**Manual Handling Management and Control Policy**

Aberdeenshire council will demonstrate that, in regard of managing the risks associated with Manual Handling it will:

* Identify and assess sources of risk
* Prepare a control system for preventing, reducing or controlling the risk
* Implement and manage and monitor precautions
* Maintain suitable and sufficient records of the precautions implemented and will carry this out for each Aberdeenshire Council premises within the Council’s control.
* Appoint a person to be responsible for the management and maintenance of the control system and measures adopted.

The Manager of the establishment has the day to day responsibility for the implementation of these procedures to ensure, so far as is reasonably practicable, the safety of employees and others at council premises

Management has a statutory duty to ensure that compliance is active, continuous and effectively policed.

The Council must be able to demonstrate it has:

* Identified all the relevant factors
* Instituted the appropriate corrective or preventive actions and
* Is monitoring the effective implementation of the required solutions.

***MANUAL***

(OBJECT AND PEOPLE)

***HANDLING***

The **Manual Handling Operations Regulations 1992** require that, where reasonably practicable, manual handling operations which involve a risk of injury should be avoided.

Where this is not practicable, an assessment of the hazardous operations involved must be carried out by a competent person in order to determine the appropriate preventative measures necessary to reduce the risk of injury to the lowest practicable level.

Generally, routine manual handling does not present a significant risk and individual awareness of the need to lift correctly and sensibly should suffice. However, all staff should be aware of the common areas where problems may arise. These include bulk paper deliveries, moving audio visual equipment, filing cabinets, desks and chairs, and in certain cases people.

Where it has been established that there are significant risks in undertaking a handling task, a detailed assessment of the risks should be carried out.

From the assessment, the assessor should be able to effectively identify any necessary controls and make recommendations on appropriate actions that should be implemented to eliminate or reduce the risk to an acceptable level.

For example, the assessor may recommend that mechanical lifting equipment (hoist / forklift) is needed or that staff need to be trained in the two-person-lifting technique.

**RISK ASSESSMENT FOR HANDLING OBJECTS**

The risk assessment should examine 5 specific areas of the handling task.

These are as follows:

**TASK**: What the task involves (repetitive movements, continual bending, twisting etc)

**INDIVIDUALS:** are those who will carry out the task physically capable of doing so? (Would it be wise to ask someone with known back problems to be involved in a heavy lift?)

Have they undergone an appropriate training course?

**LOAD:** Do we know the weight of the load, does it have sharp edges/ Is the centre of gravity likely to shift during handling? Etc

**ENVIRONMENT:** has someone assessed the route, are there doors, stairs, lifts, are we going outdoors into bad weather? etc

**EQUIPMENT:** are those involved familiar with, and trained to use any lifting equipment?

For assistance in carrying out an [object handling assessment](http://arcadia.ad.aberdeenshire.gov.uk/Intranet/itradpub.nsf/0/83827598ad12e819802574a4003d1108/$FILE/Manual%20Handling.doc) please use the checklist and forms available at this

# HANDLING PERSONS

Manual handling of persons presents many problems due to the necessity to balance the needs of the person with risk of injury to both the person and the staff.

All persons who are required to be moved by handling aids must have had their particular needs accounted for and communicated in the form of a care plan.

All carers/individuals involved in the movement must be aware of the needs of the individual and the actions required during the lift/movement.

Staff must be appropriately trained to enable them to carry out the tasks without significant risk to themselves or the persons whom they are moving.

Where necessary mechanical aids should be provided to assist staff with the movement of persons. There are may devices such as hoists, slip sheets etc that can be used to manoeuvre persons with mobility problems

Many tasks which are carried out for immobile persons do not lend themselves to mechanisation and, therefore, the adoption of correct people handling techniques is important.

A [checklist](http://arcadia.ad.aberdeenshire.gov.uk/Intranet/itradpub.nsf/0/83827598ad12e819802574a4003d1108/$FILE/PATIENT%20MOVING.doc) that can be used to assist in assessing the risks from people handling activities is available at the above link

The Health Service Advisory Committee’s publication Guidance on Manual Handling of Loads in the Health Services (Health Services Advisory Committee, Health and Safety Executive, ISBN 0118863541) provides extensive advice.

Remember that lifting devices trolleys, hoists, forklifts etc. must be regularly maintained and inspected.