

CORPORATE SAFETY COMMITTEE – 23RD OCTOBER 2003

SUBJECT: MANUAL HANDLING PASSPORT

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of advice and guidance issued, recently, by the Welsh Local Government Association and the Health and Safety Executive.

2. SUMMARY

- 2.1 WLGA/Syniad Social Services Manual Handling Sub Group have drawn up a Welsh Local Authorities 'Manual Handling Training and Passport Scheme' The scheme was initially prepared to cover social care services but has been adapted for use across all service areas.
- 2.2 Manual handling injuries continue to account for a major proportion of accidents within Local Authorities. The resultant sickness absences not only increase personnel costs and impact on service delivery, but leave the Council open to civil litigation.
- 2.3 Manual Handling is an area on which inspectors will be concentrating during investigations and visits they make to Local Authorities, it is a key 'Revitalising Health and Safety' topic.
- 2.4 As Inspectors visit each authority they will be assessing compliance with the Manual Handling Operations Regulations 1992.
- 2.5 The passport scheme has established a benchmark for training provision against which organisations will be measured. Whilst no the only method, adoption of the scheme provides a means of demonstrating compliance.

3. THE REPORT

- 3.1 Local Authorities need to recognise the need for training standards in manual handling. The All Wales Passport Scheme provide a framework on which to build a strategy for dealing manual handling within a local authority setting. An is supported by the following legislation:
- 3.2 Health and Safety at Work etc Act 1974 Part 1, Section 2(2)c requires employers to provide:
- Information
 - Instruction
 - Training
 - Supervision
- 3.3 Management of Health and Safety at Work Regulations 1999 Regulation 13(2) and (3) requires employers to provide heath and safety training:
- On recruitment
 - When risks change
 - To be provided periodically as appropriate
 - To take place during working hours

- 3.4 Manual Handling Operations Regulations 1992 Regulation 4 (1) (b) (i), (ii), (iii) and Regulation 5 is implicit in its requirements. Employees should be provided with information on:
- Task, individual capability, load and environment
 - Recognition of risk
 - Safe working systems
 - Use of equipment
- 3.5 There is a legal requirement to ensure that those advising and training others in safer manual handling practice have the appropriate knowledge and skills.
- 3.6 The skill required to perform the roles of Manual handling Advisor and Manual Handling Trainer are clearly defined in the Passport Scheme.
- 3.7 Standards for the provision of adequate training and training record documentation are given in the Passport. Using these forms will meet the criteria set down and ensure compliance with statutory obligations.
- 3.8 To meet statutory obligations in relation to manual handling, the passport scheme recognises that training alone will not reduce risks and identifies six essential prerequisites to manual handling training:
- There must be a training needs analysis to establish what is required. This may be informed by a health and safety audit process.
 - There must be adequate policies and procedures in place to promote best practice and employee fitness.
 - There must be management commitment and support for the training strategy and service delivery.
 - There must be sufficient resources by management to implement, develop and deliver the service in accordance with policies and procedures.
 - There must be appropriate staff to take forward the initiative e.g. Manual Handling/Back care Advisors and Trainers.

4. RECOMMENDATIONS

- 4.1 Adoption of the Passport scheme demonstrates the Councils' commitment to the Health and Safety of their employees. Members are asked to note the contents of this report.

Author: Hazel Hortop, Occupational Health Nurse ext 4375

Background Papers:

All Wales Local Government Manual Handling Training Passport & Information Scheme