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**Session times only**

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Milland Memorial Hall  
Iping Road  
MILLAND  
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GU30 7NA

## 40. Manual Handling

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Manual handling applies 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 child. We aim to fulfil the requirements of Manual Handling Regulations 1992 and 2002, although it is not possible to eliminate all manual handling we recognise correct handling techniques will lessen the chances of injury occurring.

### 40.1. Manual Handling Policy: Responsibilities

Day to day responsibility lies with the designated Health and Safety Officer Jo Mealey. She will make sure to provide the correct equipment to support moving and handling techniques. She will carry out an assessment of main tasks, identify potential risks arising from manual handling and set clear rules in our risk assessments. She will ensure outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose. She will ensure that staff and visitors are given guidance about the safe storage, movement, lifting and erection of large pieces of equipment on induction and through training, meetings, handouts and our staff handbook.

As part of a manual handling assessment all staff will take into consideration the following:

- 1) The tasks to be carried out,
- 2) The load to be moved,
- 3) The environment in which handling takes place
- 4) The capability of the individual involved in the manual handling.

### 40.2. Manual Handling Policy: Basic Rules

- 1) Avoid the need for hazardous manual handling, so far as reasonably practical.
- 2) Assess the risk of injury from any hazardous manual handling that can't be avoided.
- 3) Reduce the risk of injury from hazardous manual handling, so far as reasonably practical,
- 4) Limiting the distances for carrying, making the load smaller/lighter where possible and using the proper equipment provided such as ladders, trolley etc.



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- 5) Do not move any load unless you know the correct handling techniques or believe the load may cause you an injury.
- 6) Ask for assistance

### 40.3. Manual Handling Policy: Position and Lifting

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up. Always lift using the correct posture: bend the knees slowly, keeping the back straight; Tuck the chin in on the way down; Lean slightly forward if necessary and get a good grip; Keep the shoulders level, without twisting or turning from the hips; Try to grip with the hands around the base of the load; Bring the load to waist height, keeping the lift as smooth as possible. Move the feet, keeping the load close to the body; Proceed carefully, making sure that you can see where you are going; Lower the load, reversing the procedure for lifting; Avoid crushing fingers or toes as you put the load down; Position and secure the load after putting it down; Report any problems immediately – for example, strains and sprains. These must be recorded in the staff injury book