

CAERPHILLY COUNTY BOROUGH COUNCIL

Draft Manual Handling Policy

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Issue 1

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Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eiriall ar gais.

NOTE

Wherever the designation Manager is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor, and Officer in Charge or anyone who has a responsibility for employees through their work.

1.0 INTRODUCTION

- 1.1 This policy sets out the arrangements and responsibilities for managing manual handling operations within Caerphilly County Borough Council.
- 1.2 This policy is cross-referenced with the following:
- Health and Safety Policy Statement
 - All Wales Manual Handling, Training Passport and Information Scheme.
 - Manual Handling Guidance Documents.

2.0 POLICY STATEMENT

- 2.1 The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the health and safety of Authority employees, contractors, volunteers, visitors to and users of Authority premises and services.
- 2.2 The Authority recognises there are inherent risks associated with Manual Handling Operations. As a first resort Manual Handling Operations will be eliminated where this is a reasonably practicable option.
- 2.3 The effective control of the risks from Manual Handling Operations will be through elimination of manual handling tasks where reasonably practicable, correct management of manual handling operations as set out in this policy, through manual handling risk assessment and the provision of appropriate training, instruction, supervision and health surveillance. To be effective this policy requires the full co-operation of management and employees at all levels.
- 2.4 Manual lifting will take place only in situations where suitable control measures have been introduced to reduce the risk to the lowest level possible, in emergency situations or where no other alternative can be found.

3. SCOPE

- 3.1. This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2. This policy will be reviewed at least annually to ensure it is in line with current legislation.
- 3.3. The effective date of the policy is ????????????

4. LEGISLATION

4.1. This policy along with its supporting procedures is designed to ensure the Authority meets its legal obligation as stated in:

4.1.1. The Health and Safety at Work etc. Act, 1974.

4.1.2. The Management of Health and Safety at Work Regulations 1999.

4.1.3. The Manual Handling Operations Regulations 1992 (as amended).

4.1.4. The Lifting Operation and Lifting Equipment Regulations 1998 as amended

4.1.5. The Provision and Use of Work Equipment Regulations 1998 as amended

5. DEFINITIONS

5.1. **Manual Handling** is the transporting of a load, including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

Manual Handling would include the supporting of a load in a static posture.

Examples of identified work processes, which fall in to the manual-handling category, include:

- Moving and handling of material and equipment e.g. loading and unloading vehicles, moving boxes of stationery, paving slabs, refuse sacks etc.
- Use of tools and machinery to assist in the moving of loads e.g. pushing barrows, pulling trolleys, pushing wheelchairs
- People/children moving and handling e.g. Assisting people in and out of chairs, baths, beds and vehicles, in their own homes or residential settings and day centres.

5.2. **Emergency situations:**

There are very few situations in which there is not enough time to obtain equipment or to plan a move. These situations are identified as:

- In an area which is actually on fire or filling with smoke.
 - In danger from bomb, bullet or chemical.
 - In danger from a collapsing building or other structure.
 - If an individual is in water and in immediate danger from drowning.
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- 5.3. **Load:** any moveable object or material supported by tools or machinery. This definition includes the moving and positioning of people or animals as well as inanimate loads.
- 5.4. **Minimal lifting:** to manually lift only in situations where suitable control measures have been introduced to reduce the risk to the lowest level possible, in emergency situations or where no other alternative can be found.
- 5.5. **Moving and Handling** will be used when referring to individual manual handling risk assessments involving people and clients in the social care environments and educational establishments.

6. RESPONSIBILITIES:

6.1 The Chief Executive Officer Will:

- 6.1.1 Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

6.2 Directors will:

- 6.2.1 Be responsible for ensuring effective implementation of this corporate and associated directorate policies within their service areas.
- 6.2.2 Ensure that appropriate resources are made available for the effective implementation of this policy including provision of training.

6.3 Heads of Service/Line Managers and others who have responsibility for employees will:

- 6.3.1 Ensure this policy is communicated to their employees.
- 6.3.2 Ensure their employees comply with this policy and associated Directorate arrangements derived from this policy and are made aware of current practice and techniques.
- 6.3.3 Ensure Manual handling operations are avoided as far as is reasonably practicable.
- 6.3.4 Ensure where manual handling cannot be avoided, risk assessments are undertaken, appropriate action is taken as a result of that risk assessment, details are brought to the attention of employees as appropriate, and that they are recorded, monitored and reviewed.

