






Manual Handling Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

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Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	22.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	26.09.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	26.09.2023

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Introduction

More than a third of all over-three-day injuries reported each year to the HSE are caused by manual handling. The Management of Health and Safety at Work Regulations & Manual Handling Regulations, place a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors and any others who may be affected by the activities of **sportscotland**.

Definitions

Manual handling – this is the transporting or supporting of an animate or inanimate load, including lifting, lowering, pushing, pulling, holding, carrying, throwing and moving by the application of bodily force to that load.

Policy statement

sportscotland intends to reduce the risk of manual handling injuries and to provide guidance on the measures that are to be taken to ensure safe lifting and carrying in our workplace.

We will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of our workplace and activities and the provision of mechanical aids such as trolleys.

An assessment of manual handling activities will be carried out by a competent person. Risks which are identified will be reduced to the lowest level reasonable.

We will ensure that:

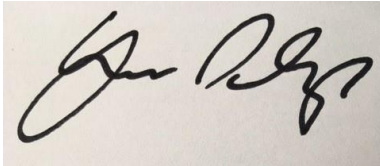
- Manual handling assessments are carried out where relevant;
- Record all relevant assessments;
- Review assessments as required;
- Provide adequate information, instruction and training to employee carrying out manual handling activities;
- Employees are properly supervised;
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken;
- Employees adhere to safe systems of work;
- Safety arrangements for manual handling operations are regularly monitored and reviewed;
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking any manual handling; and
- Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, Manual Handling Operations Regulations 1992 (as amended), Provision and Use of Work Equipment Regulations 1998 (PUWER) and all subsequent regulations.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop
Position: Chief Executive Officer
Dated: 26 September 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Manual Handling Policy;
- Ensure arrangements are clearly communicated to all relevant employees, especially those who perform manual handling activities as part of their day-to-day work;
- Ensure a robust, efficient and effective reporting system is in place; and
- Regularly review the Manual Handling Policy and arrangements.

Line managers

They will:

- Ensure there is an appropriate manual handling risk assessment for the activities employees are undertaking;
- Consider the task, load, working environment and individuals capabilities when completing a risk assessment;
- Prevent employees from undertaking unnecessary manual handling tasks when it can be eliminated or the risk can be reduced;
- Provide adequate training and instruction to employees during tool box talks and safety briefings;
- Monitor employees to ensure adequate manual handling techniques are being adopted;
- Report any accidents, incidents or near misses by means of the Accident/Incident Report Form (AIRF) (see the Accident/Incident Reporting and Investigation Policy);
- Review the manual handling risk assessment when the task, load or environment of the manual handling activity changes, and update as necessary; and
- Review the manual handling risk assessment when there is a change in employees and their individual needs will require re-assessment.

All employees

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Report (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity;
- Attend training when required to do so;
- Comply with instruction and training which is provided in safe manual handling activities;
- Take reasonable care of their own health and safety and that of others;
- Follow all safe systems of work laid down for their safety;
- Use equipment which has been provided to minimise manual handling activities;
- Report any defects in systems, practices or equipment; and
- Inform their line manager when they believe that there is a risk of injury.

Arrangements and guidance

Possible effects on health

Manual handling operations account for more than a quarter of all accidents reported to the enforcing authorities. It has been a common misconception that manual handling problems are directly associated with heavy industry but, in fact, all sections are affected with high manual handling accident figures.

Many of these accidents involve 'major injury' categories such as fractured limbs and a high percentage result in 'over three day' absences from work often caused by poor posture and excessive repetitive movements, usually caused over a period of time rather than by a single manual handling operation.

The main risks

An employee may be at risk of injury through manual handling operations if they:

- Undertake manual handling activities for which an assessment has not been carried out;
- Are physically unsuited for the task;
- Are wearing unsuitable clothing, footwear etc; or
- Have not received adequate and suitable instruction and training to enable them to carry out the task safely.

Consideration should be given to employees who are young, have a medical condition that may affect their manual handling capabilities or are known to be pregnant. A specific assessment must be undertaken for these categories of employees.

Avoidance of manual handling

The Regulations state that any manual handling operations which involve a risk of injury should, so far as is reasonably practicable, be avoided.

There are two practical ways to achieve this:

- Eliminate the handling operation; or
- Automate or mechanise the operation.

