

Moving and Handling of Objects Safety Guidance Note



EAST RIDING

OF YORKSHIRE COUNCIL

Lead Directorate and Service:	Corporate Resources - Human Resources
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Date Reviewed	Comments
October 2016	Substantial revision following the issue of a revised guide to the Manual Handling Operations Regulations 1992 (Fourth Edition). The revision also incorporates a revised risk assessment process and the Risk Assessment of Pushing and Pulling (RAPP) tool.
September 2018	Reviewed and updated in accordance with current legislation and removed the assessment forms relating to the risk Assessment of Pushing and Pulling (RAPP) tool and the Manual Handling Assessment Chart (MAC) which are available via the Safety Services Intranet site.

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Moving and Handling of Objects Safety Guidance Note

1. Background

This safety guidance note covers the general principles associated with the manual handling of objects and links with the safety guidance document on the Prevention and Management of Musculoskeletal Disorders. It should be read in conjunction with The Manual Handling Operations Regulations and Guidance (Fourth Edition) published by the HSE ISBN 978 0 7176 6653 9 <http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/moving-handling/>

2. Foreword

In accordance with the Council's Corporate Safety Policy, the Council is committed to pursuing continual improvements in health and safety. This safety guidance document supports this commitment and forms part of the Council's health and safety management system.

3. Implementation

Directorates are responsible for the implementation of this safety guidance document, and communication of its content as appropriate.

This safety guidance document is available on the safety services intranet page and, where employees do not have access to the Council's intranet, via their Line Manager/Headteacher.

The Council relies on the co-operation of all employees, and trades unions for the successful implementation of this safety guidance document.

A review of this safety guidance document will be undertaken two years after its

implementation, and where significant changes in legislation or working practices deem this appropriate.

4. Roles and Responsibilities

Directors and Heads of Service

Directors and Heads of Services are ultimately responsible and accountable to the Chief Executive for ensuring this safety guidance document is issued to their management team.

Managers and Headteachers

Managers and Headteachers are responsible for achieving the objectives of this safety guidance document where relevant to their area of service delivery and are responsible for ensuring that:

- The information contained within this safety guidance document is implemented and complied with;
- Risk assessments and subsequent manual handling assessments are completed taking into consideration the arrangements section of this document;
- Control measures (safe systems of work) are introduced to reduce any potential risks to a reasonable level;
- Relevant information, instruction and training is provided to staff to enable them to undertake their job safely and without risk;
- There is adequate provision of, and suitable maintenance arrangements for, the equipment required for the moving and handling of objects.

Employees

Employees must ensure they carry out assigned tasks and duties in accordance with information, instruction, training and

agreed safe systems of work. Specifically they must ensure that:

- This safety guidance document is complied with;
- They participate in the completion and review of risk assessments;
- Comply with any safe systems of work;
- They cooperate to enable their Manager/Headteacher to formulate and implement effective management systems;
- They undertake training in techniques and equipment available to support the moving and handling of objects;
- They report defective equipment;
- They inform management where they have concerns about an activity and the need to re-assess ability, equipment or condition;
- They notify Manager of changes to their own health;
- Their own health and safety and that of others are not put at risk by their actions.

Safety Services

The primary function of Safety Services is to support the Council and its employees by providing professional, authoritative, impartial advice on all aspects of health, safety and wellbeing. Where Managers/Headteachers require further assistance, safety services will advise on achieving compliance with this safety guidance document.

5. What is meant by moving and handling of objects?

The Manual Handling Operations Regulations apply to the moving and handling of loads, ie by human effort, as opposed to mechanical handling.

Moving and handling include; both transporting a load and supporting a load in a static posture. The load may be moved or supported by the hands or any other part of the body, for example, the shoulder. Manual handling also includes the intentional dropping of a load and the throwing of a load, whether into a container or from one person to another. The moving and handling of objects would therefore include activities involving lifting or lowering, carrying, pushing, pulling, holding/supporting, or throwing.

The risks associated with moving and handling activities can be reduced by introducing mechanical assistance for example, such as a sack truck or a powered hoist, when moving large or bulky objects. This will reduce, but not eliminate, manual handling since human effort is still required to move, steady or position the load.

6. Assessing the Risks

The regulations require the employer to:

- Avoid the need for hazardous manual handling as far as is reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that cannot be avoided;
- Reduce the risk of injury from any hazardous manual handling, so far as is reasonably practicable.

In making an assessment Managers and Supervisors should distinguish between a specific assessment for a particular task,

and a model assessment for a range of similar tasks.

A specific assessment will focus on a particular activity which has specific hazards associated with a task and/or is a unique or individual activity or has particular elements associated with it, such as carrying minibus seats from the garage floor to the mezzanine storage area and vice versa.

A model assessment can encompass a number of tasks each of which present similar levels of hazards and risk. These broad based assessments may apply to the same tasks undertaken in one location or across multiple sites. When undertaking these, the higher levels of hazard and risk need to be identified and applied equally to all ie the worst case scenario. A good example could be the pushing and pulling of wheelie bins to and from a refuse collection vehicle; the heaviest weights, longest pull distance and largest number of bins per day would form the worst case on which to base the assessment.

