

CORPORATE HEALTH AND SAFETY COMMITTEE – 12TH APRIL 2006

SUBJECT: MANUAL HANDLING REPORT

REPORT BY: DIRECTOR OF THE ENVIRONMENT/CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the current position regarding manual handling within the Authority. The report outlines accident trends with regards to manual handling, employee compensation claims, and details the proactive approach that the Authority is taking to reduce the risks associated with manual handling, and in readiness for the expected HSE audit scheduled for January 2007.

2. SUMMARY

- 2.1 It is foreseeable that due to the diverse nature of the activities that are undertaken by the Authority that manual handling incidents will occur. Due to the nature of some of our activities, for example social services provision where clients may have to be handled, or collection of redundant white goods for recycling, it is inevitable that injuries will occur, and whilst as an Authority it would not be possible to eliminate all injuries we must ensure that activities are properly managed so that the risk can be reduced to a proportionate level.
- 2.2 The first part of the report outlines the current accident trends within the Authority. Appendix 1 shows the total number of accidents across the authority and has been broken down to show the percentage of those that were due to manual handling activities.
- 2.3 It can be seen that on average 44% of all accidents occurring within the Authority are related to manual handling activities. Appendix 2 focuses on the RIDDOR reportable manual handling accidents that have occurred within the Authority between 2003 and September 2005.
- 2.4 RIDDOR reportable incidents are those that are reportable to the HSE under 'The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995'. This regulation requires accidents which arise as a result of, or in connection with, work to be categorised as follows and reported to the Health and Safety Executive (HSE):-
- Fatal Accidents
 - Major injury accidents, which include fracture of the skull, spine or pelvis, fracture of any bone in arm/wrist, leg/ankle, amputation of a limb, finger, thumb or toe, loss of sight of any eye or admission to hospital for more than twenty-four hours
 - Accidents which result in more than three consecutive days absence

Those incidents detailed within Appendix 2 fall into one or more of these categories.

- 2.5 It can be seen from the analysis within appendix 2 that 61% of all RIDDOR reportable

incidences within the Authority, over this time period, can be attributed to manual handling incidents. This figure is not unexpected as the majority of manual handling injuries occur to the back and are muscular skeletal affecting primarily the vertical spine, and hence have a recovery period in excess of 3 days.

- 2.6 Appendix 2 also shows how the reportable manual handling injuries occur within the Authority. The majority of the reportable manual handling incidents (62%) occur within the Directorate of the Environment. Again it is foreseeable that this area would experience a high percentage of the injuries due to the nature of the services that they provide e.g. refuse collection and housing maintenance.
- 2.7 The Social Services Directorate also experience a number of manual handling incidents, again due to the nature of the service that they provide, it is foreseeable that when handling and moving clients that injuries to employees will occur.
- 2.8 Appendix 3 contains examples of the reportable injuries that have occurred within the Authority between April and September 2005. As can be seen the majority are reportable due to muscle injury, and many could potentially have been avoided.
- 2.9 Appendix 4 contained within this report provides details of the employee liability claims that have been received by the Authority in relation to manual handling. Individuals have up to three years following an incident to submit an employee's liability claim.
- 2.10 As can be seen from the data (within appendix 4) the number of employee liability claims for manual handling is small, and the number of claims specifically related to manual handling are decreasing year on year. With the current culture a greater number of individuals are being encouraged to submit claims for even minor injuries under promising, 'no win, no fee' arrangements and therefore we may see an increase in submitted claims even with a decrease in serious injuries within the Authority.
- 2.11 The total number of employee liability claims across the period was 166, 26 of these, 16% were manual handling related. The total costs of these manual-handling claims were £280,237, which averages out at a cost of £10,778 per claim.
- 2.12 It is interesting to note that while a large percentage of all accidents and reportable accidents within the Authority are relating to manual handling, the level of employee liability claims submitted for damages following these accidents is at present low. However as individuals have three years to claim this could change.
- 2.13 As can be seen manual handling is a priority area for the Authority in which, proactive action is being taken to ensure that the associated risks are reduced to a level that is as low as is reasonably practicable. This is a joint effort across the Authority, involving H&S Professional's, Occupational Health, Managers and employees. Part two of this report provides details of the current activities that are being undertaken to ensure that this occurs. The implementation of the Manual Handling Passport is being led within the Authority by the Back Care Advisor.
- 2.14 The Authority's Draft Manual Handling Policy has been derived from the Manual Handling Operations Regulations 1992 and the All Wales Manual Handling Passport and Training Information Scheme (otherwise known as the Passport) and has been endorsed by the Welsh Assembly the Health and Safety Executive and the Local Authorities of Wales.
- 2.15 The aim of the Passport is to ensure consistency of Manual Handling Training between local authorities thus allowing staff to transfer their skills when moving from one service area to another, or authority to authority, whilst ensuring that skills are consistent across Wales.
- 2.16 The aims and objectives of the Passport scheme are:
 - To ensure consistency in manual handling training/assessment within participatory

authorities.

