

## Manual handling - Guidance

<b>Why correct manual handling is important:</b>
A common cause of injury in workplaces is through back injuries through incorrect handling. It is easily done but has large impacts. More information can be found in the HSE guide in the HQ Safety folder but a general run through and rules is included here.
<b>Before moving:</b>
<p><b>Do I need to move it?</b></p> <p>Can the job be done where the item currently is? Can it be delivered to the final place? Can I use any equipment to help you such as a trolley or cart?</p> <p><b>Prepare for the move:</b></p> <p>Make sure the place you are moving the object to is clear so it can be easily put down. If you are putting it down can it be put on a surface off of the ground? Is the floor around it clear and dry to avoid slips and trips?</p> <p>If the load is large, heavy or bulky can it be broken down into smaller parts? Do you need a team of people to help you?</p>
<b>Handling technique:</b>
<ol style="list-style-type: none"> <li><b>1. Think before lifting:</b> follow the steps above.</li> <li><b>2. Adopt a stable position:</b> feet apart, one leg slightly forward for balance. Get ready to move feet once lifting starts.</li> <li><b>3. Keep a good posture while lifting:</b> use knees and feet to lift and avoid flexing back.</li> <li><b>4. Hold close to body:</b> we can carry much heavier loads safely when carried closer to the body. Avoid twisting when moving.</li> <li><b>5. Good posture when lifting:</b> avoid twisting when moving and keep your head up. Move smoothly to avoid jerk and make easier to carry.</li> <li><b>6. Put down:</b> use same posture when lifting to put down. Adjust afterwards if needed.</li> </ol>

# Risk Assessment – Manual handling

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Hazards identified	Who's at risk	Existing risk controls	Additional controls required?
<b>Incorrect posture</b> - back strain or injury through carrying heavy loads incorrectly.	Users carrying.	<ul style="list-style-type: none"> <li>• HSE and simplified guidance provided in HQ Safety folder on how to maintain good posture.</li> <li>• Many of the adults involved in the group have received training through their occupations. Top-up training where required for volunteers.</li> <li>• Copies of this guidance and assessment available on the group website, in the HQ Safety Folder and on the Dropbox accessed through OSM.</li> </ul>	
<b>Heavy items</b> – injury through carrying excessively heavy items or foot injury if dropped	Users carrying.	<ul style="list-style-type: none"> <li>• Equipment to be broken down into manageable chunks where possible.</li> <li>• Use of teamwork to manage loads. In particular when loading and unloading from camps or moving equipment down from the balcony.</li> <li>• Do not expect young people to carry equipment, regardless of how willing they are. If they do, ensure they do not exceed their limits.</li> <li>• Storage of heavy items at an appropriate height in storage spaces e.g. do not store heavy items above head height without appropriate equipment to reach the height.</li> </ul>	Investigate if any moving equipment needs to be acquired for use by the group.
<b>Length of time</b> – injury through straining or carrying items for a greater length of time	Users carrying.	<ul style="list-style-type: none"> <li>• Equipment to be broken down into manageable chunks where possible.</li> <li>• Use of teamwork to manage loads. In particular when loading and unloading from camps or moving equipment down from the balcony. Break journey down into small parts where users can signal if they need a break.</li> <li>• Do not expect young people to carry equipment, regardless of how willing they are. If they do, ensure they do not exceed their limits.</li> </ul>	Investigate if any moving equipment needs to be acquired for use by the group.