



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Manual Handling Policy

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Manual Handling Policy

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1. INTRODUCTION

- 1.1 This policy set out the ways in which Neath Port Talbot County Borough Council (NPTCBC) will comply with its duties and responsibilities set out in the Manual Handling Operations Regulations 1992 as amended (MHOR).

2.0 AIMS OF THE POLICY

- 2.1 The aims of the policy are to ensure:
- That NPTCBC complies with its legal obligations under the Manual Handling Operations Regulations 1992 as amended (MHOR)
 - That the All Wales Manual Handling Passport And Information Scheme is followed and so a consistent approach can be achieved by NPT.
 - Avoidance of manual handling operations involving a risk of injury, so far as is reasonably practicable;
 - Commitment to the introduction of a safe handling approach.

3.0 DEFINITIONS

For the purpose of this policy, the following definitions are being implemented:-

- 3.1 *Manual Handling Operation* - means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force) as opposed to mechanical handling by crane, lift truck. Manual Handling is considered to be “hazardous” when there is a significant risk of injury and no control measures exist to reduce the potential for harm.

- 3.2 The regulations apply to the manual handling of loads by human effort, as opposed to mechanical handling by crane, lift truck, etc.

Examples of identified work processes which will fall into the manual handling category include:

- Moving/handling of materials and equipment;
- Loading and unloading of vehicles;

- Moving boxes of stationery, paving slabs, refuse sacks;
- Dropping of loads;
- Throwing of loads (i.e. into a receptacle);
- Lifting and carrying of loads;
- Use of tools/machinery;
- Digging a trench with a shovel;
- Pulling a loaded trolley, pushing a wheelbarrow/wheelchair;
- People moving/handling;
- Assisting clients/pupils in and out of chairs, baths, beds and vehicles;
- Assisting clients in their own homes/residential settings in daily living tasks;

3.3 *Injury* - includes those resulting from the weight, shape, size, external state, and rigidity of the load or from the movement or orientation of its contents.

3.4 *Loads* - may be inanimate or animate (including people or animals) and in this context must be a discrete moveable object.

An implement, tool or machine such as a chain saw, fire hose, breathing apparatus, is not considered to constitute a load whilst in use for its intended purpose.

The Manual Handling Operations Regulations is implicit in some of its requirements, one part of this is the matching of the demands of work within the worker's capabilities and limitations, thus taking into account:

- a) the nature of the task
- b) the individual's capability
- c) the nature of the load
- d) the working environment

4.0 ROLES AND RESPONSIBILITIES

4.1 Chief Executive/ Corporate Directors

Overall responsibility for the implementation of the policy and ensuring compliance rests with the

4.2 Heads of Service

Heads of Service will be responsible for ensuring that the health and safety arrangements are developed and implemented to satisfy the requirements of this policy.

4.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

4.4 Managers/ Team Leaders/ Headteachers

Each Manager/ Team Leader/ Headteacher will ensure that departmental instructions are implemented within their section.

4.5 Corporate Health & Safety Section

The Corporate Health & Safety Section will provide advice and guidance in order to ensure compliance with legislation and associated guidance.

4.6 Employees

All employees have legal duties to carry out manual handling operations in a manner that demonstrates reasonable care for their own safety and that of others who might be affected by these operations.

Safe manual handling is the responsibility of both employer and employee alike – both must be aware of what it means and what action they can take to reduce risks of injury through handling.

5.0 LEGAL IMPLICATIONS

5.1 The key legislation that needs to be considered as regards to this policy are:

- Health & Safety at Work etc Act 1974 (HSWA)
- Manual Handling Operations Regulations 1992 (as amended) (MHOR).

- Management of Health & Safety at Work Regulations (revised 1999) (MHSWR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

6.0 REVIEW

The operation of the policy will be the subject of periodic review.

7.0 CORPORATE PROCEDURE

NPTCBC shall implement this policy through the guidance outlined in the Corporate Procedure [CP/15/01](#).