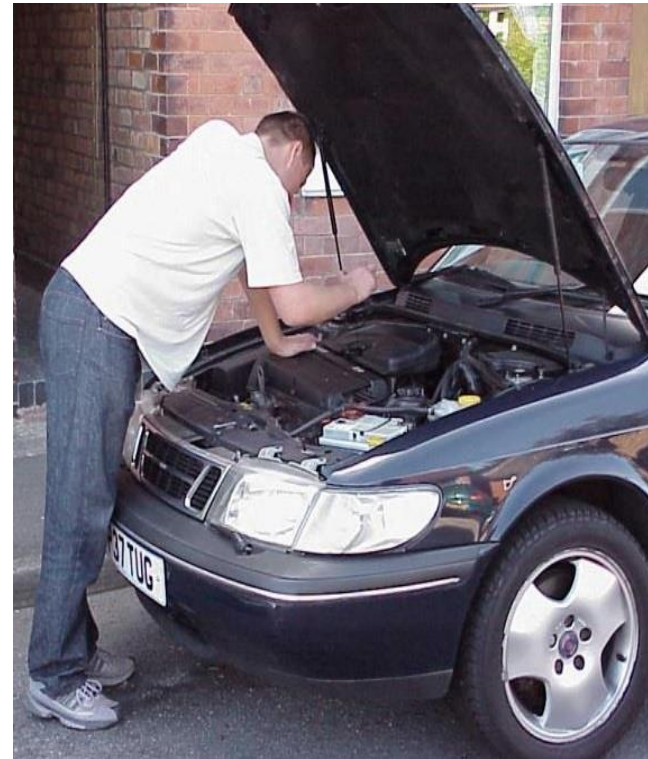


# Manual Handling Awareness



# Handling = work + home



**What do you consider  
to be a manual handling  
activity?**



# Manual Handling Defined

‘manual handling operation’

*lifting*

*putting down*

*pushing*

*pulling*

*carrying*

*moving*

...to transport or support a load by hand or bodily force

load = person, animal or object



# The Issues

- Habit
- Space constraints
- Time constraints
- Lack of resources (people / equipment)
- Peer group pressures / management pressure
- Individual capacity (knees / weight / flexibility)
- Lack of awareness / education



# Duties of the Employer - HASAWA

- Ensure, in so far as is reasonably practicable, the health, safety and welfare of all employees.
- Provide safe plant and equipment, and safe systems of work.
- The provision of any necessary information instruction training and supervision.
- The safe use, handling storage and transportation of any articles or substances for use at work.
- Maintain a safe place of work with adequate access and egress.



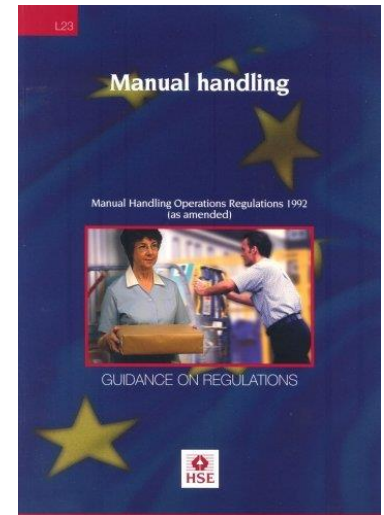
Health and Safety at Work etc Act 1974



# Manual Handling Operations Regs 2002

## Key Requirements

- Identify and assess manual handling operations
- Undertake a risk assessment of all manual handling activities that are likely to lead to injury
- Introduce control measures to reduce the risk
- Train colleagues where risks cannot be mitigated





# Manual Handling Operations Regs 2002

## Duties of employers

- *Avoidance of manual handling*
- *Assessment of risks*
- *Reducing the risk of injury*
- *The load - additional information*
- *Review of assessments*



## Duty of employees

- *reasonable care for own health and safety*
- *cooperate with employer*





# SOME COMMON MISTAKES:

“I’ve been lifting like this for years without any problems”

“It’s only one lift to help out - I should be fine”

“the items are not heavy”

These are the types of people who commonly end up in pain.

