

THE BIRMINGHAM FEDERATION OF MAINTAINED NURSERY SCHOOLS

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Guidance on the Moving and Handling of Objects

This document has been drawn up to provide guidance to managers and staff on the requirements of the Moving and Handling Policy in relation to all loads except where the load is a person.

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1. Introduction

This guidance is for managers and staff, and outlines the health and safety requirements in relations to moving and handling risks, undertaking and reviewing assessments, reduction of risks. It also provides a framework for the practical implementation of the Moving and Handling policy and gives steps to be taken to ensure the health and safety of employees.

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Please note that failure to comply with the BCC Moving and Handling Policy could lead to disciplinary action being taken against individuals.

Below are statistics from the past three years showing the reported moving and handling accidents for objects/loads from all the Directorates of Birmingham City Council.

Dates	Number of Reported Manual Handling Accidents Relating to Objects / Loads	Total Number of Reported Accidents
April 2010 To March 2011	169	918
April 2011 To March 2012	190	829
April 2012 To March 2013	177	784

This category of accident accounts for approximately 1/5 of the total per year. With good risk assessments and systems of work this type of accident can be greatly reduced.

The health problems associated with moving and handling activities are:

Musculoskeletal disorders (MSDs) are problems affecting the muscles, tendons, ligaments, nerves or other soft tissues and joints. The back, neck and upper limbs are particularly at risk. There are many conditions including low back pain, tennis elbow and carpal tunnel syndrome which can be caused by:

- Crush injuries from loads being dropped or falling on.
- Injuries from load being carried, such as burns from hot or cold items, cuts/grazes from sharp edged/abrasive objects, or MSDs
- Repetitive operations/actions It is essential that we manage the risks associated with moving and handling tasks to minimise the risk of injury to employees and to protect BCC against the costs, which may be associated with such injuries.

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What do we mean by moving and handling?

Moving and handling:

The movement or supporting of any load or person by human effort, including pulling, pushing, holding, lifting, carrying or moving by bodily force either directly or indirectly.

This includes supporting a load in a static posture and intentionally dropping or throwing the load whether into a container, or from person to person.

2. Manager's Responsibilities

those which pose a significant risk of injury (see section 4 below). During the risk assessment process identify persons and activities where moving and handling may pose a significant risk of injury, paying specific attention to anyone identified as being particularly at risk i.e. staff with pre-existing injuries, disabilities, new or expectant mothers.

Avoid the risks from moving and handling activities where reasonable practicable by considering the following:-

- Does the task need to be undertaken?
- Can the activity be altered to remove the need for handling?
- Can the activity be mechanised or automated? Where activities cannot be avoided arrange for moving and handling risk assessments to be carried out and recorded in accordance with the Risk Assessment Policy. You don't have to risk assess all moving and handling activities; only you must involve and consult with employees and local employee / trade union safety representatives. The manager holds the overall responsibility for risk assessments but can arrange for a competent trained risk assessor to carry out risk assessments on his / her behalf. Responsibility for ensuring that risk assessments are completed, control measures implemented and monitored and reviews carried in accordance with the Risk Assessment Policy remains with the manager. When completed, the

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findings of the risk assessment(s) and control measures must be shared with all persons who undertake the activities being mindful of the need to maintain the confidentiality of medical / personal information. Where equipment is provided systems must be in place to ensure:-

- It is appropriate, safe. It meets the needs of the persons and the activity.
- It is maintained and serviced as per manufacturer's instructions.
- Where specific regulations govern the use/maintenance of equipment that these are adhered to.

Monitor and review risk assessments in line with the BCC Risk Assessment Policy. Ensure staff are making full and proper use of systems of work, using the equipment provided correctly and are undertaking the activities in accordance with any training received.

Take appropriate action where failure to comply with systems of work, training or requirements of BCC policies / procedures occur.

Arrange training for all staff who undertake moving and handling activities. The training must be:-

- Appropriate for the activities they undertake.
- Refreshed every three years or sooner where circumstances require for example:

When there is a change to the work task

Return to work after period of absence.

Where the nature of the absence would identify the person as being particularly at risk Where an employee is identified as being at particular risk you must complete a specific risk assessment with them to determine if reasonable adjustments can be made or whether they need to refrain from undertaking particular activities. You may also wish to discuss the implications this may have with HR. Additional advice can be obtained from Occupational Health or Safety Services. Should an injury/accident occur as a result of a moving and handling activity you must-

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- Report the accident using the AF1 accident form and sent to Safety Services.
- Review the risk assessment and amend if required.
- Complete a more in depth accident investigation where circumstances dictate, further information on accident investigation can be obtained from Safety Services.
- Notify the local safety rep that an accident has occurred and allow them the opportunity to investigate. A copy of the accident form can be provided to the safety rep if the employee has indicated his/her agreement on the form. If not, you should still notify the safety rep but you should not release any information which could identify the individual.

