

Education Department Policy

Title	Manual Handling: Health and Safety Operational Policy To minimise the risk of manual handling injuries within all activities and operations undertaken by Education
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1 INTRODUCTION

This document is one of a series of Compliance Guidelines dealing with the fundamentals of compliance with regulations made under the Health and Safety at Work (Jersey) Law 1989.

This document has been developed as a tool for the Education Department to use and meet the minimum requirements of the Manual Handling Regulations 1992.

The document contains:

- Definitions
- An explanation of regulatory requirements
- A step-by-step methodology
- Compliance program with relevant forms
- Factors to reduce risk of injury

2 OBJECTIVES

The primary objective of the Manual Handling Regulations 1992 (used as best practice) is to protect people against musculoskeletal disorders caused by manual handling.

The aim of the compliance guidelines is to provide Education with the tools and techniques to comply with the regulatory requirements. The guidelines include:

- A step-by-step process to achieve compliance
- An audit protocol to enable self-assessment and preparation of a compliance program
- Relevant forms and checklists

3 DEFINITIONS

Manual Handling

Manual handling is much more than lifting or lowering an object. It also includes pulling; carrying, holding, restraining and activities involving sustained and awkward posture and repetitive actions.

Musculoskeletal Disorder (MSD)

'Musculoskeletal Disorder' means an injury, illness or disease that arises in whole or in part from manual handling in the workplace, whether occurring suddenly or over a prolonged period of time, but does not

include an injury, illness or disease which is caused by crushing, entrapment or cut resulting primarily from the mechanical operation of plant.

4 REGULATORY REQUIREMENTS

To comply with the requirements of the Manual Handling Regulations the Education Department must undertake the following actions:

- Avoid the need for hazardous manual handling as far as reasonably practicable.
- Identify all manual-handling activities in the School that cannot be avoided.
- Assess the risk of injury from any hazardous manual handling activity that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.
- Control the risk using the hierarchy of controls.
- Provide information, training and instruction
- Review effectiveness of the risk control.

Note:

- The hazard identification, risk assessment and control process should be undertaken in conjunction with the affected staff and where required, assistance from the safety representative.
- Each step in the process must be documented.

Some manual handling risks commonly found in Education are:

- Moving furniture
- Lifting a ladder
- Pushing/pulling a trolley
- Carrying books and resources around the various Department establishments
- Stretching to reach a high shelf
- Standing on a table and/or chair during exhibitions
- Bending to reach items above head or below knees
- Bending over for extended periods i.e. low work benches
- Carrying heavy and large objects, equipment
- Lifting 'live' bodies i.e. special needs

Note:

The Regulations require that manual handling should in the first instance be avoided, however, if this is not reasonably practicable than a risk assessment must be undertaken to ensure that individuals employ safe systems of work.

All individuals whose work activity involves manual handling must be provided with training and instruction on the dangers of manual handling and how to prevent injury.

5 COMPLIANCE PROCEDURE

Methodology	Forms and Checklist
<p>Step 1 Identify manager responsible for undertaking a risk assessment in each area/department as appropriate.</p>	
<p>Step 2</p> <p>Use the risk assessment work sheet to identify tasks undertaken by staff that involve manual handling activity.</p> <p><i>Complete hazard identification section.</i></p>	<p>Appendix 1 Hazard identification section of the risk assessment work sheet.</p>
<p>Step 3</p> <p>Use the risk assessment work sheet to assess whether a task involving manual handling is likely to cause Musculoskeletal Disorder. Consider:</p> <ul style="list-style-type: none"> ▪ Posture ▪ Movements ▪ Forces ▪ Duration and frequency ▪ Environmental Factors ▪ <p><i>Complete risk assessment section</i></p>	<p>Appendix 1 and Appendix 3 - Risk assessment section of the risk assessment worksheet.</p>
<p>Step 4</p> <p>Use the risk assessment worksheet to eliminate or reduce the risk by: -</p> <ul style="list-style-type: none"> ▪ Altering the workplace or environmental conditions ▪ Altering the systems of work (the way tasks are undertaken) ▪ Changing the objects used ▪ Using mechanical aids such as trolleys, hoists ▪ Providing information and training ▪ Is health surveillance necessary? <p><i>Complete risk control section</i></p>	<p>Risk control section of the risk assessment worksheet</p>
<p>Step 5</p> <p>Review the effectiveness of the risk controls</p>	

6 COMPLIANCE PROGRAM

Requirements	Compliance Status*	Actions required to achieve compliance	Responsibility	Target date	Review date
Establish who is to assess the manual handling risks.					
Identify all manual handling tasks and complete hazard identification work sheet.					
Assess hazardous manual handling activity whenever new reports of Musculoskeletal disorder occur.					
Undertake risk assessments and complete worksheets.					
Select and implement control measures for each identified hazard.					
Develop a system to regularly review control measures.					
Review effectiveness of risk controls and revise as required.					
Is Health Surveillance required?					

