

# HEALTH & SAFETY NOTICE



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## MANUAL HANDLING

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# **MANUAL HANDLING**

## **INTRODUCTION**

1. The Manual Handling Regulations came into effect on the 1 January 1993 (SI 1992 No 2793), and define "manual handling operations" as any transporting or supporting of a load by hand or bodily source. This could involve pushing, pulling, carrying, moving, lifting and putting down. The Regulations refer to a load as including any person or animal. The Regulations place duties upon the employer to avoid as far as is reasonably practicable the need for employees to undertake manual handling at work which gives rise to injury. The requirement that an assessment is carried out is detailed and requires consideration of the task, the load, the working environment, individual capability and restrictions due to personnel protective equipment or clothing. The Regulations also covers employees duties, assessment guidelines and a specimen assessment sheet.
2. This Health and Safety Notice must be read and understood by all employees Vacman Cleaning Ltd.
3. All staff carry out some kind of manual handling during the working day, but the risk of injuries from the majority of tasks undertaken is minimal, due to the small size of the load and its simplicity. However certain categories of staff are required to move awkward and/or significant loads.

## **MANAGERS' DUTIES**

4. Supervisors are responsible for deciding what categories of their staff are most susceptible to risk of injury when undertaking the manual handling of loads, and what manual handling tasks could give rise to a risk of injury (see guidance in Appendix A). These details must be recorded and a duplicate copy sent to the office.
5. Supervisors should first consider if any manual handling task could be eliminated by the introduction of a different work method, or whether the task could be mechanised.
6. Supervisors are responsible for assessing all manual handling tasks, considering the health and safety risks, and taking appropriate measures to eliminate or reduce the risk, including the introduction of some form of mechanisation. Any equipment used must be regularly serviced and maintained.
7. The assessment of all manual handling tasks will be carried out by an assessor, who is suitably trained and appointed. Where a number of in the same department carry out similar manual handling tasks, the line manager would be the logical choice as assessor.

## **THE ASSESSMENT OF MANUAL HANDLING TASKS**

8. The assessment will use the format as detailed in Appendix C and be recorded. A copy will be sent to the Office. The result of the assessment will be reviewed annually, and be

reassessed if any significant changes take place to the task, the load, the working environment, individual capabilities, or any other affecting factor.

### **VACMAN EMPLOYEE DUTIES**

9. Any employee of Vacman Cleaning Ltd involved in a manual handling task must, under Section 7 of the Health and Safety at Work Act, take reasonable care of his/her own health and safety, and the health and safety of others who may be affected by what he/she is doing. The staff must cooperate with the company so that they comply with health and safety regulations.
10. Staff who carry out manual handling tasks must make full use of the equipment provided which they have been trained to use, and been given clear instructions by the Company.
11. In the event of an emergency, i.e. fire, spillage or accident, this safety notice will not preclude staff from well intentioned improvisation.

### **TRAINING AND INFORMATION**

12. Employees identified as being in the high risk category for manual handling, will be provided with appropriate training to reduce or eliminate the risk of injury. Refresher training will be provided at regular intervals.
13. Employee and trade union representatives will be provided with adequate information in all aspects of health and safety that relate to manual handling and all measures to comply with the regulations.

### **DISAGREEMENT PROCEDURE**

14. In the event of any health and safety dispute arising over whether, a) a member of staff has not been designated correctly for manual handling tasks, b) the Regulations' requirements are being met, and/or c) the member of staff disagrees with the work method as detailed in the assessment, the problem should be discussed first with his/her line manager. Guidance can be sought from the Managing Director. The grievance procedure may be invoked if necessary.
15. The procedure detailed in paragraph 14 above encourages the involvement of safety representatives in the discussions at any time.

Approved by:

Issued by:



.....  
Managing Director

Date: ....13.../1...../06.....

## **Vacman - HSN-34 APPENDIX A**

### **MANUAL HANDLING**

#### **GUIDANCE FOR MANAGERS ON EMPLOYEES AT RISK**

To decide what categories of employee may be susceptible to risk of injury when carrying out manual handling, consideration must be given to:

1. The tasks being undertaken;
2. The loads to be moved;
3. Working environment;
4. Individual capability.

Examples of manual handling categories that are most susceptible to risk of injury are Cleaners involved with the following work;

Carpet cleaning

Buffing

Power-washing

Lifting boxes of cleaning products

Emptying vans

Removing furniture from houses

**This list is by no means exhaustive**

**Vacman - HSN-34 APPENDIX B**

**MANUAL HANDLING & YOU**

**GUIDANCE NOTES**

**Introduction**

This document is to supply information, to the person carrying out the assessment, so that the requirements of the Manual Handling Regulations may be met by Vacman Cleaning Ltd.