- To develop a mechanism whereby skills can be transferred between participating authorities.
- To ensure the sharing of resources to minimise duplication within participating authorities.

2.17 The scheme is delivered under the following headings:

- Manual Handling Management and Training Guidelines
- Safer handling course aims and objectives.
- Records of training
- Manual Handling Risk Assessment.
- Induction Check List.
- Future additions: It is intended to add information to the scheme as and when it becomes available. Amendments will be made available as appropriate.

2.18 The Authority asked companies to tender regarding training provision. Of the companies that tendered to provide training two were selected, St John's Ambulance, Wales and Back Action (appendix 5). Training was started towards the latter half of November 2005 following the award of contracts. This training is in addition to any training previously undertaken.

2.19 Training has been delivered to date within all four of the directorates.

Training has been primarily targeted towards staff who are considered to be in a high risk category following a categorisation of their particular job task. Low risk training will commence following the training of high-risk staff. As of March 2006, 711 high risk staff across the authority have been trained (appendix 6). A further 36 courses have been scheduled for Social Services at the end of March 2006 and 9 courses for the Environment which will, depending on attendance, mean that a further 540 individuals will receive training.

2.20 As part of the training package the Health and Safety Executive recommended that part of the package should include the provision of a Key Handler/Trainer. These individuals would supply a basic level of in-house training for the Authority. They are receiving training in basic manual handling skills plus a training element to equip them to provide in-house refresher training to provide a training facility in the respective departments. This training would provide the skills to communicate manual handling techniques to individuals in the specific environment they work in. They would not however be responsible for training large groups of people. They will also receive training in all manual handling risk assessment again specific to their environment.

2.21 Key handlers will have:

- (i) Experience in their specific environment
- (ii) Have a good working knowledge of their own working environment and equipment.

Will be identified in each service area and be responsible for:

- (i) Undertaking manual handling risk assessments in the workplace ensuring a written assessment is completed.
- (ii) Seeking specialist assessment and advice when circumstances dictate.
- (iii) Ensuring that written safe systems of work/client handling plans are available.
- (iv) Ensuring that employees are aware of correct manual handling techniques and any changes that arise.
- (v) Reviewing risk assessments as necessary.

2.22 The Manual Handling Policy is at present in its draft form is undergoing a consultation period with the appropriate committees and groups. To date March 2006 the Manual Handling Policy has been agreed on by the Corporate Health and Safety Group and Health and Safety Professionals Group and the respective union representatives. The policy is scheduled for

Health and Safety Committee for October 2006. Managers are employing the use of a working draft policy (which is available on the intranet) in readiness for the Health and Safety Executive audit.

- 2.23 An external audit is due from the HSE in January 2007. It will concentrate on compliance of Manual Handling Operations Regulations and the Passport, specifically high-risk training and risk assessment. In light of this upcoming auditing process Corporate Health and Safety Unit are planning to undertake audits from July 2006 to establish compliance levels within the Authority prior to the HSE visit. Where non-compliance is highlighted managers will be required to submit action plans to ensure findings are addressed.
- 2.24 A Manual Handling Sub-Group has been set up to deal with specific manual handling concerns and consists of primarily Health and Safety Officers from each Directorate. At this time training provision is undergoing a review within the sub group on addressing the high absenteeism from training. It is envisaged that a charge will be made to each department for non-attendees.
- 2.25 The Back Care Advisor is currently the Authority's representative at the Syniad All Wales Manual Handling Forum. The BCA will disseminate any manual handling information gained from these meetings to the appropriate Directorate Health and Safety Officers and applicable Health and Safety Groups.

3. RECOMMENDATION

- 3.1 That the contents of the report be noted.

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APPENDIX 1

The following tables show the break down per month of the total number of accidents across the Authority, which are related to manual handling activities for the years 2003-04, 2004-05 and 6 months of 2005-06.

