

## Policy: Manual Handling (H&S)

### Preamble

More than a third of all over-three-day injuries reported each year to the HSE are caused by manual handling. The Management of Health and Safety at Work Regulations & Manual Handling Regulations, place a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads.

### Manual handling

is the transporting or supporting of an animate or inanimate load, including lifting, lowering, pushing, pulling, holding, carrying, throwing and moving by the application of bodily force to that load.

### Policy

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and volunteers while they are at St Paul's, in relation to manual handling activities.

### Company Responsibilities:

- Identify whether formal manual handling assessment is required.
- Ensure that manual handling risk assessments have been undertaken where required.
- Implement manual handling control measures where appropriate.
- Ensure that affected employees and volunteers are suitably trained and informed.

### Employee and volunteer Responsibilities:

- Follow all systems laid down for their safety.
- Make full and proper use of equipment provided for their safety.
- Report any defects in systems, practices or equipment.
- Take reasonable care of their own health and safety and that of others.
- Inform the Operations Manager when they believe that there is a risk of injury.

### Rules for Safe Manual Handling:

1. Stop and think. It is important to plan the lift. 'Where is the load being moved to? Are hoists or other lifting aids needed? Is someone else needed to help? Is there any obstruction in the way?
2. Position the feet. A lift should be carried out with the feet apart. This gives a balanced and stable base for the lift. The leading leg should be as far forward as is comfortable.
3. Adopt a good posture. When lifting from a low level, the knees should be bent. However, the lift should not begin from a kneeling position. The lifter should avoid over flexing the knees. It is very important to keep the back straight. If necessary, the lifter can lean forward a little over the load, for a better grip. The shoulders should be level and facing the same direction as the hips.
4. Get a firm grip. The best position and the best type of grip depend on the circumstances of the lift and the individual's preference. There needs to be a firm grip.

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5. Raise your head as you start to lift, lift using your leg muscles, use smooth movements.
6. Tuck your arms in to avoid straining your neck or shoulder muscles.
7. Hold the load, close to your body.
8. Don't block your view by carrying too large a load.
9. Move the feet. The lifter should not twist his or her trunk when turning to the side but should remember to move his or her feet instead.

### Commonly moved items:

The following items are often moved and due consideration should be used when moving these:

1. **Chairs:** Chairs should always be stacked with a maximum of 8 chairs per stack. All chairs should be moved using the trolleys provided.
2. **Sofas:** These are all on castors. Wheels should be unlocked before these are gently pushed into place.
3. **Folding Tables:** No more than one table should be carried at one time.
4. **Communion Table:** A minimum of two people should work together to move this.
5. **Screen:** A minimum of two people should work together to move this.