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## **Manual Handling**

### **STANDARD FOR MANUAL HANDLING**

#### **1. PURPOSE**

##### **Introduction**

1.1 The Manual Handling Operations Regulations 1992 made under the Health and Safety at Work etc. Act 1974, (The Regulations) require the avoidance of manual handling operations at work, so far as is reasonably practicable, where there is a risk of injury. Where it is not reasonably practicable to avoid such operations, then suitable and sufficient assessment shall be undertaken

#### **2. AIM OF STANDARD**

2.1 The aim of this standard is to reduce the risk of injury associated with manual handling operations and to set the requirements for compliance with the Manual Handling Operations Regulations 1992. To meet this aim the School will:

2.1.1 Assign responsibilities for managing the risk from manual handling operations at work through the normal system of management within the school structure.

2.1.2 Develop and promote procedures for training where appropriate and for informing employees of the risks associated with manual handling operations.

2.1.3 Set up and maintain records of assessments and actions taken following assessment. These reflect the requirements of the Manual Handling Operations Regulations 1992.

#### **3. SCOPE AND RESPONSIBILITY**

3.1 The School's approach for fulfilling its legal obligation under the Manual Handling Operations Regulations 1992 is incorporated in this standard which is intended as the minimum requirement for all persons undertaking or managing manual handling operations which may present a risk of injury.

3.2 This standard provides detail on the school's principles relating to those manual handling operations that may present a risk of injury. It also details the organisational responsibilities and records that are required to be retained.

3.3 This standard applies to all School activities/departments and covers full-time and part-time employees, temporary, agency and contract staff, volunteers and all other persons for whom the school has a direct or indirect responsibility e.g. learners.

#### **4. REFERENCES AND RELATED DOCUMENTS**

4.1 The Guidance on the Manual Handling Operations Regulations 1992 provides statistical information and guidelines for assessing and reducing risks.

#### **5. DEFINITIONS**

##### **5.1 Manual Handling Operations**

Means the transporting or supporting of a load by hand or bodily forces, including lifting, putting down, pushing, pulling, carrying or otherwise moving the load.

##### **5.2 Load**

Includes any person or animal, but not a tool or implement (e.g. floor buffer, hammer) being used for its purpose.

##### **5.3 Injury**

Means an injury to any part of the body resulting from physical activities defined as above.

#### **6. PROCEDURE**

##### **6.1 Overall Approach**

6.1.1 The Regulations set down a hierarchy of measures for managing risks associated with manual handling. The following shall be taken into account:

6.1.1.1 To avoid, where reasonably practicable, manual handling operations which involve a risk of injury.

6.1.1.2 To automate/mechanise, where reasonably practicable, manual handling operations which cannot be avoided.

6.1.1.3 To make a suitable and sufficient assessment of manual handling operations which cannot be avoided or automated/mechanised.

6.1.1.4 To implement protective and preventive measures, including the provision of training and information, necessary to reduce the risk of injury to the lowest level reasonably practicable.

6.1.1.5 To review the assessment as is necessary.

##### **6.2 Assessing Manual Handling Operations**

6.2.1 This standard can only provide general guidance as set out below. Manual handling operations will differ with regard to the:

6.2.1.1 Work Environment

6.2.1.2 Task

6.2.1.3 Load

6.2.1.4 Individual Capabilities for the Task each of which must be assessed accordingly.

6.2.2 The assessments shall ordinarily be carried out, and preventive/protective measures shall be decided, by managers with a practical understanding of the handling tasks to be performed and training to carry out the assessments.

6.2.3 Internal or external expert advice shall be sought where managers are unsure as to their competence to undertake risk assessments for specific handling operations.

6.2.4 Where necessary a risk assessment will be undertaken for manual handling operations with significant risk of (see Appendix 2 and 3). The risk assessment will be retained by the Head of Finance for five years.

6.2.5 General guidance that may be issued with other safety advice (e.g. within the Staff Information files on the School's Network), shall suffice as the record of assessment for low risk, commonplace handling operations.

### **6.3 Training and information for employees**

6.3.1 The Head of Finance is responsible for ensuring that all employees are trained in the basic principles of safety handling and lifting if they are required to undertake manual handling operations. This training should be included in Induction Programmes for new employees.

6.3.2 The Head of Finance should ensure provision of such additional training as is appropriate to the needs of employees who undertake other than low risk, commonplace handling tasks.

6.3.3 All employees shall be provided with all information needed by them to avoid risk of injury while carrying out manual handling operations. This shall include information about the weight and nature of loads to be handled, mechanical aids to be used and other principles and practices to be adopted to ensure safe working.

## **7. RECORDS**

7.1 Records of manual handling assessments shall be retained in accordance with the school health and safety arrangements.

