

BARTON CAMP

Risk assessment for MANUAL HANDLING

Assessment agreed and signed for by: Position:
Date:

Written by Geoff Dowle. Date of assessed: Feb' 7th 2007. Date for review: Feb' 2009

At work, there will always be occasions when something needs to be lifted or moved. **The Manual Handling Regulations 1992** were designed to tackle the problems and dangers associated with lifting, pulling, pushing, or carrying an object during manual handling.

Injuries that can occur through carelessness, accident or lack of training can be serious, if not fatal if correct procedures and techniques are not used.

BRIEF OUTLINE OF INJURIES THAT MAY RESULT FROM POOR MANUAL HANDLING TECHNIQUES.

- Disc Injuries. 90% of back problems are attributed to disc lesions. The discs lie between the vertebrae acting as shock absorbers and facilitate movement.
- Ligament and Tendon injuries. Ligaments and tendons are connective tissues that hold the back together.
- Muscular and nerve injuries. The muscles in the back form long, thick bands that run down each side of the spine. Nerves can become trapped between the elements of the spine causing severe pain and injury. Back strain can induce Fibrositis (rheumatic pain).
- Hernias. A hernia is a protrusion of an internal organ through a gap in the cavity in which it is contained.
- Fractures Abrasions and Cuts. Any of these can result from falling, dropping objects, fatigue, poor housekeeping, load too heavy or bad lighting.

Any of the above injuries can result from lifting, pulling, pushing or carrying an object during manual handling.

The main provisions of the Regulations are: -

1. Avoid manual handling if at all possible.
2. Where manual handling cannot be avoided, an assessment must be carried prior to the operation to assess the potential risk.

3. The risks associated with the operation must be reduced as far as possible. These controls may involve using two people instead of one, using a mechanical aid (sack truck, trolley etc), breaking the load down into smaller, more manageable loads and following recognized training and supervision.

To conform to guidelines, every member of staff who receives training will have the training recorded in the Training Matrix and will have refresher training annually.

It is advised that any member of staff who wants to lift or transport anything of any significant weight or size first assesses the operation by doing a test lift prior to lifting. If the use of mechanical means is possible then use it unless the self-assessment indicates the load can be carried safely.

As a last resort, and identified in the risk assessment, the use of Personal Protective Equipment (PPE) may be used. This may be in the form of gloves, toe-tector footwear, ropes or slings

Mechanical Aids.

If mechanical aids are to be used, they must be suitable for the task and appropriate training must be provided. Routes and passageways must be kept clear and free from obstruction and doors etc must be opened by another person when the aid is being pushed or pulled through.

Lifting and moving children with special needs.

Any member of staff that will need to move or lift a child with special needs will need to have the appropriate training to ensure the operation is carried out safely.

Further information is available under the following three headings:

- Policy for Manual Handling Operations Involving Pupils
- Risk Assessment Form to be completed for pupils who may require Manual Handling
- Risk Assessment Form Summary of Information Required

PRIOR TO ATTEMPTING ANY LIFT REMEMBER T.I.L.E.

T – The TASK

- Does it involve manipulating loads at a distance from the body?
- Is unsatisfactory bodily movement or posture going to be involved, twisting the body, stooping and reaching upwards?
- Will excessive movement of loads be necessary, especially excessive lifting and lowering and carrying distances?
- Will excessive pulling and pushing of loads be necessary?
- Will the load have the potential to move during transit?
- Is the task going to require long periods of effort with sufficient rest and recovery periods?

I - The INDIVIDUAL

- Is the individual physically capable to perform the task?
- Is the person doing the lift pregnant or does the person have a health condition that would make it unsafe to complete the task?
- Is special training or information needed prior to the task to ensure a safe task completion?

L – The LOAD

- Is it heavy?
- Is it bulky or unwieldy?
- Is it difficult to grasp?
- Is it unstable or have contents likely to shift during transit?
- Is the contents sharp, hot or otherwise potentially damaging?

E- The ENVIRONMENT

- Are there space constraints preventing good posture?
- Are there uneven, slippery or unstable floors?
- Will there be variations in floor levels or work surfaces?
- Are the lighting conditions poor to cause shadow effects?
- Are there ventilation problems or gusts of wind, which could topple high loads?

Before attempting to lift any load read the information and assess if you can safely lift the item/package without help or if you are going to struggle and become unsafe to yourself and others.