

**MANUAL HANDLING SUB-GROUP****NOTES OF MEETING HELD ON 22<sup>nd</sup> NOVEMBER 2006**

<b>1.0</b>	<b>PRESENT</b>	<b>ACTION</b>
	Emma Townsend Karen Rogers Phil Griffiths Paul Roberts Denise Llewellyn Hazel Hortop Paul Neale	
<b>2.0</b>	<b>REVIEW OF PREVIOUS NOTES</b>	
	The key points from the Manual Handling Sub-Group Meeting on 20/10/06 were reviewed for accuracy and matters arising.	
<b>3.0</b>	<b>Manual Handling Contract</b>	
	Emma provided an update. The position as clarified by Procurement is that the contract will initially run until the end of August 2007. There is an option to extend the contract for up to 12 months. This means there is no need to make an immediate decision as to whether the contract will need to be extended. This will be reviewed in April.	All
<b>4.0</b>	<b>Manual Handling Risk Assessments</b>	
	<p>The current position is that:</p> <ul style="list-style-type: none"> <li>- Social Services are agreeing their approach and courses will be booked in as soon as possible.</li> <li>- Chief Executives Directorate, courses are booked and will take place in the New Year.</li> <li>- Environment, some courses are booked and running, additional courses require booking.</li> <li>- Education/Leisure Directorate, training has already taken place for Trinity Fields. From the last meeting there were some concerns with Libraries/Caretakers, nobody was available at the meeting and Emma agreed to seek clarification on the current position.</li> </ul> <p>The group were advised that it is possible to run stand-alone risk assessment courses, these would be outside the scope of the contract and would require discussions with both training providers. Due to the limited timescales it was agreed to pursue the current approach (subject to Social Services agreeing their approach.)</p> <p>It was highlighted that Directorates need to ensure there is a process for ensuring that those who attend the Train the Trainer sessions carry out the risk assessments. Chief Executives</p>	Directorate H&S Officers

	<p>Directorate are planned to establish a manual-handling group to share practise and review risk assessments. All other Directorates were asked to consider how they would ensure that manual handling risk assessments are completed. CHSU will assist and support Directorate H&amp;S Officers where assistance is requested.</p>	
<b>4.0</b>	<b>PLANNED HSE INSPECTION</b>	
	<p>Recent discussions with the HSE indicate they intend to inspect sometime after March. No date can be provided at this stage. The inspection would not focus on training but would look at equipment, supervision, monitoring and manual handling risk assessments.</p>	All
<b>5.0</b>	<b>MANUAL HANDLING FORMS</b>	
	<p>Both Manual Handling forms were agreed subject to minor working amendments. There was discussion regarding the risk matrix and it was agreed to bring the matrix in line with current CCBC risk assessment documentation. CHSU agreed to make the amendments and place the forms on the Intranet as soon as possible.</p> <p>An additional meeting is to be held with Social Service and Education/Leisure to discuss the forms for people and children handling.</p>	<p><b>CHSU</b></p> <p><b>CHSU</b></p>
<b>6.0</b>	<b>TERMS OF REFERENCE AND MEMBERSHIP</b>	
	<p>The draft terms of reference and membership of the group were discussed and agreed subject to minor amendments.</p>	<b>CHSU</b>
<b>7.0</b>	<b>FUTURE APPROACH</b>	
	<p>The current budget position still requires clarification. Paul Roberts estimated £96,000 excluding VAT has been spent to the end of September.</p> <p>It was agreed that budget should be used to provide manual handling aids where completed manual handling risk assessments demonstrate a need for additional equipment. The group can then consider funding necessary equipment in preparation for the HSE inspection. Directorate Officers were asked to consider equipment needs as soon as possible as this is one area Sian will be considering as part of the planned HSE inspection. The need will be risk prioritised across the Authority and within the budgetary constraints.</p> <p>There was discussion around the Authorities future Manual Handling Training needs. Training is unlikely to be centrally funded on an ongoing basis and Directorates need to consider how they will deliver training and refresher training in the future. Options include:</p> <ul style="list-style-type: none"> <li>- buy-in – this will need to be self-funded by Directorates</li> <li>- in-house – consideration will need to be given to ensuring the trainers are kept up to date, standards, consistency</li> </ul>	All

