

Health & Safety Policy For Manual Handling

Manual Handling Introduction

Manual Handling is about moving items, either by lifting, lowering, carrying, pushing or pulling. Manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs) which covers injury, damage or disorder of the joints or other tissues in the upper or lower limbs, or the back. The weight of the item is an important consideration in determining the risk of injury, but there are also many other factors which have a bearing, for example the number of times items are picked up, how close they are held to the body, the distance they are carried and where they are being picked up or put down. Also, if there is any twisting, bending, stretching or other awkward posture adopted during the manual handling task then this can add to the risk of injury.

Manual Handling Policy

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to catering, hospitality, facility operations and general office duties.

Specific manual handling risk assessments are undertaken by Line Managers using the risk assessment templates provided by the Compass HSE Department, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects e.g. trolleys, roll cages, pump trucks etc. and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to employees where the risk assessments identify a requirement and Supervisors and Line Managers monitor to ensure that it is used.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of loads they are likely to encounter.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities by use of the Safety Task Cards and where appropriate task specific risk assessments for Lifting and Carrying or Pushing and Pulling Risk Assessments. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

Health & Safety Policy For Manual Handling

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least 6 years and master copies are retained by the Manager. Manual handling assessments are reviewed at least every 3 years or more often if there have been changes in the matters to which they relate.