3. Employees Responsibilities

Assist and co-operate with your manager or nominated risk assessor in the completion of risk assessments and the implementation of any control measures and systems of work, use of equipment or other work practices designed to ensure health and safety at work. You must take reasonable care of your own health and safety and also that of any others who may be affected by your actions or omissions at work. Make full and proper use of any systems of work or instructions provided to you by your manager/supervisor. You must report any difficulties you experience or changes within the activity to your line manager/supervisor. Make full use of equipment provided for the task and ensure:-

- You have received basic moving and handling training.
- You apply good handling techniques.
- That where identified you undertake specific training to operate specialist moving and handling equipment
- You carry out all, inspections, visual checks and operation tests required before use.

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- You only use it for the purpose it is designed for. Follow your training and use correct moving and handling techniques for the activity you are undertaking as identified through the system of work or instructions from managers. Report all accidents, incidents and near misses which could, or have resulted in an injury, at the time they occur. Work within your individual capability. If you are in any doubt as to how the activity should be undertaken or in your ability to complete it safely or if you experience pain during the activity, stop and contact your supervisor/manager immediately for instructions or clarification.
- **4. Risk Assessment and systems of work**

Risk assessments are crucial in maintaining health and safety during moving and handling activities. Where you are unable to eliminate or avoid the handling activity you have a duty to reduce the risks down to the lowest level possible. You don't have to risk assess all moving and handling activities; this would not be possible or practicable. But suitable and sufficient assessments must be completed for all activities which pose a significant risk of injury. Such activities may involve:

- Heavy, unstable, hazardous or difficult to grasp loads.
- The activity is undertaken frequently.
- Poor or static postures during the moving and handling activity.
- Excessive pushing, pulling, carrying, lifting or putting down of load.
- One off or infrequent handling activities. The assessment should be carried out by a competent and suitably trained person and it requires them to directly observe the activity and consult employees and local employee/trade union safety representatives. The risk assessor must take into account, the task, individual's capabilities, the load and the environment (this is commonly referred to as a T.I.L.E. assessment). Some of the risks associated with handling activities may include.

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<p>Task:</p> <ul style="list-style-type: none"> • High risk handling postures such as bending, twisting, stooping, reaching and stretching. • Static handling • Excessive lifting, carrying, pulling and pushing • Frequency of handling task • Time constraints • Not enough handlers • Distance load is transported • Poor communication • Lack of, or inappropriate handling equipment 	<p>Individual Capability:</p> <ul style="list-style-type: none"> • Any previous or current injury • Any medical conditions or disabilities • New expectant or nursing mothers • Young people • Is there a need for specific levels of physical strength? • Is there a requirement to be of a specific height? • Is there a requirement for specific levels of physical fitness? • Inappropriate footwear, clothing or personal effects • Insufficient training
<p>Load:</p> <ul style="list-style-type: none"> • The weight and how its distributed 	<p>Environment:</p> <ul style="list-style-type: none"> • Lack of space and confined spaces

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<ul style="list-style-type: none"> • Its shape/size • If it's difficult to grasp • Sharp or protruding edges • Hazardous (hot, cold, corrosive etc.) • Unstable or prone to movement (liquids,loosely packed items etc.) 	<ul style="list-style-type: none"> • Obstacles, furniture, fixed items • Clutter • Damaged or worn flooring, low or high friction • Temperature • Uneven surfaces and stairs • Slippery surfaces wet, icy, spilled fluids, build up of dust/debris, • Insufficient lighting • General fabric of building • Ventilation
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Upon completion and recording of a risk assessment, the potential hazards/risks are identified. The next course of actions is to reduce the risk down to the lowest level that is reasonably practicable. There may be the need to take remedial action such as provision of equipment, interim measures/instructions or training before the activity can be undertaken fully.

From the findings of the risk assessment a system of work / instructions for each activity needs to be implemented and recorded. These instructions must specifically detail the way the activity is to be undertaken. Things to include are:

- A step by step break down of task
- Number of handlers
- Equipment
- Specific moving and handling techniques to be used

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- Emergency actions

When developing a system of work it needs to be fitted around the individual's needs (an ergonomic approach), this means fitting the activity to the person not the person to the activity. See table below for some of the ways risks can be reduced.

