



Preston & Wingham Primary Schools Federation



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and healthy minds.

# MANUAL HANDLING POLICY

## APPROVAL & ADOPTION

This policy was formally agreed and adopted by the Governing Body on:

20<sup>th</sup> January 2025

Chair of Governors

Signed \_\_\_\_\_

## Statement of intent

Kent County Council recognises its responsibilities to comply with the Health and Safety at Work etc. Act 1974 and the Manual Handling Operations Regulations 1992 as well as related legislation with regard to manual handling of loads for workers.

The aim of the policy is to set out the systems and procedures for Kent County Council employees. It also recognises the risk to non-employees of the council who may be affected by its activities relating to manual handling operations and is committed to minimising those risks.

Moving and handling activities can pose a serious risk to individual's health and wellbeing and there is legislation which specifically relates to these risks and how they can be managed.

This policy includes an overview of the legislation and national guidance relating to moving and handling, including risk assessment, equipment and training and the roles and responsibilities of KCC staff.

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## **Policy**

### **1.1 Principles**

- 1.1.1 The policy is intended to support staff in reducing the likelihood of injury among Kent County Council (KCC) employees resulting from moving and handling operations and to help support the organisation in meeting its statutory obligations. It will help ensure Safe Systems of Working (SSWs) are in place and staff are carrying out their duties in a safer working environment.
- 1.1.2 KCC recognises its legal responsibilities under the Health and Safety at Work etc. Act (HSWA) 1974, the Manual Handling Operations Regulations (MHOR) 1992 (as amended 2002), the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
- 1.1.3 The aim of the legislation is to reduce the risk of injury. In accordance with the requirements of MHOR, KCC will, as far as is reasonably practical, avoid the need for staff to undertake any hazardous moving and handling operations. Where hazardous moving and handling operations cannot be avoided, an ergonomic risk assessment must be undertaken with the aim of removing or reducing the risks to the lowest level reasonably practicable.

### **1.2 Scope and objectives**

- 1.2.1 This policy and practice guidance applies to:
- All staff involved in the moving and handling of persons or the manual handling of inanimate loads.
  - All persons undertaking moving and handling activities at the explicit request of the council.
  - Any agencies or contractors used by the council.
- 1.2.2 The objectives of this policy and practice guidance are to outline:
- The responsibilities of all staff to comply with the requirements of the MHOR.
  - The risk assessment process for all moving and handling operations where there is a risk of musculoskeletal injury.
  - The strategy for the training of all staff involved in the moving and handling of persons and / or inanimate loads.
  - The arrangements for the provision of a safer working environment; including the provision, installation and maintenance of suitable equipment.
  - The monitoring arrangements to support the successful implementation of this policy.

### **1.3 Definitions**

- 1.3.1 

SSW	Safe Systems of Work
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HSE	Health and Safety Executive
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1.3.2 And the following items:

Employer	KCC		
Premises	<i>KCC property or other legitimate place of work where the moving and handling operation occurs.</i>		
Load	<i>In the context of this policy, the word 'load' includes people e.g. service users/pupils and inanimate loads.</i>		
Ergonomics	<i>The study of people in their environment. It aims to fit the job to suit the person by designing tasks, adapting loads and changing the environment.</i>		
Assessment of risk	<i>The identification of hazards and the evaluation of the risks involved.</i>		
Hazard	<i>Something with the potential to cause harm.</i>		
Risk	<i>The likelihood and severity of harm being realised.</i>		
'Reasonably practicable'	<i>The concept of 'reasonably practicable' lies at the heart of the HASAWA. It means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.</i>		
	High risk ↑ ↓ Low risk	High risk – low cost  <b>imperative</b>	High risk – high cost  <b>imperative or acceptable alternative</b>
		Low risk – low cost  <b>advisable</b>	Low risk – high cost  <b>may not be required</b>
		Low cost ←	→ High cost
Manual Handling Operations	Defined by MHOR as: "...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". The human effort may be direct or indirect e.g. turning a service user in bed or pushing a wheelchair. Introducing mechanical assistance e.g. a powered hoist may reduce the risks of injury but not eliminate moving and handling, since human effort is still required to move, steady or position the load.		
Moving and Handling	Refers more specifically to the health and social care sector, where individuals may require assistance with moving <sup>1</sup> ; This document reflects this terminology.		
RAPP tool	Risk assessment of pushing and pulling tool.		