The guidance to the regulations gives advice on how to choose the right level of detail for your manual handling assessment and involves three levels:

- Simple filters to distinguish low risk tasks from those that need a more detailed assessment;
- The Manual handling assessment chart (MAC) tool or the Risk Assessment of Pushing and Pulling (RAPP) tool;
- A full risk assessment using online checklists on the HSE website (www.hse.gov.uk/msd/risk.htm) or as additional information to a MAC or RAPP assessment if you have already done one of these.

The flow chart overleaf 'How detailed should the risk assessment be?' is taken from the guidance to the regulations.

The Simple Filters

The HSE have developed four simple risk filters for the following manual handling activities:

- Lifting and lowering;
- Carrying for up to ten metres;
- Pushing and pulling up to 20 metres;
- Handling while seated.

The filters should not be used if there are any employees who may be at significant risk, eg those new to the job and those with significant health problems or a recent injury.

The simple filters can be utilised to filter out your low risk manual handling activities; if the task meets all of the assumptions and values within the simple filter it is low risk and you need go no further. The filters begin on page 54 of the HSE guidance.

If you are not sure or if the manual handling task being assessed does not meet all of the criteria within the simple filters or there are other aggravating factors, such as:

- Lifting or lowering takes place outside the box zones in Figure 20 of the lifting and lowering filter, such as large forward reaches, lifting below floor level or above head height.
- The handling is more frequent than one lift every two minutes.
- The handling involves torso twisting.
- Team handling occurs.
- The activities are complex involving several risk factors.
- Aspects of the working conditions are not favourable.

- Carrying happens with the load not held against the body.

Then it will be necessary to carry out a more detailed risk assessment as follows.

The MAC and RAPP Tools

The Manual Handling Assessment Chart and Risk Assessment of Pushing and Pulling tool are part of the HSE's MSD toolkit, along with the Assessment of Repetitive Tasks of the upper limbs (ART tool) and the Variable MAC tool (V-MAC).

The tools were developed to guide users through logical processes to identify high risk manual handling operations for which further action is necessary to reduce those risks.

- **MAC Tool**
This tool will help you assess the most common risk factors in lifting (and lowering), carrying and team handling operations.
- **V-MAC**
Used in conjunction with the MAC tool, this is used for operations that involve varying load weights or frequency of handling, such as when loading a lorry with a range of different weights.
- **The RAPP Tool**
An assessment of pushing and pulling will require the use of this tool.

The MAC and RAPP tools can be accessed through this link - <http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/moving-handling/>

The HSE has produced two documents that must be used when assessors use the MAC or RAPP Tools, link below:

<http://www.hse.gov.uk/msd/toolkit.htm>

The tools in the HSE's MSD toolkit employ a 'traffic light' approach to indicate levels of risk:

G = Green - Low level of risk Although the risk is low, consider the exposure levels for vulnerable groups such as pregnant or young workers, where appropriate.
A = Amber - Medium level of risk Examine tasks closely.
R = Red - High level of risk Prompt action may be needed. This may expose a significant proportion of the working population to a risk of injury.
P = Purple - Very high level of risk Such operations may represent a serious risk of injury and should come under close scrutiny, particularly when the entire weight of the load is supported by one person.

Numerical values are also provided for each level of risk for every factor. The risk levels are based on published data in the ergonomics literature. The numerical values in themselves are not relevant unless considering a multitude of manual handling assessments where the numerical value can identify priority actions.

The Council is not required by law to use any of the HSE's tools.

Assessments are required to be 'suitable and sufficient' and do not need to be in a particular format, however, using the HSE's tools can be considered as the preferred format provided that there are no 'Additional Factors'.

Using MAC or RAPP Tools plus Additional Factors

Because the MAC and RAPP Tools do not include all of the risk factors listed in Schedule One of the regulations, using them alone will not constitute a 'suitable and sufficient' risk assessment. If any of the following additional risk factors apply, then these must be assessed:

- Large vertical movements;
- Risk of the sudden movement of the loads;
- A rate of work imposed by a process;
- Unstable loads or with contents likely to shift;
- Sharp, hot or otherwise potentially damaging;
- Require unusual strength, height etc;
- Require special information or training for its safe performance;
- Movement or posture is hindered by PPE or by clothing.

Full Risk Assessments

You do not have to go through each of the stages of assessment if you are confident that you need to go straight to a 'full' risk assessment. You are likely to need to do this when any of the following apply:

- The activities do not meet the assumptions of the MAC or RAPP Tools, eg tasks involve lifting or lowering at a rate of more than 12 lifts per minute.
- There are individuals who may be at significant risk due to temporarily reduced or a low capability to do physical work. Examples will include

pregnant workers, young or new workers and those with significant health problems or a recent injury affecting manual handling capability.