7.2 For low risk commonplace handling operations, specific assessment records are not deemed necessary.

**MANUAL HANDLING OPERATIONS – GUIDELINES ON LOADS**

The Manual Handling Operations Regulations set no specific requirements such as weight limits. Instead, the Regulations require that assessments based on the relevant factors listed at Appendix 3 shall be used to determine the risk of injury and to point the way to preventive and protective measures.

The guidelines below are not legal standards, nor are the figures themselves an absolute criteria for the action suggested. They are boundaries suggested by experts to enable assessment work to be concentrated where it is most needed.

<b>LOAD, WEIGHT FORCE LEVEL</b>	<b>CONDITIONS</b>
Up to 15kg/33lbs	No special conditions apply, except that all employees shall receive basic training in the handling operations required.
15 to 33 kg/73 lbs	Employees should be selected* to handle these loads, weights or forces and suitably trained in the handling operations to be carried out.
33 to 55kg/120lbs	Employees should be selected* for the task, trained and properly supervised. Handling teams should be considered for loads, weights and forces in this range.
55 to 90kg/198lbs	Mechanical aids should be used, or teams of at least two selected* trained and supervised employees should handle loads, weights or forces in this range.
Above 90kg/198lbs	Mechanical aids should be used.

\*Note: SELECTED means with due regard to the physical capability of the individual to perform the manual handling task.

## Sample Risk Assessment Checklist for Manual Handling

<b>RISK ASSESSMENT CHECK LIST</b>		<b>Review Date</b>	
<b>Assessor/s Name</b>		<b>Checked by Manager</b>	
<b>Department</b>		<b>Estates</b>	
<b>Brief Description of Area</b> (Include details of the carry distances and proposed route)			
<b>Nature of Work Carried Out</b> (Include details of the load, including weight and frequency of lift)			

**Hazard Identification – Checklist**

<b>1. Workplace</b>		<b>Yes</b>	<b>No</b>	<b>Hazard Description</b>	<b>More on RA 2</b>
1.1	Access/Egress				
1.2	Lighting				
1.3	Heating/ Ventilation				
1.4	Floors/Steps				
1.5	Storage				
1.6	Doors/ Windows				
1.7	Noise				
1.8	Fixtures/ Fittings				
1.9	Supervision/ Control				
1.10	Other				
<b>2. Activities</b>		<b>Yes</b>	<b>No</b>	<b>Hazard Description</b>	<b>More on RA 2</b>
2.1	Housekeeping				

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2.2	Slips, trips and falls				
2.3	Falls from Height				
2.4	Driving				
2.5	Repetitive				
2.6	Difficult Postures				
2.7	Other				
<b>3. Load specifics / materials</b>		<b>Yes</b>	<b>No</b>	<b>Hazard Description</b>	<b>More on RA 2</b>
3.1	Sharps				
3.2	Hot Surfaces				
3.3	Cold Surfaces				
3.4	Direct Electrical Contact				
3.5	Indirect Electrical Contact				
3.6	Shape				
3.7	Toxic Fluids				
3.8	Toxic Gas/Fume/Mist				
3.9	Toxic Dust				
3.10	Flammable Fluids				
3.11	Flammable Gas/Fume/Mist				
3.12	Flammable Dust				
3.13	Explosive Substances				
3.14	Spillages				
3.15	Body Fluids				
3.16	Animal Products				
3.17	Biological Hazards				
3.18	Legionella Hazard				
3.19	Materials with WEL				

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3.20	Radiation				
3.21	Other				
<b>4.</b>	<b>Management Arrangements</b>	<b>Yes</b>	<b>No</b>	<b>Hazard Identification</b>	<b>More on RA 2</b>
4.1	Work Pattern				
4.2	Rest Breaks				
4.3	Wellbeing				
4.4	Training				
4.5	Lone Working				
4.6	Other				



Sample Risk Assessment for Manual Handling

Department		Estates					
Assessment Date		Review Date					
Assessors Name		Managers Name					
<b>Manual Handling</b>							
<b>Load weight:</b> <b>Frequency of lift:</b> <b>Carry distances (if applicable):</b>							
Ref from check list	Hazard Description	Details:- 1. Who is at risk? 2. When are they at risk? 3. Where are they at risk? 4. What are the current controls?	Probability of incident (Use scale from 0 – 5)	Severity of result (Use scale from 1 – 5)	Risk Rating (Probability x Severity)	Recommended Actions and Responsible Person	Target Date
1.1	Access/Egress	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.2	Lighting	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.3	Heating/Ventilation	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.4	Floors/Steps	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.5	Storage	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					

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1.6	Doors/ Windows	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.7	Noise	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.8	Fixtures/ Fittings	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.9	Supervision/ Control	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					
1.10	Other	1. Staff. 2. Moving loads. 3. All School areas. 4. Training/ suitable trolleys/ sack trucks.					