



Manual Handling Policy

Approval and Reviews by the Parochial Church Council (PCC)

Version	Type of Change	Date of Change	Changes Made
1.0	Approval	March 19, 2024	Approved by PCC

This Policy is to be read in conjunction with the following documents: -

- **Stratford-upon-Avon PCC Health and Safety Policy**
- **HSE Manual Handling at Work – A brief guide**

As a Parish we will, so far as is reasonably practicable:

- meet our obligations under the Manual Handling Operations Regulations 1992 by assessing the health and safety risks to persons carrying out such tasks.
- avoid the need for Manual Handling tasks by the provision of handling aids;
- provide employees with suitable work equipment and/or Personal Protective Equipment.
- ensure employees have adequate information, instruction and training for the intended task(s) and use of such equipment/PPE.

Arrangements (Procedures)

- Where necessary a Risk Assessment will be carried out – Guidance will be taken from the Health and Safety Executive information website.

Information and Training

- The Parish will consult with employees/volunteers and allow their participation.
- Employees and Volunteers will be provided with information, instruction and training about risks, control measures and safe working practices.
- If necessary, the Parish will seek external specialist assistance in matters of Manual Handling.

Review

- Manual Handling Risk Assessment(s) will be reviewed following significant changes in Work Processes, Machinery/Equipment and Legislation



Additional Guidance

- The Parish realises that lifting and moving loads by manual effort is the biggest single cause of injury in industry. This is largely due to poor technique when carrying out lifting procedures, which result in back strain.
- If you have any concerns that might reasonably be considered to affect your ability to undertake manual handling operations safely, e.g. pregnancy, a history of back, knee or hip trouble, hernia etc. do not undertake the task raise the concern with your line manager / team leader.

To help prevent manual handling injuries in the workplace, consideration should be made to avoid such tasks as far as possible.

However, where it is not possible to avoid handling a load, you must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury. Never attempt to manually lift loads which you consider to be too heavy/unwieldy/bulky/unpredictable/unstable or intrinsically harmful to be lifted safely.

Where avoidance isn't possible try to MINIMISE lifting and carrying e.g. parking close to the location, using a trolley or a rucksack, sharing the load with a second person, minimising what is carried to essentials, using lifts not stairs etc.

When manual handling can't be avoided, ASSESS the risk.

T I L E - - 'Task', 'Individual', 'Load', 'Environment': -

- I. **Task:** You'll need to assess the risks involved with each manual handling task. Does it involve any twisting, stooping, bending, pushing, pulling or team handling?
- II. **Individual:** Consider the physical capabilities of staff members carrying out manual handling activities. Remember to make special considerations for employees with known injuries or disabilities. You may also require separate assessments for pregnant employees and younger workers.
- III. **Load:** Provide information regarding the weight, temperature, movability, grasp capacity and more.
- IV. **Environment:** Assess the environment where manual handling will be taking place as it can play an important role in making tasks more dangerous. Consider uneven or slippery flooring, lighting and ventilation.

Put in place strategies to REDUCE the risk, such as: -

- Use a suitable manual handling aid e.g. wheeled trolleys, etc.
- Get help from colleagues
- Use safe lifting techniques e.g. plan where it is going, get close to the load, bend the knees, keep the back straight, and avoid over-stretching and twisting the back when carrying or placing the load.
- Wear suitable footwear with non-slip soles.
- When storing items, keep heavy or frequently used items at a manageable height.
- Where possible staff should use a trolley to transport boxes of paper and other heavy items. Only light objects should be placed on high shelves.



If staff/ volunteers need to lift items or transport heavy boxes, then they should conduct a risk assessment to ensure that manual handling is avoided or minimised wherever possible.

Below are safety suggestions to be considered when lifting: -

- I. Test the load and if it is awkward or too heavy, do not attempt to lift without help.
- II. Look for sharp edges, projecting nails, wires or splinters. Wear close fitting gloves if necessary.
- III. Plan the lift - remove any obstructions, make sure that there is visibility over or around the load. When carrying, ensure that there is sufficient space to put the load down following the move.
- IV. Stand close to the load with feet slightly apart and bend the knees.
- V. Position the elbows as close to the body as possible and grip the load with the palm of the hand and roots of the fingers.
- VI. Keep the back straight and straighten the knees - the thigh muscles will do the work.
- VII. Do not change the grip whilst carrying.

If you have any concerns about manual handling or need some help, please speak to the Parish Officer or nominated person.

Next Policy Review Date: January 2025

--- End of Policy ---

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