Safe Work Practice Sheet	**Ref:** *SWPS*	**Approved by:** *Michael S McCaul*
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Hazards

Manual Handling

Manual Handling is a physical activity that takes place in every workplace, and in some cases the activity does not pose problem. However it can be a potential workplace hazard when an employee is required to handled very heavy loads, which could result in a back injury. The type of manual handling activity that needs to be assessed is defined in Regulation 68 of the Safety, Health and Welfare at Work, (General Application) Regulations 2007:

" Manual Handling involves any transporting or supporting of any load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, **which by reason of its characteristics or unfavourable ergonomic conditions, involves risk**, particularly of back injury, to employees."

These characteristics or unfavourable ergonomic conditions are the risk factors which are outlined in Schedule 3 of the 2007 Regulations and have the potential to cause harm.

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Person Exposed to Risk

Residents √ Employees √ Public Contractors √ Visitors

Work Description Staff involved in Manual handling and people moving and handling

Health and safety issues.

Always undertake TILEO

When carrying out the risk assessment take into account the acronym T.I.L.E.O which summaries the risk factors:

- Task - Refers to the activity within which the handling operation is carried out. Factors such as repetition of the task, body postures and physical exertion are considered

- Individual Capability – The capability of the individual carrying out the task is considered and includes health, previous injuries, fitness level, experience, training, ability to communicate and gender

- Load – Important factors for consideration include (non-exhaustively) the size, weight, shape and physical properties of the load. If the load is a person, relevant consideration includes his or her ability to assist, comprehend and communicate, his or her medical history, clinical presentation and any attachments to the person, e.g. drips, etc

- Environment – This is the place where the activity will occur. Consider factors such as confines of space, furniture, floor levels, temperature, availability of adequately trained employees to undertake the activity etc

- Other Factors - Staffing levels (including day/ night variations); availability of handling equipment; training in equipment use; supervision of handling activities; appropriate clothing and footwear; previous manual / people handling incidents

HSE 11 Principles of Manual Handling

1. Think before you lift.

2. Keep the load close to your waist.

3. Adopt a stable position

4. Ensure a good hold on the load.

5, At the start of the lift, moderate flexion (slight bending) of the back, hips and knees is preferable to fully flexing the back (stooping) or the hips and knees (squatting).

6. Don't flex your spine any further as you lift.

7. Avoid twisting the trunk or leaning sideway, especially while the back is bent.

8. Keep your head up while handling.

9. Move smoothly

10. Don't lift more than you can easily manage.

11. Put down, then adjust [if necessary].

- **Stage 1:** This stage involves collecting information on how the task is performed and identifying the key stages in the task. This should be a team effort involving consultation with those that normally do the job. You (or the person carrying out the assessment) should have a thorough practical understanding of the type of manual handling tasks being carried out.
- **Stage 2:**
  Collect all technical details to include information on the load weight, load size, number of manual lifts, general information on postures observed and the work environment
- **Stage 3:**
  Identify the problems or risk factors
- **Stage 4:**
  Identify what improvements you can put in place. Once you have identified the risk factors, it is necessary to investigate potential solutions. Examples of efforts that should be made include using mechanical aids, organising the work activity to reduce the need for travelling long distance or reducing the size of the load. Clearly document the rationale for deciding on the appropriate control measure, outlining why other control measures were not possible and how the suggested control measure will avoid or reduce the risk of injury. Employees should be consulted as part of this process and where a new work activity is introduced it needs to be assessed to ensure that it does not introduce new hazards.
- **Stage 5:**
  Review the effectiveness of the control measures: Effectiveness is the degree to which the control measures have avoided or reduced the risk of injury.

Training must form part of the overall strategy to reduce the risks associated with manual handling activities. It must be supported by adequate supervision arrangements to ensure the skills and knowledge taught as part of the training programme are transferred into practice in the workplace. The arrangement, management and delivery of manual handling training programmes must comply with the requirements of "HSE Policy on Statutory Occupational Safety and Health Training". The design and delivery of manual handling and people handling training programmes must comply with current legislation;

Personal protective equipment required (last resort)

Flat non slip shoes. Attend Mandatory Training based on your Training Needs Assessment

Initial Risk Rating (without any control measures)

Probability :	**2**	**x**	**Severity**	**2/3**	**=**	**Risk Factor**	**4/6 Medium - High**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	**1**	x	Severity	**2**	=	Risk Factor	**2 LOW Risk**

Risk Assessment Review

As and when process changes or yearly