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- 6.3.5 Ensure risks of injury whilst carrying out manual handling operations are reduced.
 - 6.3.6 Ensure that managers, occupational therapist or anybody responsible for carrying out manual handling risk assessments are adequately trained and competent to undertake manual handling risk assessments within their area of responsibility. Assessments to be reviewed on a periodic basis, when circumstances change or following an accident and/or incident.
 - 6.3.7 Provide adequate resources to ensure responsibilities are met within service areas.
 - 6.3.8 Ensure that where required, employees are adequately trained and physically fit to perform manual handling tasks. Where employees have a medical/ill-health issue, which affects their ability to work safely, they are referred to Occupational Health.
 - 6.3.9 Provide employees with access to all the information required to enable safe moving and handling.
 - 6.3.10 Ensure arrangements are made for new employees to attend a course in safe handling as soon as possible and before they undertake moving and handling tasks. Ensure that employees receive refresher training where appropriate. All training must be to the standard set out in the All Wales Manual Handling Passport.
 - 6.3.11 Ensure that records of training and any refresher training are maintained in line with record keeping guidelines.
 - 6.3.12 Ensure that safe working methods are followed and procedures encouraged and put in place a means of monitoring manual handling practise in the workplace e.g. through key/handlers/trainers.
 - 6.3.13 Ensure that where appropriate equipment is available for employees to assist employees in carrying out manual handling operation that it is maintained in a safe working order.
 - 6.3.14 Provide suitable and sufficient personal protective equipment for employees carrying out manual handling operations and ensure that where uniforms/work clothes are provided they will not restrict movement or posture whilst carrying out handling procedures.
 - 6.3.15 Ensure that where any employee communicates ill health that may have a potential to affect their ability in undertaking manual handling operations the individual is referred to the Occupation Health unit where necessary and following investigation by their line manager where appropriate
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6.4 Directorate Health and Safety Officers will:

- 6.4.1 Ensure that any necessary Directorate arrangements are developed in accordance with the Corporate Policy on Manual Handling.
- 6.4.2 Provide advice on manual handling where requested.
- 6.4.3 Undertake inspections of manual handling activities and compliance with this policy within their specific directorates
- 6.4.4 Assist in the investigation of accidents resulting from manual handling if necessary or where requested.
- 6.4.5 Advise on workplace adjustments and appropriate equipment to reduce the risks from performing manual handling tasks where requested and where competent to do so.
- 6.4.6 Key handlers/ Trainers will be identified in each service area and be responsible for:
- 6.4.7 Undertaking manual handling risk assessments in the workplace and ensuring a written assessment is completed.
- 6.4.8 Seeking specialist assessment and advice when circumstances dictate.
- 6.4.9 Ensuring that written safe systems of work/client handling plans are available.
- 6.4.10 Ensuring that employees are aware of correct manual handling techniques and promote and monitor the use of correct handling techniques in the workplace.
- 6.4.11 Reviewing risk assessments as necessary.
- 6.4.12 Providing manual handling training and refresher training where required in accordance with Directorate arrangements.

6.5 Corporate Health and Safety Unit will:

- 6.5.1 Provide advice and information on legislation or guidance relating to Manual Handling where requested.
- 6.5.2 Audit compliance with this policy.
- 6.5.3 Ensure that the Manual Handling Policy is reviewed at least annually to ensure it is in line with current legislation.

6.6. Occupational Health Unit will:

- 6.6.1. Ensure pre-employment health assessments are carried out where prospective employees have manual handling as a requirement of their job duties and who declare a history of back pain or musculoskeletal disorders as required by the Recruitment and Selection Policy.
- 6.6.2. Ensure that when employees are referred by management to the Occupational Health Department, due to absence or ill-health relating to occupational back pain or musculoskeletal disorders, they are assessed and recommendation are made to the Manager as to the action required.
- 6.6.3. Provide employees with a rehabilitative programme for phased return to work where appropriate.

