAC or RAPP Manual Handling Risk Assessment when recording their task specific assessments.

Please contact a member of the Corporate Health and Safety team for further advice and guidance if required, healthandsafety@NFDC.gov.uk. Or visit the Corporate Health and Safety Intranet site on SharePoint ([HealthandSafetyTeamSite - Templates - All Documents \(sharepoint.com\)](#)).

5.2.4. Hierarchy of Control

The Hierarchy of control should be used when identifying suitable and sufficient control measures to reduce the risks from a hazard to as low as is reasonably practicable. The Hierarchy of Control is broken down into 5 sections. See figure 1 below:

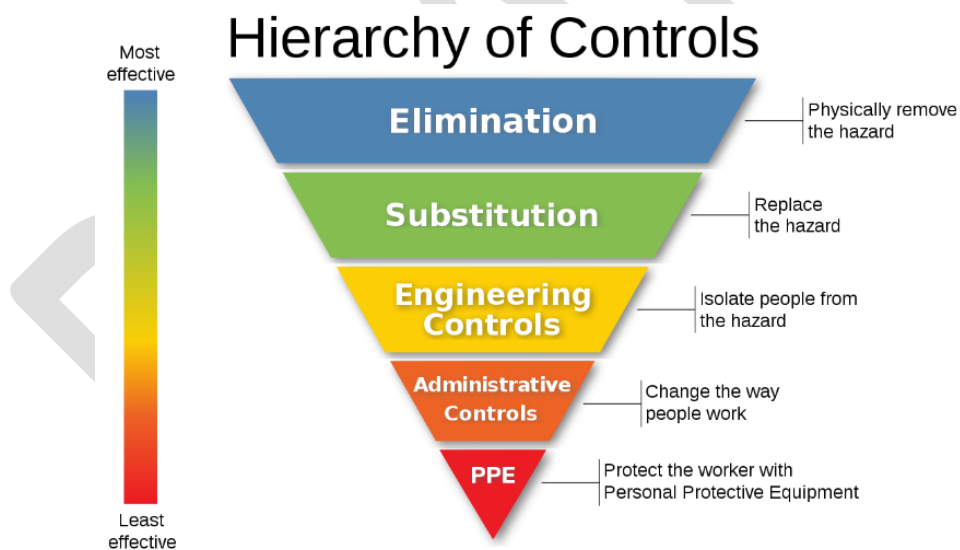


Figure 1

Managers must not rely on PPE or administrative controls in order to reduce the risk to as low as is reasonably practicable. Wherever possible the need for manual handling must be avoided.

5.3 Training

As part of their H&S induction, all employees are required to complete manual handling e-learning training. This training is suitable and sufficient for those employees who undertake basic low risk manual handling tasks, such as moving storage boxes within the office.

All employees who undertake manual handling operations which could result in a significant injury, such as Housing Trade Operatives and Operational staff, must undertake suitable and sufficient face to face manual handling training. All training must be provided by a competent person. The requirement for training and its frequency must be identified as part of the risk assessment process.

Regular toolbox talks should be provided to all staff who undertake manual handling operations.

The Council uses a number of training providers, please contact the Corporate Health and Safety Team via email (healthandsafety@NFDC.gov.uk).

5.3.1. Handling, Carrying or Lifting People

All employees who may be required to handle, carry, or lift a person or child must be competent to do so. Specific moving and handling of people training must be provided by a competent person. Refresher training must be undertaken every 3 years, unless there has been a significant change, or it has been identified as part of an accident investigation.

This includes the use of emergency evacuation aids that may be used to assist evacuating the mobility impaired as part of a Personal Emergency Evacuation Plan (PEEP).

5.4 Risk Assessment Review

All risk assessments must be reviewed bi-annually by a competent person or if there has been a significant change or it has been identified within an accident investigation. When identifying if there has been a significant change. Managers should contact the Corporate Health and Safety Team for further guidance and advice on reviewing risk assessments.

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6. Relevant Legislation, Guidance and Links

6.1. Relevant Legislation

- [Health and Safety at Work etc. Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Manual Handling Operations Regulations 1992](#)

6.2 Guidance Documents & Links

- [Appendix 1 – Manual Handling Assessment Guidance](#)
- [Appendix 2 – RAPP Manual Handling Assessment Template](#)
- [Appendix 3 – MAC Manual Handling Assessment Template](#)
- [Corporate Risk Assessment Templates](#)
- [L23 Manual Handling Operations Regulations 1992 – Guidance on Regulations](#)
- [The Mac Tool](#)
- [Indg 143 – Manual Handling at Work – A Brief Guide](#)

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