Back pain can be **PERMANENT!**



# Manual Handling Injuries

In recent years manual handling injuries accounted for:

7% of 'major' injuries

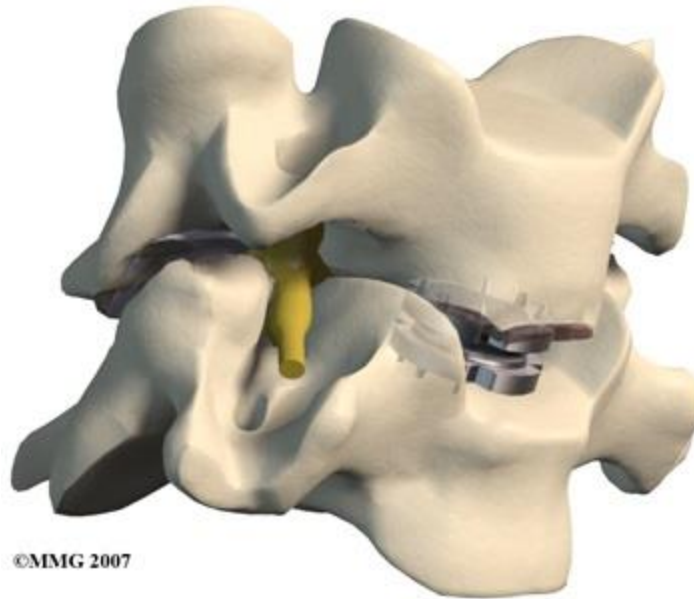
More than 25% of all 'over 7 day injuries'

Estimated 1.6 million working days lost

Estimated average of 10.8 days lost for each reportable handling injury



# Structure of the Spine



©MMG 2007



Nottingham  
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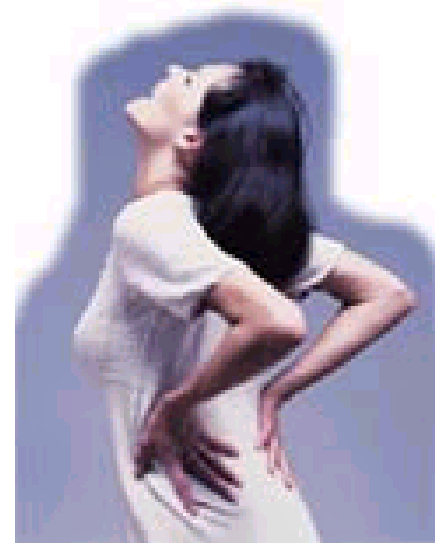
# Manual Handling Injuries

Back pain - leading cause of sickness absence

Cost to industry - £335m p.a.

Cost to NHS - £48m p.a.

7% of RIDDOR 'major injuries'



# Risk Assessment - General Principles

## **Purpose of risk assessment:**

- to determine what measures should be taken to comply with 'relevant statutory provisions'
- acts as a guide of judgement

## **'Suitable and sufficient'**

- level of detail should be proportionate to the risk
- identify significant risks (insignificant risks can usually be ignored)
- identify and prioritise measures
- appropriate to nature of work



# Manual Handling Operations

## Hierarchy of Controls

*‘so far as is reasonably practicable’*

- Avoid risk in the first instance
- Assessment of risk that cannot be avoided
- Control risk at source
- Substitute dangerous by less or non dangerous
- Collective protective measures have priority over individual protective measures
- Provide information, instruction, training and supervision



# Manual Handling Risk Assessments

## The task:

carrying away from trunk, twisting, stooping, large distances, pushing or pulling, frequent or prolonged physical effort, rate of work imposed by a process, etc.



## The load:

heavy, bulky or unwieldy, difficult to grasp, unstable, sharp, hot, potentially damaging, etc.





# Manual Handling Risk Assessments

Working environment:

space constraints, slippery or uneven floors, temperature or humidity, lighting. weather conditions etc.