The information contained within this document will assist in ascertaining if there is a subsequent risk present to health and safety for the manual handling task that is to be undertaken.

The assessor should read this in conjunction with the Vacman Safety Notice HSN-34, and have a manual handling assessment form.

To assist in making a balanced assessment, reference should also be made to the Health and Safety Executive publication "Manual handling - Guidance on Regulations" (L23).

**General**

For the purpose of implementing this Safety Notice and assessing manual handling tasks, the assessor must have received training in manual handling and in how to carry out assessments.

The assessment of any handling task will be carried out using the assessment checklist as detailed in Appendix C, and the assessor will require to use his/her professional judgement as he/she works through the assessment.

The person/s who are to carry out, or who already carry out, the manual handling task will need to be consulted during the assessment exercise.

To achieve a satisfactory assessment of the task may require the observation of the actual manual handling task. If this is the case, care must be exercised during the procedure to see that the person/s carrying out the task do not place themselves at any significant risk.

**The need for assessment**

The requirement of the Management of Health & Safety at Work Regulations 1992, makes it a requirement that where there is a risk to the health and safety of employees while at work, that risk must be sufficiently assessed by the employer.

Manual handling is considered to be an activity that could put at risk the employees' health and safety.

The Manual Handling Regulations set out measures that should lead to safety during manual handling, and should be considered in this order:-

- a) avoid hazardous manual handling operations so far as is reasonably practicable.
- b) make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided, and
- c) reduce the risk of injury from these operations so far as is reasonably practicable.

To assess every manual task would involve a major undertaking and could involve wasted effort. The numerical guidelines that are shown will provide some filter arrangement, and help to identify the tasks that demand more detailed assessment.

There is no lower numerical value that make manual handling tasks to be regarded as "safe", and even if a task falls within the guidelines every effort should be made to avoid the task or reduce the effort required in the task where it is reasonably practical to do so.

There are no specific weight limits set down in the regulations, however the assessments should be based on the following factors:-

#### **FACTORS**

1 The tasks

#### **QUESTIONS**

Do they involve:

- holding or manipulating loads at
- unsatisfactory bodily movement or
- twisting the trunk?
- stooping?
- reaching upwards?
- excessive movement of loads,
- excessive lifting or lowering distances?
- excessive carrying distances?
- excessive pushing or pulling of loads?
- risk of sudden movement of loads?
- frequent or prolonged physical effort?
- insufficient rest or recovery periods?
- a rate of work imposed by a process?

2 The loads

Are they:

- heavy?
- bulk or unwieldy?

- difficult to grasp?
- unstable, or with contents likely to
- sharp, hot or otherwise potentially

### 3 The working environment

Are there:

- space constraints preventing good
- uneven, slippery or unstable floors?
- variations in level of floors or work
- variations in level of floors or work
- extremes of temperature or humidity?
- conditions causing ventilation problems or gusts of wind?
- poor lighting conditions? capability

### 4 Individual capability

Does the job:

- require unusual strength, height, etc?
- create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?
- require special information or training
- for its safe performance?

### 5 Other factors

Is movement or posture hindered by personal protective equipment or by clothing?

## **Individual Capability**

Those who are fit and healthy to work have individual physical capabilities, which vary over a wide range. In the working population the figure quoted in these guidelines will protect all men and between one half and two thirds women. If the guideline figures are reduced by 33% the same degree of protection will be provided to 95% of all working women.

Guideline figures are not limits, and can be exceeded where the assessments shows it is appropriate to do so, and taking due regard, where this is reasonably practicable, to avoid or reduce the risk of injury.

Even for well trained, fit individuals, and working in nearly ideal conditions, any task which results in the guideline figures being exceeded by a factor of two or more should be closely scrutinised.

## **Guidelines for lifting and lowering**

Figure 1 indicates basic guideline figures and these figures assume that both hands are being used, that the body is stable, and the working conditions are reasonable. Consideration must be given to the position of the hands as the load moves as well as the height and the reach during the operation.

If the operation/task moves through various zones, the smallest figure should be the one that is used.

The zone boundaries do not indicate abrupt changes, and when the operation/task is close to a zone boundary, an intermediate weight could be chosen

If the operation goes beyond the indicated boundaries, a more detailed assessment will be required.