### Moving and handling vs manual handling

**Manual handling** has a legal definition in the regulations (see above):

**Moving and handling** is a term used specifically in health and social care, because of the need to assist individuals with moving, as well as handling inanimate loads.

You may see the two terms used interchangeably. It is important to remember that the Manual Handling Operation Regulations 1992 apply to all moving and handling activities.

## **1.4 Context**

1.4.1 Moving and handling is a key part of the working day for many employees; from moving equipment, laundry, catering, supplies or waste to assisting service users/pupils in moving.

1.4.2 Poor moving and handling practice can lead to:

- back pain and musculoskeletal disorders, which can lead to inability to work
- moving and handling accidents – which can injure both the person being moved and the employee
- discomfort and lack of dignity for the person being moved.

## **1.5 Legislation**

1.5.1 The legislation in 1.1.2 is the most relevant for assessing moving and handling risks.

1.5.2 Other relevant legislation includes:

- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2003 (RIDDOR).

## **1.6 National Guidance**

- The HSE has produced extensive guidance and other resources to support implementation of employer's legal duties, and good practice – including health and social care. This includes:

- 1.6.1
- guidance on the MHOR
  - moving and handling in health and social care
  - equipment and safety (LOLER and PUWER)
  - how the LOLER apply to health and social care.

## **1.7 Roles and responsibilities**

### **Employers must:**

- Agree and disseminate the standards and procedures as outlined within the policy and ensure their implementation.
- Identify and allocate resources (staff, equipment and access strategies) to comply with control measures to reduce manual handling risks as far as is reasonably practicable.
- Facilitate and support managers in the setting up of safe systems of work.
- Ensure access to training for all members of staff who may be at risk from manual handling operations at work and the supervision of such work practices by a competent person.

**Managers must:**

- Be aware of the manual handling operations within their own area of responsibility.
- Give full information to staff on the nature and weight of manual handling hazards within their workplace.
- Ensure that a register is kept of all staff who may be at risk from manual handling operations and that all such staff and their supervisors attend annual training in safe moving and handling practice.
- Ensure that all staff receive appropriate training before carrying out any manual handling tasks and that accurate records are kept of the training content and attendance.
- Ensure that written risk assessments are kept and updated to identify appropriate control measures to minimise manual handling risks as far as is reasonably practicable.
- Ensure that equipment provided is suitable and sufficient and is maintained in accordance with relevant legislation (PUWER, LOLER).
- Set up emergency procedures and carry out drills as necessary.
- Maintain an accident and incident reporting system and take appropriate action when manual handling hazards, accidents or “near misses” are reported,
- Ensure that all new staff are screened prior to employment for any medical condition that may require individual risk assessment in relation to moving and handling tasks, seeking Occupational Health guidance as necessary.
- Give details of moving and handling requirements in job descriptions and person specifications.
- Take appropriate action when moving and handling hazards, accidents or ‘near misses’ are reported (Please see accident reporting form HS157 and related guidance).
- Ensure that new and expectant mothers are not involved in moving and handling operations which pose a risk to their health and safety. An individual risk assessment must be undertaken for new and expectant mothers in accordance with KCC guidance.

**Employees must:**

- Accept responsibility for their own safety - as well as that of the pupils, client service users and colleagues with whom they work.
- Undertake training offered.
- Be aware of health and safety issues and the hazards associated with manual handling tasks including the cumulative effect of repeated manual handling operations.
- Follow any control measures and care plans required by the generic or individual risk assessments.
- Be familiar with and use available equipment.
- Be aware of their own limitations and inform their employer of any circumstances that may alter their ability to perform manual handling tasks.
- Report accidents and hazards.

- Report any deficiencies in the health and safety arrangements to your manager.

## **1.8 Risk assessments**

Legislation requires all manual handling operations that may present a risk of injury must be the subject of a risk assessment carried out by a competent person and using an ergonomic approach. The assessment must be suitable and sufficient and if more than five people are employed it must be in writing and report findings and suggested control measures to minimise risks to their employer.

