



## Manual Handling of People and Inanimate Loads

### 1) An Outline of the employer's responsibilities

The single most common cause of staff absenteeism for three days or more is due to manual handling which accounts for 38% of sickness absences (Source Manual Handling Operations Regulations amended 2004.) If as part of your overall workplace risk assessment you establish that are lifting weights that have the potential to cause injury the employer must perform a risk assessment using the weight filter guidelines contained in the manual handling operations regulations. This initial assessment must be conducted by "competent people". The outcomes of the assessment will determine if the risk is to be managed by automation, mechanisation or manual handling training or a combination. For training to be deemed effective it should comply with the recommendations contained in the manual handling operations regulations. More information can be downloaded from our fact sheet. If you are not sure how you are doing call us for a free consultation.

### 2) Self -assess your application of good practice and compliance

#### A simple 10 point check list:

- 1) Are you aware that manual handling injuries are the most common course of injury in the work place
- 2) Do your staff: lift, lower, carry, support, pull or push human or inanimate loads by hand or by bodily force?
- 3) Have you used the HSE filter weight guidelines to establish if you need a competent person to conduct a manual handling risk assessment using the TASK, INDIVIDUAL, LOAD and ENVIRONMENT format?
- 4) If your staff push and pull loads have you used the HSE guidance in respect of weights and gradients
- 5) If you have conducted your risk assessment have the outcomes clarified the options to reduce i.e. avoid, eliminate, or reduce risks.
- 6) Has the outcome of that assessment clarified the options to reduce i.e. avoid, eliminate or reduce risks?
- 7) Have you established what staff need training and in what handling tasks?
- 8) Are you aware that the Manual Handling Operations Regulations 1992 (amended 2004) require you to provide safe systems of work and effective training and to conduct a risk assessment after each and every manual handling accident, no matter how trivial?
- 9) If you provide training have you full records of exactly what was taught and what level of competence was achieved by your staff
- 10) If inspected by the HSE would you be able to demonstrate compliance with the regulations



**SIMPLE TIPS TO SELF-ASSESS YOUR HEALTH & SAFETY RESPONSIBILITIES & COMPLIANCE**

### 3). Basic Information

The Manual Handling Operations regulations 1992 define manual handling as the lifting, lowering, pulling, pushing, carrying, supporting, transporting, throwing, or dropping of a load by hand or bodily force. The regulations require employers to follow a hierarchy of measures summarised as follows:

- Avoid hazardous manual handling so far as is reasonably practicable. This requires a person with knowledge of the activities involved to examine the processes from start to finish to identify hazardous activities. The Manual Handling Operations regulations (amended 2002) provide guidance on how to filter and determine which activities require detailed assessment. If you follow the link to [www.hse.gov.uk/msd/mac/introduction.htm](http://www.hse.gov.uk/msd/mac/introduction.htm) you will find a film based manual handling risk assessment tool to help you identify higher risk manual handling activities.
- If you cannot avoid hazardous manual handling a formal risk assessment should be conducted by a person with sufficient knowledge, skills and experience. Risk reduction measures may include partially automation or mechanisation to reduce elements of manual handling, or provide staff with appropriate training on how to follow the prescribed safe system of work, conduct a dynamic or personal risk assessment and safely move and handle loads.
- Whenever conducting a manual handling risk assessment, be it of an animate or inanimate load, four elements must be considered using LITE:  
  
Load  
Individual Capabilities  
Task  
Environment
- The aim must always be to reduce the risk to the lowest level reasonably practicable. Further guidance and support is available either from Solutions or [www.hse.gov.uk](http://www.hse.gov.uk)

#### How Solutions Training can help

1. Do you want staff training that will equip your staff with the knowledge and skills to conduct appropriate personal risk assessments, and subject to risk assessment move and handle loads more safely?
2. Do you want to have that training provided by the only UK training provider who can offer EDEXCEL / BTEC accredited manual handling courses at levels two, three and four in the national qualifications framework and were awarded an "A" mark when externally verified in 2006?
3. Do you want that company to have a proven track record of reducing risk in the workplace, by trainers with vast experience of moving and handling of people and inanimate loads in several sectors including health, 999, industry and transport?
4. Do you want to be able to demonstrate to your insurers, the enforcing authorities and your staff that you are fulfilling your duties to reduce risk to the lowest level reasonably practicable?
5. Do you want a company that offers post course free help and guidance to those it trains as manual handling Instructors?