	All accidents		
2003-04	Non Manual Handling	All Manual Hand	Total
April	51	17	68
May	24	14	38
June	30	26	56
July	20	25	45
August	20	9	29
September	25	29	54
October	45	20	65
November	25	45	70
December	23	21	44
January	33	30	63
February	37	29	66
March	30	35	65
Total	363	300	663

September	0	21	21
October	30	21	51
November	19	19	38
December	18	15	33
January	19	13	32
February	22	19	41
March	15	5	20
Total	231	212	443

Summary Table:

Year	Non Manual Handling	All Manual Hand	%
03-04	363	300	45
04-05	231	212	48
05-06	159	101	39

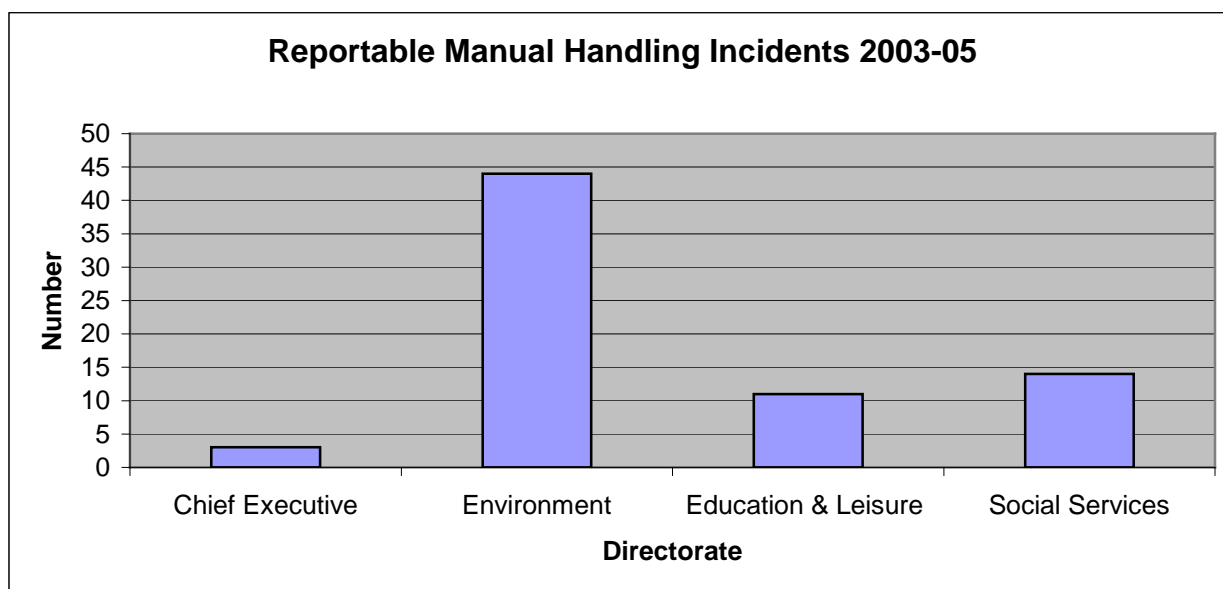
	All accidents		
2005-06	Non Manual Handling	All Manual Hand	Total
April	28	14	42
May	25	23	48
June	24	10	34
July	29	17	46
August	24	14	38
September	29	23	52
Total	159	101	260

	All accidents		
2004-05	Non Manual Handling	All Manual Hand	Total
April	19	20	39
May	22	19	41
June	15	21	36
July	29	17	46
August	23	22	45

APPENDIX 2

The following data shows the break down of reportable Manual Handling accidents within the Authority.

Reportable Manual Handling / Directorate						
Year	RIDDOR Reportable	Reportable Manual Handling Accidents	Chief Executive	Environment	Education & Leisure	Social Services
2003-04	69	42	2	25	5	10
2004-05	33	21	1	13	6	1
2005-06	17	9	0	6	0	3
Totals	119	72	3	44	11	14
Percentages		100%	4%	61%	15%	20%



APPENDIX 3

The following table contains examples of the manual handling incidents that have occurred during 2005 that have been reported to the HSE under RIDDOR.