### **1.8.1 The purpose of a risk assessment is to:**

- Identify all hazardous moving and handling tasks carried out at work and determine the likelihood and severity of any injury or harm arising from these tasks and to whom.
- Assess all factors, including existing control measures, involved in the hazard using the Task, Individual, Load, Environment and Equipment TILE(E) analysis – given below (loads may be animate or inanimate).
- Identify control measures that will reduce the risk of injury to acceptable levels.
- Identify all employees who may be at risk of injury from moving and handling tasks in the performance of their duties.

### **1.8.2 The RAPP Tool (Risk Assessment for Pushing and Pulling)**

- The RAPP Tool published in September 2016 will help you identify high-risk pushing and pulling operations and check the effectiveness of any risk-reduction measures.
- There are two types of pulling and pushing operations you can assess using this tool:
- Moving loads on wheeled equipment, such as hand trolleys, pump trucks, carts or wheelbarrows.
- Moving loads without wheels, which might involve actions such as dragging/sliding, churning (pivoting and rolling) and rolling.
- For each type of assessment there is a flow chart, an assessment guide and a score sheet, which can be found on [www.hse.gov.uk](http://www.hse.gov.uk). The flow charts provide an overview of the risk factors and assessment process, while the assessment guides provide information to help you determine the level of risk for each factor.

### **1.8.3 The TILE(E) analysis in risk assessment**

Manual handling risk assessment can be divided into the five areas, each of which has factors that influence the level of risk associated with the moving and handling operation. All of these areas require consideration during the assessment:

**(T)ask** – does the task involve:

- Twisting or stooping
- Strenuous pushing or pulling
- Excessive lifting or lowering
- Handling at a distance from the trunk
- High task frequency without adequate rest periods

**(I)ndividual movers** – do the people carrying out the tasks require:

- Specialised training
- Unusual strength or ability
- A uniform or personal protective equipment
- Consideration during impaired ability – for example if pregnant

**(L)oad** – is the person or object being moved:

- Heavy or large
- Unwieldy or difficult to grasp
- Unpredictable or unstable
- Vulnerable to injury or fragile
- Sharp, hot or hazardous in any other way

**(E)nvironment** – does the area in which work is carried out have:

- Restricted space
- Slippery or uneven floors
- Slopes ramps or steps
- Adequate levels of heat light and ventilation

**E(quipment)** – is any equipment used:

- Suitable for the task
- Available in all circumstances
- Maintained and inspected
- Clean

All these areas form the basis for both the assessment and the control measures that can be put in place to minimise risk and enable safe systems of work. For further guidance and risk assessment templates see: 'Moving and handling of people' and 'Manual handling of inanimate loads'

#### 1.8.4 **Monitoring risk assessments**

It is the employer's responsibility to ensure that risk assessments are in place, accurate and updated at agreed intervals. Such intervals must be at least annually but may be more frequent where conditions are prone to change. It is also necessary to review the risk assessments following significant changes in circumstances; e.g. when additions to buildings are made or for an individual's ability to carry out manual handling tasks. Completion of the risk assessment document can be delegated to a

competent risk assessor within the school or office; such an assessor is also likely to discuss moving and handling issues and control measures with the staff group. However, the employer must confirm the suitability and accuracy of the assessment.

## **2.0 Training strategy and implementation procedures**

### **2.1 Training and format content**

Training in moving and handling theory and practice will be mandatory for all staff involved in the moving and handling of loads (animate or inanimate) where a risk of injury has been identified. Training will be delivered by a competent trainer or through the Learning and Development service and should be completed as soon as possible after appointment. The training will comprise either a half-day course – inanimate loads only or a full day covering both inanimate and animate load handling training and the content will depend upon the type of training required.