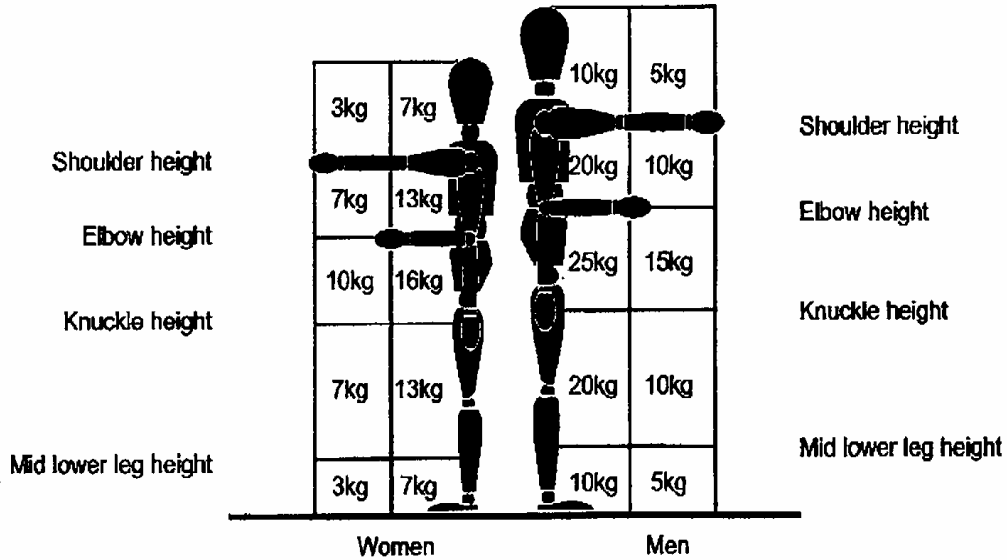


Figure 1 Lifting and lowering

**Twisting**

If a twisting operation is involved the indicated figures should be reduced by 10% for a twist of 45 degrees, and by 20% for a twist of 90 degrees.

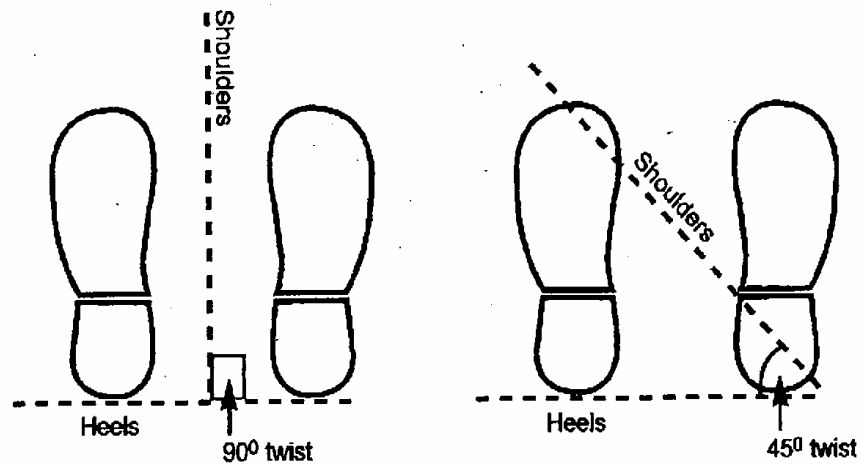


Figure 2 Assessing twist

### **Frequent lifting and lowering**

If the operation/task involves up to approximately 30 operations an hour, the guidelines quoted in figure 1 will apply. If the operation/task is occurring once or twice a minute the guideline figures should be reduced by 30%, five to eight operations a minute the reduction should be 50%, and the reduction should be 80% for over 12 times per minute.

### **Guidelines for carrying**

The guidelines are similar for those for lifting and lowering, but the carrying will not be with the hands below knuckle height, and the load is held against the body for not more than 10 metres before resting. For the carrying of loads over longer distances the guideline figures may need to be reduced.

If the load can be carried on the shoulder in a secure manner, without initially having to be lifted to the shoulder (i.e. direct from the back of a lorry), to allow the operation /task to be acceptable, the assessment will require more investigation details, which shows that the guideline figures can be exceeded.

### **Guidelines for pushing or pulling**

For manual handling operations/tasks that involve the propelling of loads by pushing or pulling the figure to start and stop the load should be about 25kg, to keep the load in motion the force should be about 10kg. The force will be applied by hands between knuckle and shoulder height, any other position used to apply the force may require that the guideline figures be reduced.

The distance that the load is moved by pushing or pulling is not set, but rest and recovery periods must be built into the task.