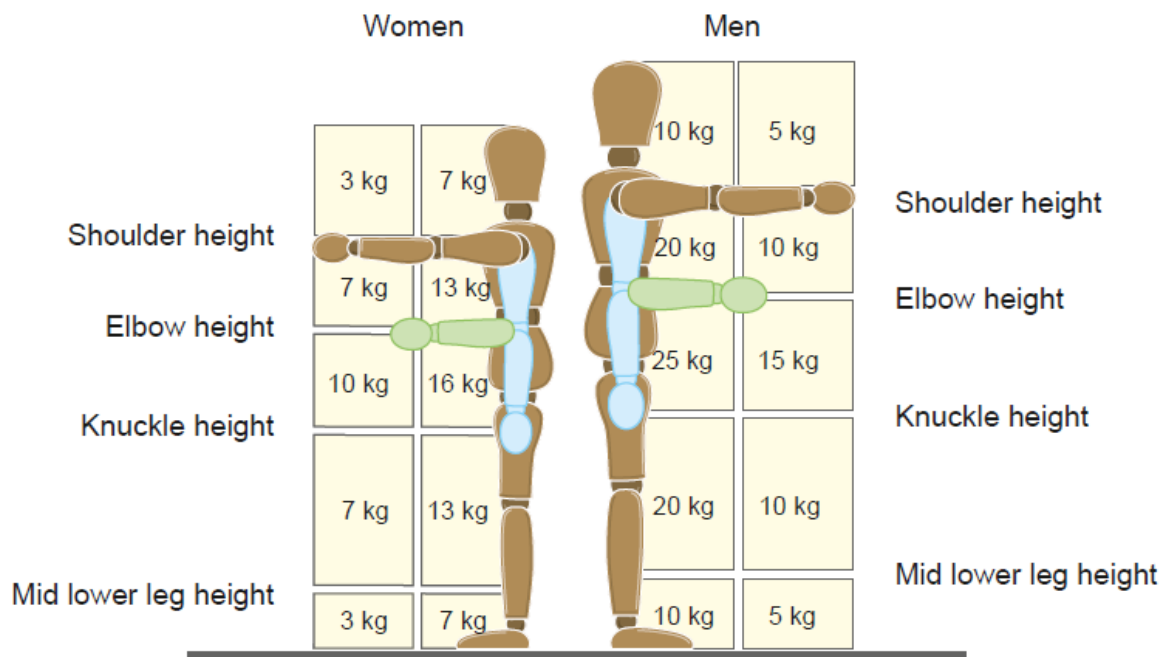
Where it is not possible to eliminate or mechanise the operation a manual handling assessment should be carried out. These assessments should be carried out by a 'competent' assessor who has a thorough practical understanding of the types of tasks to be performed, the loads involved and the working environment in which the manual handling operation is to be carried out. The assessment should be in written form and kept readily accessible for the period for which it is in force.

The assessment is based upon four factors:

- Task
- Load
- Working environment
- Individual capability.

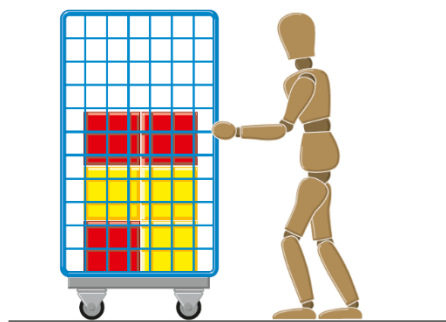
Recommended lifting, pushing and pulling weight guidelines

If the guidelines illustrated below are not exceeded then Section A of the 'Manual handling assessment' should be completed only.



These are guideline weights, and their position in relation to the body, that employees should be able to move, lift and lower easily and safely. If the handlers' hands enter more than one of the box zones during the operation, then take the figure as the smallest weight shown.

If employees are handling greater weights than these, then a detailed moving and handling assessment should be undertaken.



The guideline figure for starting or stopping the load is a force of about 25 kg for men and about 16 kg for women.

There is no specific limit to the distance over which the load is pushed for pulled provided there are adequate opportunities for rest or recovery.

Reducing the risk of injury

Some manual handling operations offer more scope for reducing the risk of injuries than others. Therefore, emphasis is placed upon the load itself and suitable training for those carrying out the manual-handling task.

An ergonomic approach should be adopted to enable safe design of all manual-handling techniques. Improved job and workplace design may not eliminate injuries but should greatly reduce them.

The task, load, working environment and individual capabilities must be considered to design the task to suit the employee.

