
MOVING AND HANDLING OPERATIONS POLICY & GUIDANCE

POLICY

The MOONSTONE CARE recognises its statutory obligations with regards to the European Community Regulations 1993 directive on Manual Handling.

MOONSTONE CARE will adopt the following policy on manual handling:

- a) All lifting and manual handling will comply with guidelines and information provided by the health & safety Executive Council.
- b) That the Care Services Manager will be responsible for implementation and adherence to the policy.
- c) Records will be kept on training and information provided to Agency care Workers on correct methods of lifting and manual handling.
- d) That adequate insurance cover is taken in the event of unforeseen incidents occurring that result in injury to employees of the MOONSTONE CARE and their end service users.

The Care Manager will have the following responsibilities with regards to policy on lifting and manual handling:

- a) Risk assessment of services provided that involves lifting or manual handling.
- b) Reporting faults and maintenance needs of equipment used for lifting (**LOLER Regulations 1998**).
- c) That all Agency care Workers receives appropriate training in lifting techniques and manual handling.
- d) To ensure they are kept up to date on relevant new legislation that may be made.
- e) To investigate and resolve problems and difficulties experienced by Agency Care Workers.
- f) To explain policy to end users and customer organisations on what types of lifting and manual handling can be undertaken by its staff and what cannot.

Agency Care Workers will have the following responsibilities with regards to policy on lifting and manual handling:

- a) That all equipment faults and maintenance needs are reported to the Care Services Manager.
- b) That all equipment faults and maintenance needs are reported to the Care Services Manager.
- c) That they do not undertake any lifting or manual handling without first being appropriately trained to do so.
- d) Report any back pain or strain.
- e) That policy and practice instructed is adhered to at all times.

MANUAL HANDLING - Definition

Manual handling means the transporting or supporting of loads by hand or by bodily force. This includes lifting, putting down, pushing, pulling, carrying or other means of moving a load.

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The Risks

Many reported accidents at work are associated with the manual handling of loads. Sprains and strains, particularly of the back, are quite common. In many cases, these injuries result in a temporary absence from work, but can sometimes be serious enough to lead to permanent disablement. Many manual handling injuries are cumulative rather than being directly attributable to any single handling incident. The number of injuries relates to the likelihood of injury for a particular task and the number of times it is performed.

Regulations

The Manual Handling Operations Regulations 1992 require precautions to be taken to minimize the risk to health from manual handling operations. The Safety Officer is responsible for ensuring that arrangements are in place to ensure that the regulations are complied with.

The HSE leaflet – Getting to Grips with Manual Handling (INDG143). This is available from the MOONSTONE CARE AGENCY Office.

The Regulations establish a hierarchy of measures:

- (a) avoid hazardous manual handling operations so far as is reasonably practicable;
- (b) assess any hazardous manual handling operations that cannot be avoided; and
- (c) reduce the risk of injury so far as is reasonably practicable.

For example, it may be possible to avoid manual handling by contracting out a task, by getting goods delivered directly to the point of use, or by using mechanical handling equipment. If this is not possible, the risk must be assessed. It may be possible to reduce the risk of injury by changing the way the task is performed, such as requiring people to work in pairs when handling bulky or unwieldy objects. Many examples are given in the publications referred to above. These publications also describe good handling technique.

Risk Assessment

Firstly it should be determined whether the manual handling could be avoided; if not, some form of assessment, or judgement, of risk should be made prior to commencing any manual handling tasks. For simple, low risk or “one-off” activities it may not be necessary to record this assessment. In other cases, where the assessment could not easily be repeated, it will be necessary to record a manual handling risk assessment. A checklist for recording this can be found at the back of the HSE book “Manual Handling” – guidance on regulations (L23). Copies of this checklist can also be obtained from the Safety Services Office web page or by contacting the office directly. For any employee whose work involves a significant proportion of routine or repetitive heavy manual handling, detailed attention needs to be given to potential risks and the ways in which such risks can be minimised. To help identify situations where a full risk assessment is necessary, HSE has developed a filter to screen out straightforward cases, based on the weight of the load and the position of the load relative to the

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operator's body. This sets out an approximate boundary within which the load is unlikely to create a risk of injury that would warrant a detailed assessment. It is set out in the leaflet (INDG43) which is mentioned above.

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Risk assessment – summary

- ❑ Can the manual handling be avoided? If not:
- ❑ Take an ergonomic approach – examine all the factors including the task, the load, the environment, individual capability and how these factors interact.

Task – look at the task in the context of the whole work area. Can you change the task layout to reduce excessive carrying distances, or change the work routine to allow adequate rest breaks?

Load – how can the load be made lighter? Can the size or nature of the load be changed to allow easier handling? Is the container designed for ease of handling, for example, does it have finger grips?

Working environment – are there any factors in the environment constraining an individual's ability to lift, for example, carrying up and down stairs, poor lighting, doors or other obstructions?

Individual capability – does the task require any particular physical attributes? Account must be taken of an individual's height, age, sex, history of musculo-skeletal injuries and general level of fitness. Has recent ill-health affected their ability to handle loads? In the case of female staff, is the staff member a new or expectant mother? This does not mean removing people from tasks, but looking at other means of reducing the risk of injury.

Knowledge of the task – does the person who is carrying out the task know the task well? Ask them for information about the task and if they have any ideas on how to improve it.

Lifting devices - would the introduction of lifting devices reduce the risk of injury? If used, it is essential that training is given to people who are using lifting devices, and that the equipment is kept well maintained.

Training – this is important in all manual handling tasks, but should not be a substitute for changing a

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high-risk task. Training should include risk awareness, how to do work safely and how to use any equipment provided. Refresher training should be provided as needed.

Training

The Company provides in-house training courses on manual handling – contact the MOONSTONE CARE office for details.