



CORPORATE HEALTH AND SAFETY COMMITTEE – 19TH NOVEMBER 2012

**SUBJECT: MANUAL HANDLING AND MUSCULOSKELETAL DISORDERS POLICY
 AND CORPORATE MANAGEMENT ARRANGEMENTS**

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the views of Members, Management and Trade Union Safety Representatives on the recent new draft corporate Manual Handling and Musculoskeletal Disorders Policy and associated Corporate Management Arrangements for Manual Handling Inanimate Loads, Manual Care Handling of Children (Education) and Directorate of Social Services Manual Handling Arrangements; as part of the formal consultation process, and prior to consideration by Cabinet.

2. SUMMARY

- 2.1 The Manual Handling Policy was approved as issue 1 in June 2007.
- 2.2 Due to changes in arrangements and practise the policy has now been substantially re-written and requires approval as a new policy and management arrangements.
- 2.3 The aims and objectives of the new documents is to provide a comprehensive and consistent approach to managing Manual Handling risk and musculoskeletal disorders across the Authority and to provide managers with a range of resources, information & paperwork so they can meet their responsibilities with regard to Manual Handling.
- 2.4 The main change to the policy is the inclusion of Musculoskeletal Disorders and the document outlines the responsibilities for all parties in managing Manual Handling & Musculoskeletal Disorders.
- 2.5 The management arrangements for manual handling inanimate loads are corporate in their application and cover the practicalities of assessing and controlling the risks associated with lifting inanimate loads. The Management Arrangements covering Care handling of children (Education) set out the arrangement to enable children with mobility difficulties access to childcare, school and community facilities. The Directorate of Social Services Management Arrangements set out the arrangements to be followed to enable safe manual handling of service users.
- 2.6 The approach adopted by the Manual Handling and Musculoskeletal Disorders Policy and associated Management Arrangements is to manage the risk through: risk assessment, training, provision of equipment, record keeping, monitoring/supervision, auditing, accident reporting and investigation and joint working with other Agencies.

2.7 The policy and management arrangements have been subject to consultation including direct consultation with the Trade Unions. All relevant comments have been incorporated.

3. RECOMMENDATION

3.1 The views of the Committee are sought as part of the consultation process.

4. REASONS FOR THE RECOMMENDATION

4.1 To ensure that the Corporate Health and Safety Committee's comments are reflected in a subsequent report to Cabinet that will seek approval of the draft corporate Manual Handling and Musculoskeletal Disorders Policy and associated Corporate Management Arrangements for Manual Handling Inanimate Loads, Manual Care Handling of Children (Education) and Directorate of Social Services Manual Handling Arrangements

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Appendices:
Appendix 1 Revised Manual Handling and Musculoskeletal Disorders Policy
Appendix 2 Corporate Management Arrangements for Manual Handling Inanimate Loads
Appendix 3 Management Arrangement for the Manual Care Handling of Children (Education)
Appendix 4 Directorate of Social Services Manual Handling Arrangements