

# Manual handling



Moving loads by hand is a common enough task in many workplaces, but it is not without risk to those involved. Typical injuries include sprains, strains, cuts and even fractures.

Frequently, the term 'manual handling' is used to describe the transporting or supporting of loads by hand or the use of bodily force. This includes lifting, putting down, pushing, pulling, carrying or moving loads.

The types of loads handled can vary widely. Examples include boxes; bulky or unwieldy furniture (such as chairs, benches etc.); audio visual equipment; people and so on.

## Legal requirements

Generally, if someone is injured you may need to show that you have met your duty of care.

If you are an employer you must comply with the general requirements of the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations. More specifically, you must also comply with the Manual Handling Operations Regulations. These require employers to:

- avoid hazardous manual handling tasks so far as is reasonably practicable
- make a suitable and sufficient risk assessment of any hazardous task that cannot be avoided
- implement adequate precautions that reduce the risk of injury so far as is reasonably practicable
- provide certain information to employees.

Other regulations might also apply in some circumstances. For example, where equipment (such as, a trolley) is provided to reduce the risk of injury, the Provision and Use of Work Equipment Regulations would also apply to the safe use of that equipment.

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## Hazards to look out for

Some of the typical hazards include:

- tasks that involve long carrying distances and strenuous pushing or pulling
- loads that are heavy or bulky; difficult to grasp; unstable; or harmful (for example, sharp or hot)
- locations that restrict posture; have floors that are bumpy, obstructed, slippery or have variations in levels; or are poorly lit
- tasks that require unusual capability (that is, above average strength or agility); endanger those with a health problem or learning/physical disability; or are a danger to pregnant women
- unsuitable or defective handling aids and equipment (for example, shelf trolley, mop bucket etc.)
- people who may be more prone to injury e.g. they have a history of back trouble, are pregnant or elderly.\*

\*Note: this list is not exhaustive

## Precautions you can take

Some of the typical precautions include:

- using a suitable lifting aid (for example, a trolley) that is properly maintained
- avoiding lifting from floor level or above shoulder height, especially heavy loads
- reducing carrying distances
- making the load smaller or lighter and easier to lift
- stacking boxes or other loads evenly
- removing obstructions to free movement
- avoiding steps and steep ramps
- improving lighting
- having another person to help you
- providing information and training
- checking individual capability to ensure those more prone to injury are not particularly at risk
- providing personal protective equipment (for example, gloves)\*.

\*Note: this list is not exhaustive

## Making a start

| Action   | Guidance  |
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| <p>1. Identify circumstances where manual handling is required and decide if there is a risk of injury.</p> <p>Make a note of these.</p> | <p>In deciding if there is a risk of injury you can look out for the hazards identified above. However, this list is not exhaustive and there may be others to consider reflecting your own particular circumstances.</p> <p>If you are an employer, you will need to complete formal risk assessments. These should help you identify where manual handling injury could occur and decide if these tasks can be avoided altogether.</p> <p>If this is not possible for particularly hazardous tasks, you will need to complete more specific risk assessments. With the wide range of manual handling tasks that might be undertaken, deciding when to complete these can be difficult. However, the Health and Safety Executive (HSE) has provided simple numerical guidelines to help identify where these are necessary.</p> <p>Your assessments will need to meet certain requirements. For example they will need to be in writing where you have more than five employees and revised when necessary. They will also have to consider:</p> <ul style="list-style-type: none"> <li>• all of the types of manual handling tasks carried out by employees</li> <li>• the risk factors and associated questions (as set out in Manual Handling Operations Regulations). These include the task; the load; the working environment, individual capability and other factors (e.g. movement or posture hindered by the use of protective clothing).</li> </ul> |