- Factors from Schedule One to the regulations that are not included in a MAC or RAPP Tool assessment and are important in a particular operation.
- The types of handling not covered by the MAC or RAPP Tools and are also outside the limits of the risk filters for:
 - Handling while seated,
 - Carrying on the shoulder without lifting the load first.

If you need to carry out a full assessment you should see the online examples of checklists

(www.hse.gov.uk/msd/risk.htm) to help you to systematically work through all of the risk factors in Schedule One of the regulations.

Review of Risk Assessments

Risk assessments should then be reviewed:

- Following an accident, ill health or, if significant discomfort during the operation is reported;
- If there is reason to suspect that it is no longer valid;
- If the capacity of the person/people carrying out the task changes, eg illness, injury or pregnancy;
- If the way the work activity is carried out (including location) changes;
- Periodically.

7. What Should Happen to the Assessment?

You should use the assessment as a basis for your action plan to reduce the risk of injury. You will need to develop a safe system of work from the risks identified. The risk assessment should then be retained on file for future use, for example during reviews or accident investigation.

8. Safe System of Work (Control Measures)

Once the assessment is complete, Managers and Supervisors must then introduce suitable and sufficient control measures to bring any significant risks down to the lowest reasonably practicable level.

Note: It may be the case that some of the risks related to external factors connected with the manual handling operation cannot be physically reduced, eg pushing or pulling a load between buildings.

When deciding ways to reduce the significant risks consideration should be given to:

- Elimination - can the activity be avoided?
- Substitution - can lighter materials or smaller units be used?
- Mechanisation - could the activity be mechanised or hoists, trolleys and vacuum lifting devices be employed to reduce the amount of manual lifting?

Where these controls are not practicable and there is still a need to manually handle objects, appropriate safe systems of work must be introduced. These must take into account organisational measures such as:

- The capability of the individual;
- The load;
- The task;
- The environment;
- Activity rotation;
- Introduction of suitable breaks from the activity.

9. Training

The Council is required to provide its employees with suitable and sufficient information, instruction and training to allow them to undertake their work safely.

Managers and Supervisors must ensure that their staff understand that safe systems of work for manual handling operations are designed and introduced for their safety and the safety of others. Employees should receive induction training, training delivered by central training, and 'tool box talks' delivered by Managers/Supervisors. This should provide a clear understanding of:

- The potential hazards associated with handling operations;
- How to deal with unfamiliar handling operations;
- The proper use of handling aids;
- The proper use of personal protective equipment;
- The way the working environment affects safety;
- The need for good housekeeping;
- The factors affecting individual capability;
- Good handling techniques.

10. Movement and Handling of Animals

The basic principles of handling apply to any situation however, in the case of animals the main differences are that the 'load' may offer active assistance or resistance during handling.

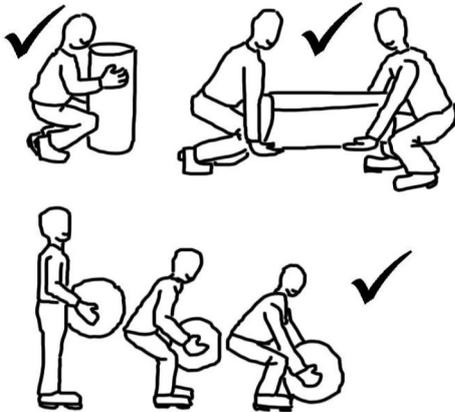
The handling of animals can be approached in a similar manner to the assessment for the movement and handling of people, however there will be additional issues to take into consideration.

An animal could be aggressive and may butt, stamp, bite, etc. The assessment should also consider other hazards associated with the task - eg microbiological, or 'zoonoses' (diseases which can be transmitted from animals to humans).

11. A Few Simple Tips When Moving and Handling

- Always use mechanical handling methods instead of manual handling if possible eg a trolley or sack barrow etc;
- Know your capabilities; Only tackle lifts you can handle; Can you handle the load yourself? Do you need assistance?
- Is there a clear walkway with good lighting to the work area?
- Always check you know the weight of the load before lifting;
- Wear gloves to protect against cuts and punctures;
- Wear safety boots or sensible covered shoes to protect from falling loads;

- Carry out a trial lift by rocking the load from side to side, then;
- Try lifting it a small amount to get a 'feel' for it.



- ✗ DON'T carry a load too close to your body
- ✗ DON'T carry a load that obscures your vision
- ✗ AVOID jerky and sharp movement
- ✗ AVOID twisting your body when lifting or carrying a load
- ✗ DON'T lift to a height from the floor, do the lift in stages

**BAD MANUAL HANDLING
TECHNIQUES WILL ONLY
CAUSE INJURIES**

- ✓ Do stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going
- ✓ Bend your knees and keep your back straight
- ✓ Get a secure grip on the load
- ✓ Breathe in before lifting as this helps support the spine
- ✓ Use a good lifting technique, keep your back straight and lifting using your legs
- ✓ Keep the load close to your body
- ✓ Lift slowly and smoothly
- ✓ When two or more people are lifting a load, one person must take control and co-ordinate the lift.

