

St Michael and All Angels

H&S Policy and Procedure

Manual Handling

POLICY

The purpose of this procedure is to eliminate the need for manual handling as far as is reasonably practicable.

INFORMATION

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture you may adopt while doing a task.

Manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs). The term 'musculoskeletal disorders' covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Statistics from the Labour Force Survey (LFS) indicate that MSD cases, including those caused by manual handling, account for more than a third of all work-related illnesses reported each year to the enforcing authorities.

There is evidence that, as well as manual handling, heavy manual labour, awkward postures and a recent or existing injury are all risk factors in the development of MSDs. The Manual Handling Operations Regulations 1992 (MHOR) require employers to manage the risks to their employees. They must:

- Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

PROCEDURE

1. Where it is not possible to avoid the need to move loads, a risk assessment shall be undertaken.
2. Where provided or deemed necessary lifting aids shall be used.
3. Industrial grade gloves shall be worn when handling heavy or unwieldy objects likely to cause injury if dropped.
4. Safety footwear shall be worn when moving objects likely to cause injury to the feet.
5. Manual handling operations shall be assessed by the Churchwardens with the aim of reducing the risk of injury.
6. Each assessment shall be carried out under four major headings:
 - Nature of the task (twisting, stooping, repetitive work etc.) 

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- Nature of the load (heavy, bulky, unstable etc.)
 - The working environment (heating, lighting, flooring etc.)
 - Individual capability to do the Job.
7. Heavy items, which may have to be retrieved manually shall not be stored at high or low levels. Such items should be stored at waist height.
 8. Training shall be given to all those employees and voluntary workers who are required to undertake manual handling.