

CAERPHILLY COUNTY BOROUGH COUNCIL

Corporate Management Arrangements For Manual Handling Inanimate Loads

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NOTE

Whenever the designation of “manager” is used throughout this policy, it is taken to be Head of Service, Head Teacher, Line Manager, Supervisor and Officer in charge or anyone who has responsibilities for employees in the course of their work.

ARRANGEMENTS

1.0 Risk Assessment

- 1.1 Where hazardous manual handling operations cannot be eliminated, a competent person must undertake a manual handling risk assessment and the risks recorded in the appropriate form (Appendix 1)
- 1.2 A competent person is somebody, or a team of individuals, with the necessary training, qualifications and experience. This is somebody familiar with the work activity, who has completed a Manual Handling Risk Assessors course. If specialist advice is required the Manager should contact the Health & Safety Division for advice.
- 1.3 The manual handling risk assessment must take into account the Task, Individual, Load and Environment (TILE) and equipment used.
- 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.
- 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.
- 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.
- 1.7 Processes must be in place to ensure all relevant staff are made aware of any new manual handling risk assessments and safe systems of work.
- 1.8 A competent person must regularly review the manual handling risk assessments. This would be at least annually or if there are any factors that warrant a review e.g. an accident/incident, change in respect of the task, individual, load or environment. of the employees.

2.0 Training

- 2.1 Training and instruction in safe handling principles and techniques will take place in conjunction with other control measures to reduce and/or eliminate the hazardous manual handling risk. It is recognised that training alone is not effective in the controlling of risks; organisational and ergonomic factors will also need to be considered.
- 2.2 Provision of manual handling training will be based on a training needs analysis. It is the responsibility of the Manager to identify which employees require training. Training at the appropriate level will be mandatory for all employees deemed, as requiring training following the training needs analysis.
- 2.3 Training will be tailored to meet service requirements, be workplace specific and based on the manual handling tasks the employee is required to perform. If changes in the employees situation occur, i.e. they are expected to undertake new manual handling tasks the employee must inform their manager who will in turn nominate them for update training if needed.

- 2.4 New employees will attend manual handling training as soon as possible, prior to undertaking manual handling activities, unless they have an in date copy of their manual handling passport, which covers training specific to the role for which they have been employed.
- 2.5 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 the training, this must be reported to the trainer immediately.
- 2.6 Manual Handling training will be refreshed at least ever 36 months unless circumstances dictate that a more frequent refresher is required e.g. an accident occurs, workplace monitoring identifies a need.

3.0 Record Keeping

- 3.1 All training records (Appendix 2) must be documented in line with the All Wales Manual Handling Passport. Line Managers and Manual Handling Trainers will need to keep copies of the records.
- 3.2 A copy of the training record (Appendix 2) must be provided to the manager of an employee who has received training and the trainer will retain a copy.
- 3.3 A certificate (Appendix 3) will be issued to each delegate who has successfully attended a training course.
- 3.4 Where manual handling training has been arranged through the Health and Safety Division, the Division will retain a list of training courses which have taken place, when and attendees.
- 3.5 Records must be kept for a period of 7 years and should be kept in the employees' individual file.

4.0 Equipment

- 4.1 An inventory (Appendix 4) of all equipment must be kept by the relevant Manager. All equipment must be maintained in good working order in accordance with the Regulations.
- 4.2 All mechanical equipment used for moving and handling will be maintained in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.
- 4.3 The Manager must ensure that the thorough testing, maintenance and/or servicing occur and the service documentation/log is maintained.
- 4.4 All those using manual handling equipment should make visual inspections of the equipment prior to use to identify any faults. Equipment that is faulty must not be used, must be taken out of service immediately until made safe to use and must be reported to the Manager.
- 4.5 Manual handling equipment must be used in accordance with the manufacturer user instructions. User guidelines should be maintained by the Manager in a central location and accessible to employees who are required to use such equipment.

5.0 Monitoring/Supervision

- 5.1 Managers must ensure they have in place arrangement for monitoring/supervising manual handling practise in the workplace e.g. through designated individuals such as risk assessors/trainers or through existing supervision activities.
- 5.2 Monitoring will ensure that employees adhere to the findings of the risk assessment and follow safer handling plans. The level and extent of monitoring required will depend on the level of risk and extent of manual handling undertaken.
- 5.3 Where monitoring shows that the activities are not being carried out to the appropriate level then action to address the issue e.g. further training, new equipment should be introduced.
- 5.4 Records must be made of any supervision/monitoring and the Manager must ensure that the records are maintained (Appendix 5)

6.0 Auditing

- 6.1 The Health and Safety Division will carry out periodic monitoring of manual handling compliance.
- 6.2 Auditing will be against compliance with the Manual Handling Policy, Management Arrangements and legal requirements and will be through evaluating training sessions, ensuring monitoring of manual handling practice is undertaking, investigating manual handling accidents/incidents and evaluating manual handling accident statistics.

