

# G28 MANUAL HANDLING OF LOADS POLICY AND GUIDANCE

## CONTENTS

1. INTRODUCTION .....	1
2. OBJECTIVES .....	2
3. APPLICATION .....	2
4. ROLES AND RESPONSIBILITIES .....	3
Chief Executive & Corporate Management Team .....	3
Directors and Assistant Directors .....	3
Managers .....	3
Employees .....	4
Occupational Health Provider .....	4
Corporate Health & Safety Team.....	5
5. TRAINING AND INFORMATION .....	5
6. MONITORING AND REVIEW .....	5
7. REFERENCES .....	6
8. FURTHER INFORMATION .....	6

The following Health & Safety QuickCards are on the [Manual Handling page](#) of the H&S Manual:

- **Manual Handling of Loads**
- **Risk Assessments – Manual Handling of Loads**

## 1. INTRODUCTION

Manual handling is any action that involves movement of a load such as a person or inanimate object by hand or bodily force also referred to as 'moving and handling'. This includes activities such as lifting, lowering, pushing, pulling, carrying and supporting a load.

**This policy relates to the risks from moving and handling of loads or inanimate objects only.**

Whereas moving and assisting people is covered in a separate council policy '[Safe Moving and Handling of People Policy and Guidance](#)'

The Manual Handling Operations Regulations 1992 (as amended) were introduced to reduce the risk of injury from Manual Handling. The regulations apply to all employers and workplaces. The Health and Safety Executive (HSE) has produced guidance on the regulations (L23) to assist employers to comply with the requirements and provides the basis for this policy and guidance.

Click [Here](#) to download L23

All Lincolnshire county council employees are involved in the moving and handling of loads or objects to some extent in their job in whichever directorate they work. The tasks can range from carrying files or equipment in the office (or between sites) to more strenuous tasks involving lifting heavy objects such as furniture, using heavy

equipment or being engaged in repetitive handling tasks. It is not possible to totally eliminate all manual handling but by implementing best practice guidance set out in this policy the council will endeavour to minimise the potential risks and maintain a fit and healthy workforce.

## 2. OBJECTIVES

The objectives of this policy are to implement the requirements of the Manual Handling Operations Regulations and eliminate or reduce the risk of injuries and ill health which may be attributable to work related manual handling tasks. This will be achieved under the employer's duties by ensuring so far as reasonably practicable that:

- Hazardous manual handling operations are avoided so far as is reasonably practicable.
- Hazardous manual handling operations that cannot be avoided are assessed.
- The main causes of musculoskeletal injuries and work related ill health is identified through the assessment process and risks reduced by implementing effective control measures.
- Suitable manual handling training and information is provided to reduce the risk of injury to employees and any other personnel who are involved in manual handling operation either for, on behalf of or in partnership LCC.

This policy sets the **minimum standards** for all directorates in respect of managing risks from manual handling of loads or objects. Directorates may also produce their own policies and procedures which are specific to their work activities.

**For the Moving & Handling of People Managers and Employees MUST refer to [G12](#).**

## 3. APPLICATION

This policy applies to all county council directorates, employees and volunteers.

Where the council is responsible for organising activities which involve significant manual handling tasks carried out by non-employees (e.g. in schools, social care, youth services) appropriate risk assessments and procedures to minimise the risk of injury will be produced using the information in this policy and supporting guidance.

**Applicable Legislation – Click each heading to see further details**

- [Health & Safety at Work etc. Act 1974](#)
- [Management of Health & Safety at Work Regulations 1999](#)
- [Manual Handling Operations Regulations 1992 \(as amended 2002\)](#)
- [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\)](#)
- [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)

## 4. ROLES AND RESPONSIBILITIES

### Chief Executive & Corporate Management Team

The Chief Executive retains the overall accountability within the organisation for the implementation of the policy. This includes for example, ensuring that sufficient resources are made available for the purchase of moving and handling equipment, the provision of training for all staff and the availability of specialist staff to support the risk assessment process.

### Directors and Assistant Directors

Directors and Assistant Directors are accountable for ensuring that the standards and guidance set out in this policy are applied in all areas and obtain assurances on the effectiveness of the measures through audits, routine monitoring systems and analysis of accident and absence data.

### Managers

Managers are responsible for implementing this policy and being aware of the manual handling tasks in their area of responsibility, they must:

- Complete suitable health and safety training and manual handling risk assessment training to enable them to implement the policy.
- Carry out an initial assessment of the manual handling tasks, see Risk Assessment Process Flow within the [Risk Assessment Quick Card](#), in their area to determine the level of risk assessment and action required. Refer also to MAC tool information within the [Risk Assessment Quick Card](#), for more complex risks.
- Implement effective arrangements in their areas to assess the risks from hazardous manual handling tasks which cannot be avoided, record the findings and implement control measures to reduce the risk of injury ie:
  - Ensure that manual handling requirements are clearly identified when recruiting staff. An individual manual handling capability can be affected by their health status and care needs to be taken when considering placing an individual with a history of back pain in a job which involves heavy manual handling so that appropriate Medical and Occupational Health advice and help can be sought as part of pre-employment health screening. However, individuals should not be excluded from work unless there is a good medical reason for restricting their activity
  - Ensure employees receive suitable information, training and instruction on safe handling techniques and risk reduction measures at induction and thereafter.
  - Ensure a copy of the [Manual Handling of Loads Quick Card](#) is made available to all employees and volunteers.
  - Provide information on back-care, healthy lifestyle and fitness, click [here](#) to view “Health Living” web pages. Encourage staff attendance on health promotion events.