Individual capability:

unusual strength, risk to those with health problems or pregnant

Other factors:

effect of PPE and other clothing



# Controlling Manual Handling Risks

## The Working Environment:

- remove space constraints
- improve the floor condition
- keep on one level
- improve environmental conditions
- good housekeeping
- weather conditions



## Automation:

- mechanical aids and assistance
- conveyors
- electric and hydraulic hoists
- chutes
- cranes and vacuum lifters



# Controlling Manual Handling Risks

## The Task:

- improve task layout
- improve the work routine
- more efficient use of the body
- team handling
- use machinery/plant/handling aids
- use personal protective equipment



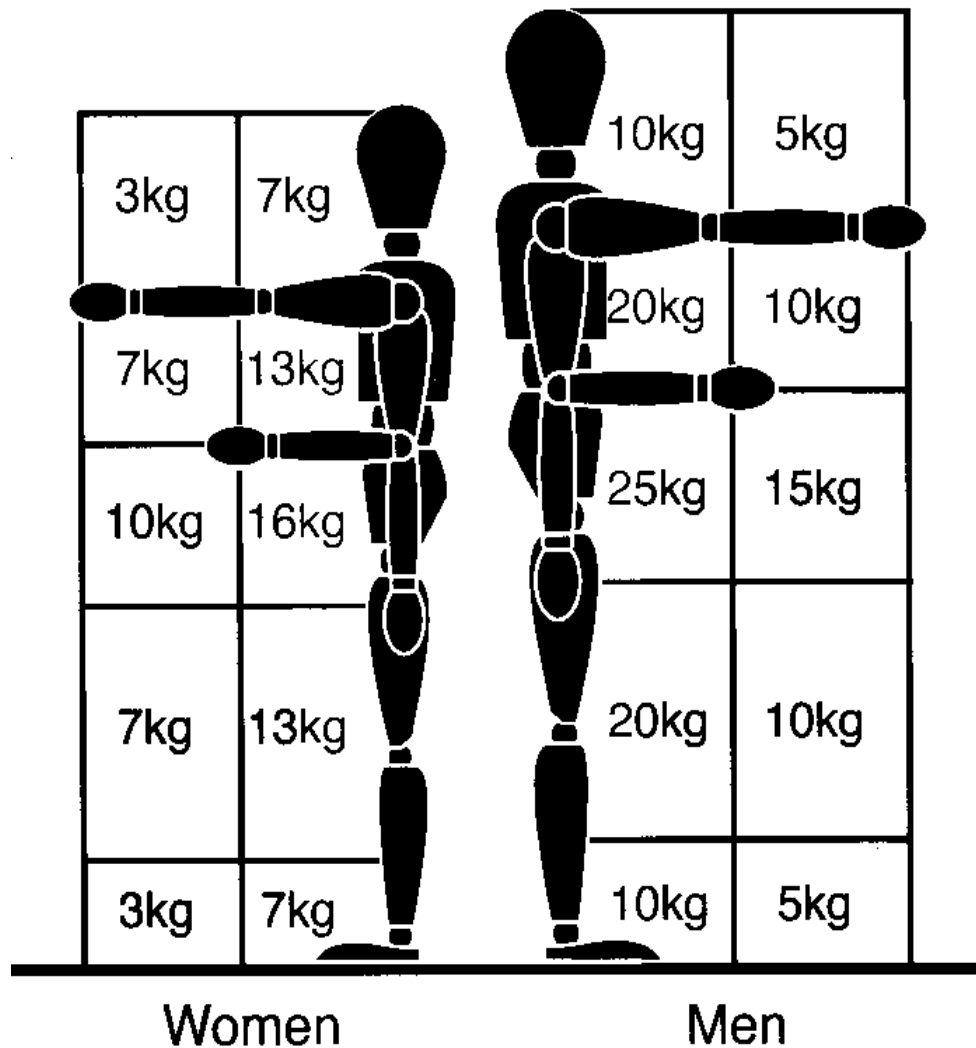
## The Load:

- make it lighter
- make it smaller
- make it easier to grasp
- make it more stable
- make it less damaging to hold