| Action   | Guidance   |
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|  | <p>Further guidance and resources are available at: <a href="http://www.hse.gov.uk/msd/manualhandling.htm">www.hse.gov.uk/msd/manualhandling.htm</a> in particular the leaflet 'Manual handling at work: A brief guide', INDG143.</p> <p>Risk assessments must be completed by someone who is competent. If using a health and safety consultant, check that they are registered on the Occupational Safety and Health Consultants Register (OHSCR). Further information is available at <a href="http://www.oshcr.org">www.oshcr.org</a>.</p>   |
| <p>2. Check the precautions you have taken are adequate. If they are not, identify any additional ones that are needed.</p> <p>Make a note of the precautions in place and/or any additional ones that might be required.</p> <p>Also, note who will be responsible for taking them.</p> | <p>Again, where you have completed formal risk assessments, these will do this for you. They will also provide a useful record of the steps you have taken to identify any necessary precautions.</p> <p>Obviously, if you can avoid moving the load by hand in the first place or use a handling aid (such as, a trolley) this will reduce the risk considerably. Failing this, implementing some of the precautions outlined above will help prevent injuries.</p>   |
| <p>3. Ensure that the precautions you have identified are taken and remain effective.</p> <p>Make a note of any checks or inspections you make to ensure these precautions are being taken or equipment remains safe.</p>  | <p>Typical precautions are set out above.</p> <p>One precaution commonly used is the provision of manual handling aids (such as sack trucks, flatbed trolleys or shelf trolleys). Clearly, these need to be suitable (i.e. strong and robust enough) for their intended use.</p> <p>In many circumstances, this equipment is quite low-tech being basic in design. Despite this, it should still be properly checked and maintained in accordance with any manufacturer's instructions provided. Where defects are identified, these should be repaired, particularly damage to wheels or the handling mechanism.</p> <p>In developing suitable precautions, you should consult with your employees on what might be required and workable.</p>  |
| <p>4. Ensure that employees and volunteers know how to use any equipment provided or lift safely.</p> <p>Make a note of any information or training that is provided to individuals.</p>   | <p>The level of information and training required will vary depending on the tasks involved reflecting your particular circumstances. If you have completed formal risk assessments, these will help you determine what is necessary.</p> <p>For many manual handling tasks, making sure employees and volunteers receive simple instruction on how to lift correctly or use any handling aids properly would be sufficient.</p> <p>Where manual handling tasks are more frequent, hazardous or there are more employees involved, you may have to provide formal training and information. This may need to be delivered by someone who is competent, reflecting the particular risks in your organisation. The HSE broadly outlines what might be required at <a href="http://www.hse.gov.uk/msd/manualhandling.htm">www.hse.gov.uk/msd/manualhandling.htm</a>.</p> <p>All persons required to inspect, repair and maintain equipment should also be provided with appropriate training and information.</p> |

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|   | You should keep records of any information or training you provide. These should contain detail relating to the persons who were trained (including their signatures to say that they have received and understood the training); when they were trained and by whom; an overview of the training that was provided etc.   |
| <p>5. Document your arrangements and responsibilities for preventing injury from manual handling tasks.</p> <p>Review these where necessary, particularly if you suspect that they are no longer valid.</p> <p>Retain records of the notes you have made in the steps outlined above.</p> | <p>If you need to prepare a health and safety policy, you could record your arrangements as part of it.</p> <p>In the event of a claim, paperwork will be important. So, where events are held, you should retain appropriate records. This could include any records of accidents or their investigation; risk assessments, event safety plans; training records etc.).</p> |

## Want to know more?

Further useful resources are available at  
[www.hse.gov.uk/msd/manualhandling.htm](http://www.hse.gov.uk/msd/manualhandling.htm)

**Note:** if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

## Risk advice line

(provided by Ecclesiastical professionals or external specialists)

Phone: **0345 600 7531**  
 Email: [risk.advice@ecclesiastical.com](mailto:risk.advice@ecclesiastical.com)

Risk specialists are on hand to advise you on a range of topics, including:

- property protection, security, business continuity planning
- health and safety, food safety, environmental management
- construction safety, fire safety, occupational health, water safety or asbestos.

Available Monday to Friday 9am – 5pm (excluding public and bank holidays).

For further information speak to your insurance advisor or call us on **0345 60 20 999**

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