- Provide equipment such as trolleys and barrows or mechanical systems to reduce manual handling risks
- Obtain advice and support from the council's Occupational Health provider for employees with medical conditions or disabilities who may be affected by manual handling tasks they carry out.
- Investigate accidents and injuries relating to manual handling tasks and review risk assessments and instructions where necessary.

## **Employees**

Employees have duties under the Health and Safety at Work act and Manual Handling Operations regulations they must:

- Take reasonable care of themselves and that of others who may be affected by their activities.
- Co-operate with their employers to enable them to comply with their health and safety duties.
- Attend or complete manual handling training as identified through the risk assessment.
- Follow safe systems of work and follow instructions provided for their safety, employee to read within the [Manual Handling of Loads Quick Card](#).
- Make proper use of equipment provided for manual handling, report defects or faults eg trolleys, barrows.
- Inform the employer if they identify any hazardous manual handling activities in their work or hazards which affect manual handling e.g. environmental issues.
- Report accidents and incidents according to the council's arrangements.

## **Occupational Health Provider**

The aim of the County Council's contracted Occupational Health service is to support the council to ensure that employees are medically suitable for their work and that the working environment is suitable.

Physiotherapy referral and occupational health practitioners are on hand to provide workplace health advice to managers and employees to ensure that health issues related to manual handling activities can be addressed.

Managers should refer to [G10 Occupational Health](#) for further details.

## **Corporate Health and Safety Team**

Managers requiring assistance in the completion of their manual handling risk assessments should refer to the guidance and supporting documents contained in this policy or if further specific advice is needed contact the [Corporate Health and Safety Team](#)

In some cases it may be necessary for the Health and Safety adviser to assist the manager to complete the risk assessment for more complex or hazardous tasks particularly if these relate to an employee who has a medical condition or disability.

## Executive Director of Resources

Responsible for the distribution, review and revision of this policy

## 5. TRAINING AND INFORMATION

Training is a key requirement of the regulations to ensure that employees have sufficient information on the potential risks of manual handling and how to eliminate or reduce them.

The need for training will vary across the directorates and must be arranged according to the level of risk and the tasks involved as follows:

- **Low risk operations:** LCC have an e-learning course available covering the basic requirements and safe handling techniques. **Medium / high risk operations:** A classroom based training course covering in detail;
  - Recognising hazardous manual handling
  - Risk Assessment
  - Safe handling techniques
  - Back-care and fitness Handling Risk assessment training for managers supervisors (may be included in other management H&S training) Task specific training for use of equipment or for hazardous manual handling process tasks

The [Manual Handling of Loads Quick Card](#) should be issued to all employees this provides additional information on general back care and good handling techniques to reduce the risk of injury.

Further advice and support on training issues can be obtained from the Corporate Health and Safety Adviser H&S Team.

## 6. MONITORING AND REVIEW

Manual Handling risk assessments should be reviewed periodically if significant factors change or if manual handling accidents or injuries are reported. High levels of absence in a team may also indicate that there is a problem and should trigger a review which may need further specialist advice.

All manual handling accidents must be reported in line with the LCC [G4](#) accident and incident reporting procedure. Such accidents should be investigated by the line manager/supervisor seeking assistance from the Health and Safety team where necessary.

Local monitoring will take place through the directorate line management route to monitor that control measures are in place and are effective.

Non-compliance by employees should be addressed following the council disciplinary procedures where appropriate.

Periodic monitoring will also be carried out via Health and Safety Audits and inspections carried out by the H&S team.

Compliance with the policy, accident absence statistics reports and significant risks will be reported to the Directorate/Corporate Risk and Safety Group and be recorded in the Annual Directorate Risk and Safety Report.

## 7. REFERENCES

The Health & Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)

Manual Handling Operations Regulations  
<http://www.legislation.gov.uk/ukxi/1992/2793/contents/made>

Manual Handling – guidance on regulations. HSE Books, L23

Health and Safety Executive webpage on “Musculoskeletal disorders”:  
<http://www.hse.gov.uk/msd/>

HSE Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

HSE Provision and Use of Work Equipment Regulations 1998 (PUWER)

HSE Understanding ergonomics at work INDG90  
<http://www.hse.gov.uk/pubns/indg90.pdf>

Manual Handling at Work – A Brief Guide. HSE leaflet INDG143. Also available on the HSE website: <http://www.hse.gov.uk/pubns/indg143.pdf>

A Pain in your Workplace? – Ergonomic problems and solutions. HSE Books, HS(G)121.

HSE Books: <http://www.hse.gov.uk/msd/information.htm>  
(general books on manual handling, and many specialist books on manual handling in specific work areas e.g. catering, construction, engineering.)

## 8. FURTHER INFORMATION

[www.hse.gov.uk](http://www.hse.gov.uk)  
<https://www.hse.gov.uk/msd/backpain/index.htm>

[www.backcare.org.uk](http://www.backcare.org.uk)  
<https://backcare.org.uk/i-have-back-or-neck-pain/back-pain/>

<https://www.nhs.uk/conditions/back-pain/>

LCC Health and Safety Manual:  
G11 New and Expectant Mothers  
G10 Occupational Health