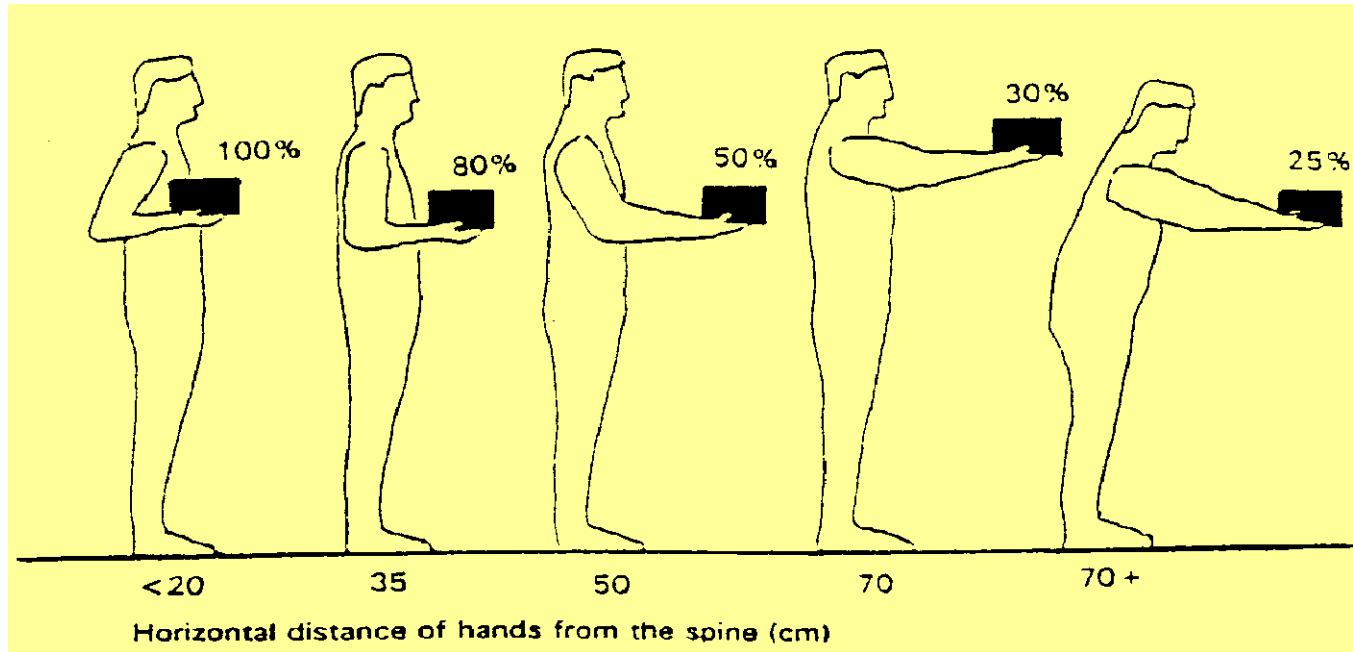


# Frequency





# Manual Handling Capability



A load held at arms length imposes a stress of approx. 5 times greater than if the load was held close to ones own body.

The further away from ones natural centre of gravity the load is held, the more difficult it is to control.



# Scenario 1

A building has a dual purpose room that doubles as a meeting room and storage area.

All the stored equipment must be removed and tables and chairs put in their place for meetings.

Following the meeting the equipment is returned and used

Meetings happens daily

Identify all the relevant issues and identify a strategy for prevention of injury.





## Scenario 2

Boxes of equipment weighting approximately 10kG are stored on top of a metal storage cupboard in a store room.

Equipment deliveries are made once a week, but staff have to remove equipment from the store on a daily basis.

The cupboard is six foot high. Staff have to stand on boxes of other supplies to reach.

Identify all the relevant issues and identify a strategy for prevention of injury.