### **Guidelines for handling while seated**

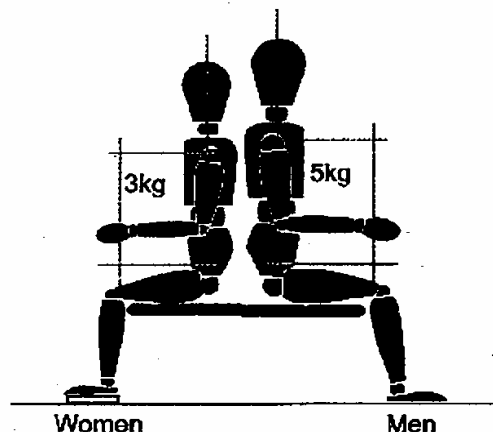


Figure 3 Handling while seated

Figure 3 indicates that the guideline figures only apply when the hands are within the detailed zone. If handling is beyond the zone or twisting is involved, the figure may require reducing.

**Vacman -HSN - 34 APPENDIX C**  
Assessment Checklist  
**Manual Handling Risk Assessment Form**

Area  Location  Site

**Description of Manual Handling Task:**

**List Who May be Harmed:**

**Hazard involved when task is performed**

**The task – does it involve:**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Holding loads away from trunk?                                | Tick                     | <input type="checkbox"/> |
| Twisting?   | <input type="checkbox"/> |                          |
| Stooping?   | <input type="checkbox"/> |                          |
| Reaching upwards e.g. high shelf?                             | <input type="checkbox"/> |                          |
| Large vertical movements e.g. from floor?                     | <input type="checkbox"/> |                          |
| Long carrying distances (more than 10m)?                      | <input type="checkbox"/> |                          |
| Strenuous pushing or pulling?                                 | <input type="checkbox"/> |                          |
| Unpredictable movement of loads                               | <input type="checkbox"/> |                          |
| Repetitive handling, more than x30 per hour?                  | <input type="checkbox"/> |                          |
| Insufficient rest or recovery e.g. work variation and breaks? | <input type="checkbox"/> |                          |
| The rate of work cannot be varied by the handler?             | <input type="checkbox"/> |                          |

**Individual capability – does the job**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Require unusual capability i.e. strength, height, age?      | Tick                     | <input type="checkbox"/> |
| Present a hazard to those with a health problem/disability? | <input type="checkbox"/> |                          |
| Present a hazard to those who are pregnant?                 | <input type="checkbox"/> |                          |
| Call for special information/training                       | <input type="checkbox"/> |                          |

**The working environment – are there**

- |   |                          |
|---|--------------------------|
| Constraints on posture i.e. restricted space, low work surface? | <input type="checkbox"/> |
| Poor floors e.g. uneven, slippery, unstable?                    | <input type="checkbox"/> |
| Variations in levels e.g. steps or steep gradient/ladders?      | <input type="checkbox"/> |
| Hot/cold/humid conditions?                                      | <input type="checkbox"/> |
| Strong air movements e.g. adverse weather?                      | <input type="checkbox"/> |
| Poor lighting conditions?                                       | <input type="checkbox"/> |

**The loads – are they:**

- |  |                          |
|--|--------------------------|
| Heavy? Please indicate weight <input style="width: 50px;" type="text"/> kg | <input type="checkbox"/> |
| Bulky/unwieldy e.g. one side heavier, more than 75cm in diameter?          | <input type="checkbox"/> |
| Difficult to grasp e.g. no conventional hand holds?                        | <input type="checkbox"/> |
| Unstable/unpredictable   | <input type="checkbox"/> |
| Intrinsically harmful (eg sharp/hot/contaminated)?                         | <input type="checkbox"/> |

Other factors e.g PPE/uniforms/clothing, more than one handler, distractions, congested access etc.

**Frequency of Activity:**

**Control measures already taken to reduce risk:**

**Existing Working Risk Rating**      Probable Likelihood Rating       X      Potential Severity Rating       =      Working Risk Rating

**Additional Control Measures Required:**

If the above action is implemented calculate the new risk rating figure

**Residual Risk Rating**      Probable Likelihood Rating  X      Potential Severity Rating  =      Risk Rating Number

**Actual Working Risk Rating**

**Working Risk Rating**      Probable Likelihood Rating  X      Potential Severity Rating  =      Working Risk Rating

**Assessors**

Name	Signature	Position & Contact No.

Date of Assessment <input type="text"/>	Review Date <input type="text"/>	Dates of Review <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Progress Report**

	WRR	Date & Sign