<p>Task:</p> <ul style="list-style-type: none"> • Re-organise or redesign activity • Give consideration to the storage of items that are handled • Use correct handling techniques • Rotation of staff and activities through the working day • Provision of training in handling techniques including where required, handling when seated, team handling. 	<p>Individual Capability:</p> <ul style="list-style-type: none"> • Awareness of individuals capabilities • Fitness and familiarity of task • Staff selection is appropriate for task • Provision of knowledge and training
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<ul style="list-style-type: none"> • Provision of appropriate equipment. • Provision of personal protective equipment 	
<p>Load:</p> <ul style="list-style-type: none"> • Make it lighter • Break down into smaller more manageable loads • Use containers that are easier to grasp • Stabilizing the load • Make load less hazardous to hold in safe containers that are oil and dust free. • Use appropriate equipment 	<p>Environment:</p> <ul style="list-style-type: none"> • Removal of space constraints, obstacles and clutter, • Plan storage of items to avoid heavier items being stored down low or above shoulder height. • Consider the condition and nature of flooring and change this where appropriate. • Reduce need to work at different levels • Avoid uneven surfaces or stairs where possible or provide appropriate equipment to manage these risks • Control of thermal environment • Maximise lighting
<p>Equipment:</p> <ul style="list-style-type: none"> • Ensure it is appropriate for the task and considered based upon needs of the staff • It is maintained in accordance with manufacturer’s instructions? • Staff are trained and confident in using it. It is located in an accessible place? 	

In situations where a number of the risks are common to a number of generally

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similar activities the completion of a generic risk assessment would be acceptable. However you must ensure you consider all the moving and handling risks in these activities to ensure none are missed.

Monitoring of the activity should be undertaken on a regular basis to ensure the system of work / Instructions are being adhered to. There is also a duty to formally review and as required amend the risk assessments.

- Annually
- If there are significant changes within the task
- Where an accident occurs during or as a result of the activity Records of reviews and amendments must be kept for a minimum of 4 years. Where emergencies arise it may be required for managers/supervisors to issue a set of verbal instructions that differ from those recorded in the system of work. These instructions should be carefully considered to manage the emergency in the safest way possible. The instructions given and reasons for issuing them must be recorded and attached to the risk assessment for reference with signature and date. See Appendix 1 Risk Assessment Form / system of work

5. Communicating of risk assessment finding and systems of work/arrangements

The significant findings of the risk assessment and the systems of work or any changes or updates to existing assessments, must be communicated to all persons who will be directly involved in the moving and handling activity. The managers hold the responsibility to ensure the information is communicated to the appropriate persons. Some of the ways this may be achieved are:

- During supervisions
- During team meetings
- During specific meetings set up to communicate risk assessment information
- During shift handovers' Ensure all persons have understood the information and

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are clear on how to undertake the activity, their responsibilities to report any difficulties experienced, or changes in the task. Records must be kept to evidence communication of information in relation to new assessment or updates/changes to existing activities have taken place. See Appendix 2 Risk Assessment Signature Sheet

6. Training

Basic moving and handling of objects training should include:

- Brief outlines of employers and employees responsibilities under the Health and Safety at Work Act 1974,
- Outline of employers and employees responsibilities under the Manual Handling Operations Regulations 1992,
- Overview of moving and handling risk assessment factors
- Overview of systems of work
- Health risks and good back care
- Principles of safer handling
- Efficient movement principles
- Use of equipment
- Demonstration of practical techniques which include -Lifting from the floor -Lifting from waist Height -Lifting above shoulder height -Team Handling
- Assessment of delegates performing practical techniques Moving and handling of objects risk assessor training should include all that is covered in the Basic Moving and Handling of Objects training sessions plus

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- Risk identification
- Completion, recording and implementation of risk assessments and systems of work
- Communicating findings
- Reviewing and amending There may be the requirement for activity specific training which must be designed to meet the legislative and practical requirements of activity.

7. Work Equipment

This refers to any equipment, machinery, appliance, apparatus, tool or installation for use at work. In regards to moving and handling there are many pieces of equipment designed to reduce the risks to handlers. When looking to provide equipment you must ensure:

- It conforms to essential requirements. I.e. it bears a CE Marking; there is a copy of the EC *Declaration of Conformity*.
- That it fits the need of the persons operating it
- That it is fit for purpose
- That persons using it are trained in the use of
- That visual inspections are carried out before use
- It is maintained according to manufacturer's instructions or legal requirements
- It is not used inappropriately or for an activity it was not designed for Although the provision of equipment will be to reduce the handling risks of the activity you must also bear in mind:

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- The handling risks associated with operating or moving the item of equipment.
- Whether it creates other risks such as reduction in space, increase in noise, storage issues or risks to others.

8. Agile Working

It is essential that the moving and handling activities associated with agile working are addressed. For many staff whose job role requires them to travel around the City, there is a marked increase in the moving and handling activities they undertake. Such as:

- Carrying of laptop, batteries, charging cables etc.
- Tendency to try to carry entire days / weeks' worth of documents, files, handouts.
When completing moving and handling assessment for agile workers you should consider the following:
 - Person only carries what they need to
 - Provision of suitable bag/rucksack to carry items,
 - Persons who travel to visits on public transport look at ways to prevent them having to carry an entire days work with them such as arranging suitable places for them to store/collect items throughout the working day

Additional Information

Further information can be located on People Solutions\My Working Life\Health, Safety and Wellbeing\Health and Safety at Work or alternatively obtained from your Safety Team, you can c

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Signed: _____

Sue Sidaway

Chair of Local Committee

Signed: _____

David Aldworth

Executive Head Teacher