6.7. The Back Care Advisor will:

- 6.7.1. Support managers in their statutory obligations in relation to the Manual Handling Operations Regulations.
- 6.7.2. Where requested provide advice on general and specific moving and handling issues.
- 6.7.3. Where requested provide advice on accident investigation and assist reporting on any serious accident relating to moving and handling.
- 6.7.4. Provide advice and information on back care and other musculoskeletal issues.
- 6.7.5. Work with the Occupational Health Physicians and managers to facilitate return to work for employees experiencing back problems.
- 6.7.6. Advise on work place adjustments to prevent the onset of back or musculoskeletal disorders.
- 6.7.7. Advise on manual handling training where applicable.
- 6.7.8. Incorporate non-occupational back pain and other musculoskeletal disorders into Management referral system.

6.8. Employees will:

- 6.8.1 Undertake manual handling operations in the way in which they have been instructed and trained and as specified in the manual handling risk assessments.

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- 6.8.2 Where provided utilise appropriate equipment, in order to reduce the risks associated with a manual handling operation. The equipment must be used for its intended purpose and in line with information, instruction and training the employee has received.
 - 6.8.3 Undertake visual checks on equipment prior to use and ensure that damaged or faulty equipment is not used and that defects are reported to their Line Manager.
 - 6.8.4 Inform their manager immediately of any condition from which they are suffering that may affect their ability to undertake manual handling operations safely e.g. pregnancy, back problems, musculoskeletal disorders.
 - 6.8.5 Where appropriate conduct a personal observational risk assessment prior to commencing a task using the Task, Individual, Load and Environment (TILE) principles. This is an assessment carried out by a person to examine the risk to themselves and others who may be affected by an action. If necessary they must communicate their findings to their Line Manager.
 - 6.8.6 Advise managers of loads which they believe to be too heavy, bulky, unwieldy, unstable, unpredictable or intrinsically harmful for them to handle, giving reasons.
 - 6.8.7 Identify and inform managers of any new activity, equipment or change in circumstance that requires a risk assessment or review of an existing document.
 - 6.8.8 Bring to the attention of line managers any training needs they may have.
 - 6.8.9 Ensure that personal protective equipment is in good condition and will be not be restrictive to the movement and posture required for safe handling.
 - 6.8.10 Wear appropriate footwear that will support and enclose the foot during manual handling operations.
 - 6.8.11 Remove name badges, pens, ties and buckles etc that may cause injury or prevent safe handling.
 - 6.8.12 Be conversant with directorate arrangements and Safe working practices.
 - 6.8.13 Employees are required to complete documentation where appropriate e.g. health questionnaire for Manual Handling Training.

6.9. Occupational Therapists

The role of the Occupational Therapist is specific to the Directorate of Social Services, their role and responsibilities will be detailed within local arrangements.

7. ARRANGEMENTS

7.1 Manual Handling Risk Assessment

- 7.1.1 Where hazardous manual handling operations cannot be eliminated a manual handling risk assessment must be carried out by a competent person determined by the line manager and the result recording in the appropriate form see appendix 1.
- 7.1.2 A competent person is somebody with the necessary training, qualifications and experience. This will usually be somebody familiar with the work activity, which has completed the Manual Handling Train the Trainer/Key Handler Training.
- 7.1.3 The manual handling risk assessment must take into account the Task, Individual, Load and Environment (TILE) and equipment used.
- 7.1.4 The findings of the risk assessment will allow the competent person to develop safe systems of work to reduce the risk to a reasonably practicable level.
- 7.1.5 In addition to formal documented risk assessments every employee should be aware that they must conduct a personal observational risk assessment before they perform a task. This is an assessment carried out by a person to examine the risk to themselves and others who may be affected by an action. If necessary they must communicate their findings to others.
- 7.1.6 All risk assessment documentation, safe systems of work and handling plans must be communicated and made available to all persons in contact with the manual handling situation. This would include any agency workers or contractors who may be affected.
- 7.1.7 Manual handling risk assessments must be regularly reviewed by a competent person. This would be at least annually or if there are any factors, which warrant a review e.g. an accident/incident, change in respect of the task, individual, load or environment.