Accident Date	Job Title	Directorate	Accident Details	Injury Type
27/05/05	Painter	Environment	Pulled muscle around rib area when lifting ladder to be placed onto gutter.	Muscle injury over 3 day off work.
13/07/05	Plasterer	Environment	Pulled back muscle when lifting sand and spar.	Muscle injury over 3 day off work.
08/09/05	Labourer	Environment	Strain to neck when skimming ceiling	Muscle injury over 3 day off work.
25/07/05	Home Carer	Social Services	Strained back whilst bending to bed wash client.	Muscle injury over 3 day off work.
15/09/05	Training Co-ordinator	Social Services	Injured person was reaching for a file from the shelf when the shelves collapsed. She was hit by debris in the forearm, shoulder, neck and ribs.	Muscle injury, over 3 days off work.

APPENDIX 4

Employee Liability (E.L) Claim details 2001-02 until December 2005.

Year	Total Number of E.L. Claims	Manual Handling E.L Claims
2001-02	49	10
2002-03	43	5
2003-04	38	6
2004-05	25	4
2005-	11	1

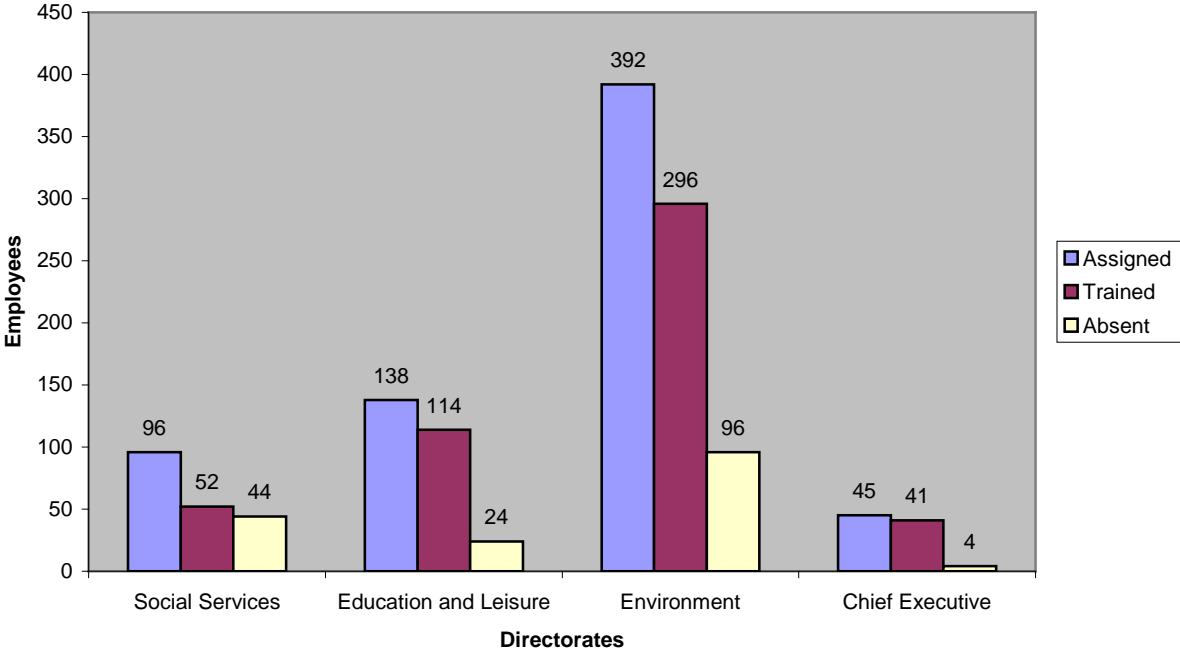
Specific Manual Handling Training Requirements Identified May 2003

TYPE	TRAINING REQUIRED			
	2 day Foundation Course	1 day Annual Update	½ day Training	To be defined
People Moving Adults - Existing - New staff Train the Trainers Provision	900 200	900 200 To be defined	N/A N/A	N/A N/A
People Moving Children - Existing Staff - New Staff Train the trainers Provision	250 30	250 30 To be defined	N/A N/A	N/A N/A
Inanimate Loads - Existing Staff - New Staff	N/A N/A	N/A N/A	1,000 150	N/A N/A
Train the Trainers (Inanimate Loads) - Existing Staff - New Staff	N/A N/A	N/A N/A	N/A N/A	80 10

Contracted Training Providers and allocated Training Provision (with Identified training number requirements)

St John Ambulance	People Moving Adults	1100
	Inanimate Loads	1500
		2600
Back Action (Inanimate and Animate)	Train the Trainer	90
	People Moving Children	560

Training across the Directorates



APPENDIX 7

Training Provider	Total Allocated	Trained to date	Left to be trained
St John Ambulance	2600	671	1929
Back Action	650	40	590