Emphasis should be placed on the use of mechanical aids where reasonably practicable. These still involve some degree of manual handling but the risk of injury is reduced and efficiency increased. Examples of mechanical aids include: hoists, levers, sack truck, roller conveyor and chutes, etc.

Risk assessment considerations

Task

Several factors to consider are:

- A) Improving task layout:
 - Using suitable storage racks for materials at waist height.
- B) Using the body more efficiently:
 - Prevent the need for stooping and twisting by re-designing layout;
 - Ensure that the load can be held close to the body to reduce stresses in the back and shoulders;
 - Ensure good handling posture is maintained by correct body positioning, removing obstacles and keeping the area free from debris; and
 - Use push/pull techniques wherever possible rather than lifting a load.
- C) Improve work routine:
 - Allow suitable rest/recovery periods for manual handling operations;
 - Introduce job rotation where practical which allows the muscles to relax whilst others are in use.
- D) Handling whilst seated:
 - An employee can handle less than in a standing position therefore avoid lifting from floor height as this will put severe strain on the lower back; and
 - Seating should preferably have a swivel action and no casters. This ensures some freedom of movement and stability.
- E) Team handling:
 - Used when a load is unsafe to be handled by one person;
 - The team should work well together and respond to synchronised instructions. Training is essential otherwise further hazards may develop. Many injuries are caused when one person is trained to handle loads safely and the other is not; and
 - Employees should preferably be similar in build to ensure even distribution of load stresses.
- F) Personal protective equipment:
 - Includes items such as; gloves, overalls, safety footwear etc;
 - All equipment provided should be well fitting and not restrict movement; and
 - All equipment should be suitable for the task and kept in good condition (Personal Protective Equipment at Work Regulations).
- G) Maintenance of handling equipment:

- All equipment should be well maintained and defects reported immediately (see The Provision and Use of Work Equipment Regulations).

Load

Can the load be made:

- Lighter (specify with supplier if necessary);
- Smaller or easier to handle;
- Easier to grasp (handles or slings to get a better grip);
- More stable (prevent unexpected movement of the contents); or
- Less damaging to hold (free of oil, dirt, dust, etc)?

Working environment

Ensure adequate space in which to carry out manual operations (keep gangways clear, improve housekeeping, etc).

A) Floor condition:

- Ensure that it is level, in good condition, has a non-slip surface and is free from dirt, oil, etc.

B) Working at different levels:

- Wherever possible tasks should be carried out on one level. Where this is not possible the transition should be as gentle as possible with good ramps or stairs. Work benches should be at the same height to prevent the need for lowering or raising loads.

C) Thermal environment:

- Extremes of temperature and humidity should be avoided wherever possible. Where this is not practical suitable personal protective equipment should be provided.

D) Lighting:

- This should be sufficient and well positioned to enable employees to see clearly their work surroundings.

Individual capability

Personal capability:

- Employees who are or who have been recently pregnant and those who have health problems which affect their handling capability should receive particular consideration; and

- The degree of fitness and familiarity of a task should help reduce the likelihood of handling injuries, as does a suitable level of training.

Knowledge and training:

- Knowledge and training alone does not ensure safe handling techniques;
- The main objective should be to redesign the working conditions, improve the task, load and working environment as appropriate;
- The task must be suited to the individual to reduce the risk of injury; and
- Training does, however, ensure that all employees know how to judge load suitability and use correct handling techniques.

Review of assessments:

- The assessments should be kept up to date and reviewed by the line manager when they are no longer valid, (for example, when the working conditions or employees change). The assessment should be modified or corrected where necessary.

Information, instruction and training:

- Training enables employees to develop good handling techniques and to develop skills which will help them recognise and either avoid or modify any hazardous handling situations.

Information:

- Wherever possible all loads should be clearly marked with their weight. Where this is not possible employees should be given details of the loads to be handled with general indications on the weights; and
- In addition, if a load has a centre of gravity which is not located centrally, the heaviest side should be marked.

Instruction and training:

- The instruction and training needs will be highlighted by the assessment and deficiencies should be rectified in order to comply with Section 2(2)c of the Health and Safety at Work Act;
- The training should include practical instruction based upon the tasks of those employees concerned to emphasise the various techniques developed to reduce manual handling injuries; and
- This may involve the technique of judging the weight of a load by lifting one corner. Some loads are misleading; a large box may be empty and light to carry, a small box containing a portable television will be fairly heavy with a centre of gravity not centrally located.