

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Section C.10 – Moving and Handling

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<u>Change No.</u>	<u>Date</u>	<u>Change</u>	<u>Reason for Change</u>
1	09/02/2015	Page 1, 'Issue No.' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date' – delete June 2011, insert Feb. 2015	
		Page1, 'Review Date' – delete June 2013, insert Feb. 2018	
		Page 4, 'Moving and Handling Risk Assessments, first paragraph, last sentence' – add “where appropriate” after ‘ in writing’	

Section C.10 – Moving & Handling Policy and Procedure

Introduction

The Parochial Church Council (PCC) recognises its responsibilities to comply with the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992), as amended in 2002, as well as other legislation relating to the manual handling of loads.

The aim of this policy is to set out the systems and procedures by which the PCC will achieve, so far as is reasonably practicable, safe systems of work and a safe working environment with regard to manual handling operations. The policy covers Moving and Handling activities in all premises for which the PCC is responsible.

The primary objective of the policy is to eliminate the need for manual handling so far as is reasonably practicable, and to avoid the need for hazardous manual handling. Where any such handling tasks cannot be eliminated a risk assessment will be carried out in order to minimise the risk of injury due to the manual handling task and use made of appropriate lifting aids, including trolleys, lifts and hoists as far as possible.

Scope

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate – such as a box or a trolley, or animate – a person or animal.

Duties

The duties under the Regulations are to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable
- **assess** the risk of injury from any hazardous manual handling that cannot be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable

Responsibilities

Responsibility for ensuring compliance with this Moving & Handling Policy and Procedure in each of the church premises is as follows:

- St Bartholomew's Church and Churchyard – **Churchwardens**
- Church Croft – **Church Croft Committee**
- Church Hall – **Church Hall Committee**

Those with responsibility for ensuring compliance with the policy should:

- be aware of the manual handling operations within their area of responsibility

- ensure this Moving & Handling Policy and Procedure is brought to the attention of all those undertaking manual handling operations
- where appropriate, ensure written risk assessments are prepared to identify control measures to minimise manual handling risks as far as is reasonably practicable
- ensure equipment provided for manual handling operations is suitable and adequately maintained
- ensure appropriate action is taken when manual handling hazards, accidents or “near misses” are reported

Anybody undertaking manual handling operations must:

- accept responsibility for their own safety as well as that of others with whom they work and take care to ensure that their activities do not put others at risk
- be aware of health and safety issues and the hazards associated with manual handling tasks, including the cumulative effect of repeated manual handling operations
- observe any control measures identified by risk assessments and follow appropriate systems of work laid down for their safety
- be familiar with, and make proper use of, equipment provided for their safety
- be aware of their own limitations and recognise any circumstances that may alter their ability to perform manual handling tasks
- co-operate with the PCC on health and safety matters
- inform the PCC if they identify hazardous handling activities

Moving and Handling Risk Assessments

All manual handling tasks should be reviewed to establish, in the first instance, whether these need to be undertaken at all or whether less hazardous options are available. For the tasks remaining, it is necessary to identify who might be harmed in undertaking them, how, and the harm that may be caused. The assessment must be suitable and sufficient and should be in writing where appropriate.

The purpose of a risk assessment is to:

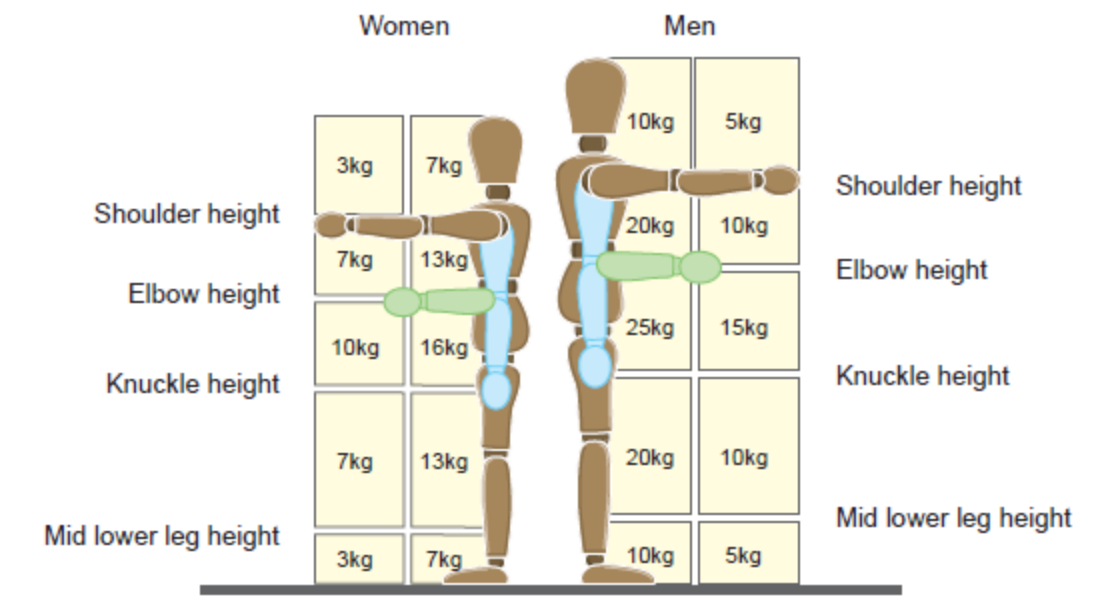
- identify all hazardous moving and handling tasks and determine the likelihood and severity of any injury or harm arising from these tasks, and to whom

- assess all factors, including control measures, involved
- identify control measures that will reduce the risk of injury to acceptable levels
- identify all who may be at risk of injury from moving and handling tasks

Although there is no completely ‘safe’ manual handling operation, working within the following guidelines will cut the risk and reduce the need for a more detailed assessment. The guidelines provide an approximate boundary within which a specified load is considered unlikely to create a risk of injury sufficient to warrant a more detailed assessment. However, wherever it is practicable to do so, even operations within the boundaries should be avoided or made less demanding.

The following diagrams should be used to make an initial assessment. Each box contains a guideline weight for lifting and lowering in that zone. The guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is when injuries are most likely to occur. The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position. The guideline weights should be reduced if the operation requires the handler twisting to the side.

A more detailed assessment should be made if the conditions given for using the guidelines are not met or the guideline figures in the diagram are exceeded.



References

Manual Handling Operations Regulations 1992 (as amended): Guidance on Regulations L23 (HSE Books ISBN 0-7176-2823-X)

Getting to grips with manual handling: A short guide INDG143 (HSE Books ISBN 0-7176-2828-0)