***COMPLIANCE STATUS**

Compliance

Systems are documented, operating effectively and regularly reviewed e.g. all above have been addressed.

Major Non Compliance

Systems not documented and effectiveness not monitored e.g. most of above have not been addressed.

Minor Non Compliance

Informal systems operating and effectiveness reviewed e.g. perhaps item 3 has not been addressed.

Manual Handling Risk Assessment Checklist

Factors Questions		*Task Letter			
		A	B	C	D
The Task Does it involve:	<ul style="list-style-type: none"> ▪ Holding load at distance from trunk? ▪ Twisting the trunk? ▪ Stooping? ▪ Excessive carrying distances? ▪ Excessive pushing or pulling? ▪ Risk of sudden movement of load? ▪ Frequent or prolonged physical effort? ▪ Insufficient rest or recovery period? 				
The Load Is it:	<ul style="list-style-type: none"> ▪ Heavy? ▪ Bulky or unwieldy? ▪ Difficult to grasp? ▪ Unstable or with contents likely to shift? ▪ Sharp, hot or otherwise potentially damaging? 				
The working environment Are there:	<ul style="list-style-type: none"> ▪ Space constraints preventing good posture? ▪ Uneven, slippery or unstable floors? ▪ Variations in levels of floors or work surfaces? ▪ Extremes of temperature or humidity? ▪ Conditions causing gusts of wind? ▪ Poor lighting conditions? 				
Individual capability Does the job:	<ul style="list-style-type: none"> ▪ Require unusual strength, height etc.? ▪ Create a hazard to those who may be pregnant or have a health problem? ▪ Require special knowledge or training for its safe performance? 				
Other factors	<ul style="list-style-type: none"> ▪ Does personal protective clothing hinder movement or posture? ▪ Does the individual already have pre-existing back problems? 				

*Task letter can be assigned to any manual activity, e.g. moving furniture could be assigned A; carrying/moving plinth could be B etc.

RISK ASSESSMENT INFORMATION SHEET

Some of the issues to consider when deciding '**how likely is an incident**':

- How often is the task carried out
- How often are the people near the hazard
- How many people are near the hazard at a given time
- Has an incident happened before
- Have there been any 'near hits'

How likely is an incident and **how severe the consequences?**

HOW SEVERE COULD THE CONSEQUENCES BE?	VERY LIKELY	LIKELY	UNLIKELY	VERY UNLIKELY
DEATH OR SERIOUS INJURY	Very high	High	High	Medium
SEVERAL DAYS OFF WORK	High	High	Medium	Low
FIRST AID REQUIRED	High	Medium	Low	Low
PROPERTY DAMAGE	Medium	Low	Low	Very low

Risk Rating (Priority):

High

Institute controls in the short term (e.g. one month)

Medium

Institute controls in the medium term (e.g. three months)

Low

Institute controls in the long term (e.g. six to nine months)

Appendix 3: Manual Handling Risk Assessment

Assessor(s) Date:

Manual Handling Risk Assessment

Location: **Job/Task:**

Hazard Identification

Identify hazardous manual handling by assessing task against the stressors listed below and place a tick (b) in the box only.

	Task/process steps	Repetitive or Sustained application of force	Repetitive or Sustained awkward posture	Repetitive or Sustained movement	Application of high force	Exposure to Sustained vibration	Handling of loads that are unstable, unbalanced or difficult to move
A							
B							
C							
D							

Risk Assessment (see Appendix 2 Risk assessment checklist)

	Yes/ No	Briefly explain each finding
1(a)		
1(b)		
2		
3		
4		
5		
6		

How many stressors are there by counting the ticks in A, B, C, D above?
 Rate task as High Medium Low

Manual Handling Stressors	Risk Ranking	Number of Stressors
Greater than 9 stressors	High	
5-9 stressors	Medium	
1-4 stressors	Low	

