



ARTHUR MELLOWS VILLAGE COLLEGE



POLICY FOR MANUAL HANDLING

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MANUAL HANDLING POLICY

In order to reduce the risk of physical injury during lifting and handling activities and in order to satisfy the requirements of the Manual Handling Operations Regulations 1992 and the general requirements of the Health and Safety at Work etc Act 1974, the lifting and handling arrangements and practices have been assessed, resulting with the issue of the following policy:

All employees, when involved in lifting and handling operations, must:

- Wear the appropriate Personal Protective Equipment (PPE) specified for the task
- Observe the guidelines for the lifting and handling procedures
- Where no clear lifting guidelines are available adopt the most suitable lifting technique for the procedure. If appropriate seek advice from the Health and Safety Advisor
- Use the appropriate mechanical aids wherever possible. The person using the equipment must be familiar with its operation and with the relevant operating limits, (eg weight restriction)
- Any defect in the equipment used to assist in handling operations must be reported to the Manager as soon as it becomes apparent. Where that defect renders the equipment unsafe it must be withdrawn from service immediately and not returned to service until the defect has been rectified.
- Where manual lifting is to take place the guidance contained in the HSE booklet "Getting to Grips with Manual Handling", should be followed.
http://www.hseni.gov.uk/getting_to_grips_with_manual_handling.pdf
- Where team lifting is necessary the lift should be co-ordinated by one person. The leader should have a clear view of the area and should arrange the others involved in the lift in such a way as to evenly spread the load.
- Where as a result of a Manual Handling assessment the controls considered appropriate have been identified as rest periods/breaks and/or job rotation, then a mutually agreeable proposal/system/process between the employee and their Manager must be reached.
- Any operations that have not been adequately covered should be referred to the appropriate Line Manager or the Health and Safety Advisor.