7.0 Accident/Incident Reporting

- 7.1 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.
- 7.2 A copy of the accident/incident reporting form can be downloaded from the Intranet. [Hyperlink](#)
- 7.3 Advice and guidance on investigating accidents are available on the intranet and incident specific advice/support is available from the Health and Safety Division.

8.0 Supporting Documentation

- Corporate Manual Handling Policy
- Corporate Management Arrangement – Manual 'care' handling of children
- Corporate Management Arrangement – People Handling

Appendix 1

Manual Handling Assessment Form:			
SECTION A		Administrative Details	
Directorate		Reviewed	
Service Area		Signature	
Section		Reviewed	
Location		Signature	
Assessors Name		Reviewed	
Job Title		Signature	
Date of Assessment			

SECTION B		Manual Handling Task	
Description of task			
Personnel involved			

SECTION C		Current Risk Control Measures	
Control measures		Current Equipment	

SECTION D		Assessment Of Risk	
Manual Handling Risk Level: Mark Y/N in the appropriate box adjacent questions. A 'YES' indicates further action may be required to reduce manual handling risks.			

TILE:	TASK	INDIVIDUAL CAPABILITY		LOAD	ENVIRONMENT	
	Initial assessment Does the TASK involve:	T		Initial assessment Is the Load :	L	
		Yes	No		Yes	No
	Holding loads away from trunk			Heavy: 20 Kgs		
	Twisting			Bulky/Unwieldy		
	Stooping			Difficult to grasp		
	Reaching upwards			Unsteady/Unpredictable		
	Large vertical movements			Harmful: Sharp; Hot; Cold;		
	Long Carrying distances			Contaminated		
	Strenuous pushing/pulling			Are bins etc. damaged	N/A	N/A

	Initial assessment Does the task:	I		Initial assessment Does the Environment :	E	
		Yes	No		Yes	No
	Require unusual capabilities			Have constrains on posture		
	Is it a hazard to those with health problems			Poor floors: uneven, slippery, unstable		
	Is it a hazard those pregnant staff			Variation in levels: e.g. steps		
	Require special information			Strong air movements		
	Require PPE			Poor lighting conditions		
				Hot, cold, humid conditions		

SECTION E		Frequency Of Task			
Estimated number of times the task is performed per shift. If frequency is high extra control measures may be required.					
No. of times per day		Shift		No. of staff involved	

SECTION F			Initial Risk Rating Figure		
Likelihood		Severity		Risk Rating	

Provisional Risk Rating:

SECTION G		Additional Control Measures
No.	Required Risk Reduction Measure	
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

If the existing and new control measures are implemented the revised risk rating is:					
Likelihood		Severity		Risk Rating	

SECTION H		Action Plan Agreed With Manager		
No.	Action Plan	Person Responsible	Projected Completion Date	Date Completed/Signature

Final Risk Rating:

SECTION I	Additional Comments
This assessment will be monitored, reviewed and periodically adjusted to take into account changes in working practices or whenever other circumstances dictate.	



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Appendix 2

Manual Handling Training - Record of Attendance

Course title:
Venue:

Modules A&B:

Presentation Version:

Date:

Start:

Finish:

Print name	D.O.B. or Staff number	Job title	Signature

Trainers:

Print Name

Signature:

Print Name

Signature:



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Training Certificate

Tystysgrif Hyfforddiant



Manual Handling Training

Modules A & B

WLGA Manual Handling Passport Scheme

On

Awarded to / Gwobrwynd i:



Health and Safety Division
Isadran Iechyd a Diogelwch



Appendix 4

Manual Handling Equipment Inventory

Premise:

Address:

Equipment	Make/Model	In date Certification

Recorded by:

Date:



Appendix 5

Manual Handling Monitoring Form

Operatives Name [s]	Job Title	Service Area
Monitoring Conducted By (Name and Job Title)		Date
Location	Task Being Performed	
Weather/Environment		
More than one may be ticked		
Dry <input type="checkbox"/> Wet <input type="checkbox"/> Windy <input type="checkbox"/> Icy <input type="checkbox"/> Cold <input type="checkbox"/> Hot <input type="checkbox"/> Lack of Space <input type="checkbox"/> Poor ground conditions <input type="checkbox"/>		
Other:		
Is operative applying correct manual handling techniques? <i>[Watch operative carrying out task]</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommendations/Comments
Has the operative received manual handling training? <i>[Confirm by asking operative or check training records]</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommendations/Comments
Are operatives using manual handling aids/equipment, e.g. kerb clamps, brick carriers, trolleys, etc? <i>[Check what aids/equipment has been provided]</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommendations/Comments
Can the need to manually handle the load be eliminated or reduced?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommendations/Comments
Does the operative have access to manual handling risk assessments? <i>[Check where MHO Assessments can be found]</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommendations/Comments
Does the risk assessment cover the work being undertaken?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommendations/Comments
Is the operative aware of the weight of the load?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommendations/Comments