Current courses include:

#### **E-learning**

- RoSPA approved – Manual Handling Inanimate Loads

#### **Classroom Courses**

- Advanced specialist moving and handling training for OT's
- Advanced single handler training for OT's and KEAH Supervisors
- Foundation moving and handling training for new OT's
- KEAH supervisors moving and handling induction
- Moving and handling 5-day trained trainer programme
- Moving and handling for children's OT's
- Moving and handling risk assessment
- Moving and handling trained trainer update
- Plus size moving and handling

Please check Learning and Development training framework for a full list. The manual handling risk assessor training within the workplace is also available and requires previous attendance on the one day moving and handling course.

### **2.2 Staff training**

Where directorates identify high risk gaps, local policies need to specify the frequency of specific training needs. Staff identified as at risk from moving and handling tasks at work must receive appropriate training as identified above as soon as possible after their appointment or after job changes that put them at such risk.

Prior to attending a training course staff must receive competent induction in the performance of moving and handling tasks in their workplace before carrying out such tasks.

### 2.3 **Records of training**

The employee and their manager will use the generic risk assessment and register of employees at risk from moving and handling injuries in their workplace to identify the need for moving and handling training. They will be responsible for booking training and subsequent updates through Learning and Development or alternative competent sources.

For internal courses Learning and Development will maintain records of staff attendance together with details of the course: trainer, venue and date.

## 3. **Equipment strategy and implementation procedures**

Current legislation in manual handling practice requires that the first duty of employers is to **avoid** manual handling tasks at work. Where manual handling tasks cannot be completely eliminated, they must be assessed and all associated risks reduced as far as reasonably practicable – generally by the provision of further handling aids and equipment, staff training and modifications to the environment.

### 3.1 **Selection of appropriate equipment**

Equipment provided to carry out moving and handling actions in the workplace must be:

- fit for the purpose
- available in sufficient quantity
- maintained in good working order
- cleaned in accordance best practice to avoid cross-infection in the care sector.

### 3.2 **Purchase and funding of equipment**

Manual handling equipment must be provided in circumstances where it has been assessed by a competent assessor to be the most appropriate and reasonably practicable method to reduce manual handling risks to acceptable levels.

In certain circumstances there may be additional sources of equipment or funding.

Equipment that is passed around or obtained on a second-hand basis must be assessed for suitability and safety before use to ensure that it complies with standards outlined in 3.1 above.

### **3.3 Maintenance and monitoring of equipment**

The HSE have issued regulations that apply to the use and maintenance of equipment provided for use in the workplace; details of which are given below.

Maintenance of equipment within schools or offices of the Council must comply with the standards set out within these regulations. Maintenance must be carried out by a suitably qualified person, which may be organised directly by the establishment or be on a central service contract.

#### **Provision and Use of Work Equipment Regulations 1998 (PUWER 98)**

These regulations specify requirements of the employer to ensure that all equipment provided for use at work is:

- Suitable for the intended use.
- Maintained in a safe condition so that people's health and safety is not at risk.
- Inspected in certain circumstances to ensure that it is and continues to be safe for use. Inspection must be by a competent person and a record must be kept.

#### **Lifting Operations & Lifting Equipment Regulations 1998 (LOLER '98)**

In addition to PUWER above, there are further requirements to maintain the safety of lifting equipment:

- Lifting equipment that may be exposed to conditions causing deterioration is inspected and maintained at six monthly intervals and a record kept of the inspection.
- Employees should be trained in use of equipment and in pre-use checks.

### **4. Monitoring of manual handling accidents and incidents**

Any manual handling injury or incident that occurs at work must be recorded and reported as soon as possible. Any required remedial action to prevent a similar injury or incident must be undertaken immediately or warning signs put in place to reduce the risk of further incident.

On-line incident report forms (HS157 – plus form F2508, if appropriate, for reporting under RIDDOR) must be completed in all cases, which will be automatically emailed to the Health and Safety Team. Serious accidents at

work must also be reported immediately and directly to the Health and Safety Executive under the RIDDOR regulations as outlined below.

#### 4.1 **Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013**

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

For additional information please contact the Health and Safety Team at [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk) or telephone 03000 418456.

Accidents and incidents occurring singly or in a series will indicate hazards in the workplace with insufficient control measures to manage or reduce the level of risk. Serious or repeated lesser incidents or "near misses" should trigger either a review of the risk assessment or a full investigation.