

CORPORATE PROCEDURE

MANUAL HANDLING

1 Aims of the procedure

The aim of this Corporate Procedure is to ensure that Neath Port Talbot County Borough Council (NPTCBC) complies with its legal obligations under relevant legislation, and to adopt working practices which promote safe lifting and handling as defined by the '*All Wales Local Government Manual Handling Training Passport and Information Scheme*'.

The aims of the Manual Handling Passport Scheme are:-

- To ensure consistency in Manual Handling training and assessment within participating Authorities.
- To develop a mechanism whereby skills can be transferred between participating Authorities.
- To ensure the sharing of resources to minimise duplication within participating Authorities.

2 Responsibilities

2.1 Corporate Directors

Corporate Directors shall be responsible for the overall implementation of this Corporate Procedure.

2.2 Heads of Service

Heads of Service shall be responsible for the day-to-day implementation of this Corporate Procedure and will ensure the provision of the necessary resources to ensure a safe system of work, comply with the requirements of the policy and the regulations.

2.3 Governing Bodies of Schools Maintained by Education Authority

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

2.4 Managers/ Team Leaders/Headteachers

2.4.1 Managers/ Team Leaders/Headteachers are responsible for ensuring the implementation of this Corporate Procedure within their workplaces to comply with management guidance.

2.4.2 Managers/Team Leaders/Headteachers shall ensure that the findings of the manual handling assessments are communicated to all employees within their section, and ensure that they are adequately trained in the implementation of the control measures and procedures for completing tasks safely.

3 Risk assessment

3.1 A 'suitable and sufficient' risk assessment must be carried out on the corporate risk assessment form [CF/04/02](#) in accordance with the Manual Handling Operations Regulations. The hierarchy of measures to be followed are to:-

- avoid hazardous manual handling operations so far as is reasonably practicable;
- assess any hazardous manual handling operations that cannot be avoided;
- reduce the risk of injury so far as is reasonably practicable.

3.2 The Manager/Team Leader/Headteacher shall ensure that manual handling risk assessments are carried out by a competent person i.e. persons experienced and knowledgeable in the tasks to be performed **and** who have been informed/instructed/trained in risk assessment.

3.3 The assessment must address the demands of work, 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

3.4 Inanimate Load – a suitable and sufficient assessment of all manual handling operations of inanimate loads that involve a risk of injury must be undertaken.

3.5 People Handling – the risk assessment must remain on the service user's records. Where a service user accesses different services, the information on their risk assessment form must be communicated between service areas.

Each risk assessment must be regularly reviewed and updated.

3.6 Emergency situations – risk assessments must be undertaken for all foreseeable manual handling activities that involve a risk of injury. If an emergency situation arises it may not be practicable to undertake a written assessment prior to handling the load. A dynamic risk assessment must be carried out at the time and recorded after the event.