## **QUESTIONS:**

**What hazards does the task involve?**  
**How can the task be improved?**



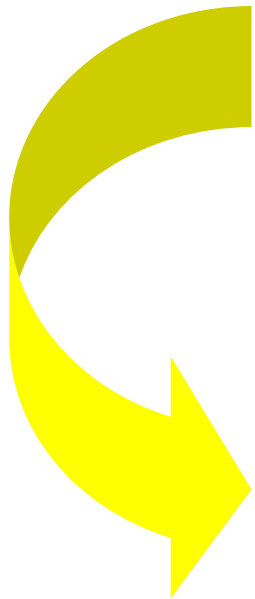
# Advice for Preventing Back Problems

- Keep your spine supple
- Keep your back muscles strong and fatigue resistant
- Avoid spending long periods of time in fully flexed postures
- Sleep on your side rather than on your back
- Avoid rapid and awkward bending movements, especially in the early morning
- Lift slowly, with the spine balanced, the muscles relaxed, and the weight close to the body
- When starting an arduous job or sporting activity, build up your back strength slowly

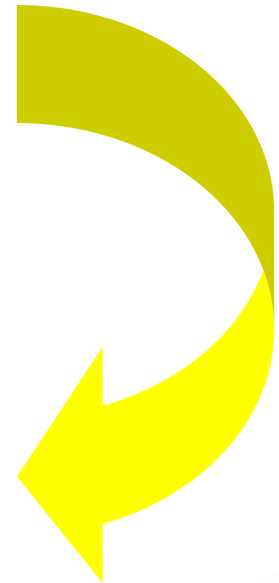


# Maintain your fitness!

**Flexibility**



**Strength**



**Co-ordinate to  
provide  
Mobility**



# Practical – Semi-squat lift

## Assess

Feet

Knees

Hips

Back

Head and neck

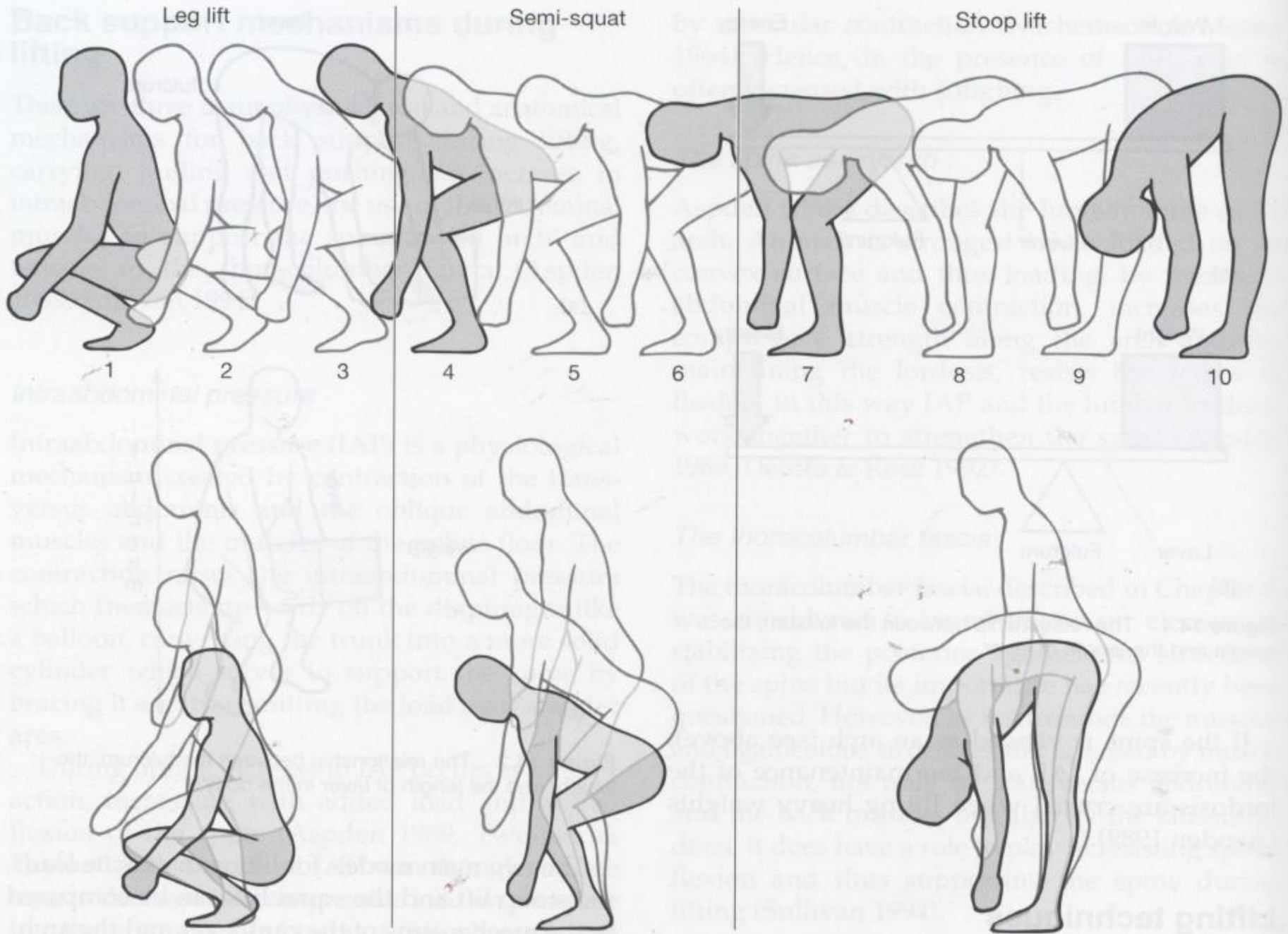
Grip

Load close.



# Poor Practice – why?







# MANUAL HANDLING ASSESSMENT

THE TASK – does is involve	NO	YES		POSSIBLE REMEDIAL ACTION
• Holding loads away from trunk?	0	4		
• Twisting?	0	2		
• Stooping?	0	4		
• Reaching/lifting above shoulder height?	0	4		
• Long carrying distance?	0	3		
• Strenuous pushing or pulling?	0	3		
• Handling while seated?	0	3		
• Repetitive movement?	0	2		
• Insufficient recovery time?	0	3		
<b>THE LOAD – is it</b>				
• Heavier than 25 kgs?	0	4		
• Bulky?	0	2		
• Difficult to grasp?	0	2		
• Intrinsically harmful (e.g. sharp/hot)?	0	4		
• Unstable/unpredictable in movement?	0	4		
<b>THE WORKING ENVIRONMENT – are there</b>				
• Limitations on movement?	0	3		
• Lack of working space?	0	3		
• Uneven/slippery/unstable floors/ground?	0	2		
• Hot/cold/humid conditions?	0	1		