7.2 Training

- 7.2.1 Training and instruction in safe handling principles and techniques will occur in conjunction with other control options to reduce and/or eliminate the risk. It is recognised that training alone is not effective in the controlling of risks; organisational and ergonomic factors will also be considered.
- 7.2.2 All Manual handling training will be provided in line with current legislation and specifically the All Wales Manual Handling Training Passport and Information Scheme.
- 7.2.3 Manual handling training will be based on a training needs analysis. It is the responsibility of the Manager to identify which employees require training and what modules are required to control the risks involved in the work activity staff undertake. Manual Handling training at the appropriate level will be mandatory for all employees deemed, as requiring training following the training needs analysis.
- 7.2.4 Training will be tailored to meet service requirements, and be job specific according to the level required.
- 7.2.5 New employees will attend manual handling training as soon as possible, prior to undertaking activities involving moving and handling.
- 7.2.6 Prior to practical training taking place, an employee will complete a Health Questionnaire. Employees must also be aware that if they suffer any discomfort during this training, this must be reported to the trainer immediately.
- 7.2.7 New employees will be provided with an induction to their appropriate work environment and the relevant records of induction training will be kept on individual employee files.
- 7.2.8 Employee Manual Handling training will be updated on a regular basis or as circumstances change, in line with current best practise.

7.3 Record Keeping

- 7.3.1 All training records will be documented as in the All Wales Manual Handling Passport. Directorates may have in place detailed records setting out how they will keep manual handling records.

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- 7.3.2 The training provider will be required to provide Managers of Departments/Sections/Health and Safety Officers with records of those individuals who have received training. Managers are required to retain these training records.
 - 7.3.3 A certificate will be issued to each delegate who has successfully attended a training course.
 - 7.3.4 Records of training undertaken will be in accordance with individual Directorate arrangements. .
 - 7.3.5 Individuals who attend training will receive a copy of their certificate and passport. This will transfer with them if they move to another employer.
 - 7.3.6 The Corporate Health and Safety Unit will retain a list of training courses which have taken place, when and attendees.
 - 7.3.7 Records must be kept for a period of 7 years and should be kept in the employees individual file.

7.4 **Equipment**

- 7.4.1 Provision of manual handling equipment will be subject to a risk assessment for the individual activity/service user
- 7.4.2 All mechanical equipment used for moving and handling of people will be maintained in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998
- 7.4.3 An inventory of all equipment must be kept by the Manager of a team/establishment who is accountable for ensuring the maintenance and review
- 7.4.4 Managers are responsible for the safe working order of all equipment and for ensuring it is thoroughly inspected and tested in accordance with the Regulations.
- 7.4.5 All those using manual handling equipment should make visual inspections of the equipment prior to use to identify any faults. Directorate arrangements will specify the process for dealing with faulty equipment.

7.5 Accident /incident reporting

- 7.5.1 It is the responsibility of all employees to report any accident/incident/near-miss including those occurring from a moving or handling activity. Accidents/incidents/near-misses must be reported in line with the corporate accident/incident reporting guidelines.
- 7.5.2 A copy of the accident/incident reporting form can be downloaded from the Intranet.
- 7.5.3 Advice and guidance is available on investigation of moving or handling accidents activities from the Back Care Advisor, Directorate Health and Safety Officers or Corporate Health and Safety Unit.

7.6 Monitoring/Supervision

- 7.6.1 Managers must ensure they have in place arrangements for monitoring/supervising manual handling practise in the workplace e.g. through designated individuals such as trainers/key-handlers.
- 7.6.2 The Manual Handling Sub-Group and the Corporate Health and Safety Group will monitor compliance with this policy.

7.7 Auditing

- 7.7.1 The Corporate Health and Safety Unit will audit compliance with the policy through programmed manual handling audits.
- 7.7.2 Directorate Health and Safety Officers will also carry out programmed health and safety audits.

8. SUPPORTING DOCUMENTATION

- 8.1 The All Wales Manual Handling Passport
- 8.2 The Manual Handling Operations Regulations Guidance on Regulations