

Acts 4 Sharing MANUAL HANDLING POLICY

1. Introduction

The intent of this procedure is to set out how **Acts4Sharing** will control the risks to employees/volunteers arising from handling activities and how it will meet the requirements of the Manual Handling Operations Regulations 1992.

The work conducted by **Acts4Sharing** has the potential to expose employees/volunteers to risks associated with manual handling operations. We recognise this fact and will:

- ensure all handling risks are covered by risk assessment
- provide appropriate PPE to minimise risks
- develop work schedules to minimise instances of manual handling
- provide manual handling training for employees/volunteers

Once trained it is expected that all employees/ volunteers will follow the correct techniques for all manual handling activities.

The term 'manual handling' is used to denote any job or task where human effort is needed to move an object, including lifting, lowering, pushing, pulling, etc.

2. Procedure

Manual handling risks will be identified via one of two methods, depending which is appropriate to the particular job:-

- Handling risks may be incorporated into the general risk assessments covering a particular job or series of tasks. This option will be used where the desired outcome is a single reference point for all risks relating to this job.
- Handling risks may be assessed separately via a manual handling risk assessment, on a job, area or process basis.

Manual handling assessments will be conducted by *the CEO and Projects Manager* who have appropriate competence to undertake or lead them.

Manual handling assessments will involve those individuals who carry out the tasks via their consultation during the assessments.

Manual handling assessments will be reviewed whenever there is cause to suspect that they are no longer valid, or at a maximum time interval of one year, whichever applies soonest. The date of any review will be recorded with the assessment along with any comments.

Agreed by Trustees: January 2018 Reviewed by Trustees November 2020 – next review date is November 2025 unless relevant legislation/regulations change

Acts 4 Sharing – Manual Handling Guidelines¹

If you need to lift something manually :-

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether you can move the load safely or you need help – maybe the load can be broken down to smaller, lighter component

Good handling technique for lifting:-

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
 - For a long lift, plan to rest the load midway on a table or bench to change grip.
 - Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
 - Keep the heaviest side of the load next to the body.
 - Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance
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- **Think before lifting/handling.** Plan the lift. Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
 - **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
 - **Get a good hold.** Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
 - **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

¹ <http://www.hse.gov.uk/toolbox/manual.htm>

- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Avoid twisting the back or leaning sideways, especially while the back is bent.** Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, and then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.