• Strong air movements?	0	2		
• Poor lighting conditions?	0	1		
<b>INDIVIDUAL CAPABILITY – does the job</b>				
• Require unusual strength/height?	0	2		
• Pose possible hazard to those with a health problem?	0	2		
• Pose possible hazard to those who are pregnant?	0	2		
• Call for additional information/training?	0	2		
<b>OTHER FACTORS – can movement or possible posture be hindered by</b>				
• Clothing?	0	1		
• Personal protective equipment?	0	1		
• An emergency of unplanned event?	0	2		
<b>SUB TOTAL</b>				
<b>IF THE TASK INVOLVES TIME PRESSURES ADD 10</b>				
<b>RISK FACTOR</b>				



**HOW OFTEN IS THE TASK CARRIED OUT?**

Does the activity involve: (select one of the below)	Risk Factor		Frequency Factor		TOTAL RISK RATING
Frequent handling (several times a day)		X	4	=	
Regular handling (several times a week)		X	3	=	
Occasional handling (several times a month)		X	2	=	
Infrequent handling (several times a year)		X	1	=	



## MANUAL HANDLING ASSESSMENT

### SUMMARY OF ASSESSMENT

Manual Handling task covered by this assessment:

Location of task:

Section:

Department:

Number of personnel who carry out this task:

Job title(s) of personnel who carry out this task:

**Total Risk Rating:**

### Risk Rating

**0-10** Very Low Risk; **10-40** Low Risk; **40-70** Significant Risk; **70-100** High Risk;  
**100-200** Very High Risk; **200-300** Unacceptable risk.



Remedial action to take in order of priority	Date to be completed by	Date completed
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

**Date of assessment:**

**Date for reassessment:**

**Assessor's name:**

**Signature:**



# Thank You

## Any Questions



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