



Somerset
Council

HS26 Manual Handling Policy

Organisation	Somerset Council
Title	HS26 Manual Handling
Author	Pam Price
Owner	The Health and Safety Service
Protective Marking	Official – Unclassified
Primary Legislation	<u>Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.</u>

Contents

Policy on a page	3
Key Messages	3
Responsibilities	4
Somerset Council will ensure:	4
Directors and Delegated Senior Managers will:.....	4
Service Managers and those with direct line-management responsibilities for employees undertaking manual handling activities will:	4
Employees will:.....	5
The Health and Safety Service will:	6
Governance Arrangements	6
Policy Compliance	6
Policy Governance	6
Review and Revision	7
Version History	7
Document Notification	7

Policy on a page

As an employer, Somerset County Council is responsible, as far as is reasonably practicable to ensure that Manual Handling is carried out safely and in a manner that reduces the risk of injury. A key element to protecting employees and volunteers that undertake manual handling activities is that they receive appropriate training and guidance to complete manual handling tasks in a safe manner.

To comply with the above this policy provides; the Council's rules that must be followed; the standards to be maintained; and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of unauthorised access.

This document and associated guidance will be available to: **All Elected Members, Somerset Council Staff, 3rd Party Contractors (on request), Secondees and Volunteers.**

Key Messages

- Adopting good manual handling techniques and an ergonomic approach to lifting, lowering, carrying, pushing, and pulling helps to reduce the risk of injury to employees and volunteers.
- That all SC employees and volunteers undertaking manual handling activities have received suitable and sufficient manual handling training.
- That a suitable and sufficient risk assessment is completed by managers and staff when engaging in manual handling activities. A manual handling risk assessment may be completed either in a dynamic, generic, or specific manner, depending on the significance of the manual handling task. However, completion of a manual handling risk assessment is required to help identify the key risks, but to note control measures to help minimise the risk of injury where tasks are undertaken which are beyond an individuals' capability or where training and guidance has not been provided.

This “policy on a page” is a summary of the detailed policy and guidance documents, please ensure you read, understand, and comply with the arrangements stated.

Responsibilities

Somerset Council will ensure:

- Compliance with Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- Conduct its activities so that no one should suffer new or further harm as a result of undertaking manual handling activities at work.

Directors and Delegated Senior Managers will:

- Ensure that this policy and guidance is implemented in their respective business areas.
- Ensure business areas under their control are adequately resourced to implement effective arrangements to control risks associated with manual handling activities so far as is reasonably practicable.
- Provide managers with sufficient information to recognise manual handling activities that pose significant risk or harm of injury to individuals.
- Require managers and supervisors to identify all situations where manual handling activities are undertaken by their staff.
- Ensure that records are kept in the relevant locations of:
 - All significant findings of manual handling assessments.
 - All training provided for assessors, including the scope and content of training received.
- Monitor the frequency and nature of incidents reported where manual handling is identified as a factor.
- Ensure that only person's who have received appropriate training and have relevant experience, undertake detailed manual handling assessments. This is vital where tasks involve the support or movement of persons. In this case the assessor must be competent and specifically trained in this field.

Service Managers and those with direct line-management responsibilities for employees undertaking manual handling activities will:

- Monitor the effectiveness of this policy as part of the My Conversations appraisal process.
- Provide information for all employees on basic good manual handling techniques and ways of avoiding injury which may be related to manual handling.
- Assess and monitor tasks and highlight those situations where manual handling can place individuals at risk of harm or injury.
- In those situations, eliminating the need for loads to be moved by manual effort where possible.

- Undertake and record manual handling risk assessments.
- Provide formal training for staff by competent instructors where it has been identified as a necessary control measure in risk assessments.
- Provide refresher training when:
 - an incident where significant harm occurred.
 - a formal risk assessment review or update identifies a training need.
 - where techniques applied by employees and volunteers are a real cause for concern.
 - new techniques or equipment is implemented that requires specialist guidance and training.
- Encourage and remind employees to avoid placing themselves at risk, especially employees with particular requirements. These include new and expectant parents, individuals with a disability or physical limitation, young and newly employed workers and individuals that may have an underlying injury or health condition.
- Involve their staff in the identification of hazards where manual handling activities are required.

The judgment whether the activities involve a significant risk (and therefore need to be fully assessed), is to be made with the participation of employees wherever possible using the following criteria:

1. Does the load have to be moved – can this be eliminated?
2. If a load must be moved, does it exceed the guidance limits?
3. Where a manual handling task requires repetition of movement, or movement where individuals may 'lever' or bend to lift objects which may eventually result in harm; (In these circumstances the weights or force employed may be comparatively small, but the harm may still result.)
4. Whether the worker(s) has control over the pace or duration of the task, particularly if they cannot take adequate pauses for rest.
5. When the whole working day is considered whether the person is undertaking significant amounts of manual handling activity (which may accumulate from a number of different tasks.)
6. Whether there has been work-related ill health, or an accident associated with the task in the past.

An assessment of a task or activity should in any case be carried out at the reasonable request of the individual required to undertake it - or their representative. Further detailed information can be found in the HSG26 Manual Handling Guidance.

Employees will:

- Not place themselves at risk by, making full use of any appropriate system of work provided for them.
- Make sensible use of knowledge to improvise when necessary for example through a dynamic risk assessment.

- Familiarise themselves with the principals of manual handling. A simple means to achieve this is through completion of the Manual Handling training module on [The Learning Centre](#) (Corporate) or [Blackboard](#) (Schools).
- Inform their manager of:
 1. Any shortcoming they recognise in health and safety arrangements.
 2. Seek guidance or training when asked to undertake manual handling tasks that they do not feel competent or comfortable with.
 3. Concerns over a manual handling activity that is beyond their individual capability and may put them at risk of harm or injury.
 4. Any injury or health condition from which they are suffering which affects their ability to perform manual handling operations.

The Health and Safety Service will:

- Offer advice to managers regarding this policy and associated guidance.
- Maintain and communicate this policy.
- Monitor the effectiveness of this policy through feedback from Medical Professionals e.g. Occupational Health.
- Review this policy at intervals not exceeding 3 years.
- Provide Manual Handling Training as required.
- Audit Compliance with this policy.

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

Responsible	The Health & Safety Service
-------------	-----------------------------

Issued by: The Health and Safety Service

Issued Date: October 2024

Accountable	Chief Executive
Consulted	LGR JNF Union Group, LGR H&S Sub-Workstream, Health, Safety and Wellbeing Steering Group (HSWSG)
Informed	All members, employees, contractors (on request), volunteers & 3rd parties (on request)

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by The Health & Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
December 2014	Graham Holmes	n/k	Final revision V01
December 2017	Graham Holmes	December 2014	Final Version V02
November 2020	Steve Dorrall	December 2017	Minor word or passage changes. Addition of new images demonstrating good techniques. Inclusion of the TILE acronym.
October 2024	Pam Price	V03	Final version, scheduled review.

Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	09/10/2024
Executive Director of Strategy Workforce & Localities and chair of HSWSG	Alyn Jones	09/10/2024
HR Committee	Committee	09/10/2024

Issued by: The Health and Safety Service

Issued Date: October 2024