Title of Policy:	**Manual Handling**
Section:	**Health and Safety**

Purpose

Many long-term injuries and days of absence from work are caused by injuries related to manual handling. These injuries can be reduced significantly in number if proper procedures are followed, and this policy statement contains valuable advice and guidance for employees of Carers Choices.

Statement

Manual handling operations mean any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of it) by hand or by bodily force. Many people hurt backs, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all injuries reported each year to the Health and Safety Executive and to local authorities are the result of manual handling activities.

Upper limb disorders can happen in almost any workplace where people do repetitive manual handling activities or work in awkward postures for prolonged periods of time, or as a result of one-off incidents.

Early symptoms may be temporary muscular aches and pains, but if such work is not properly managed, they can develop into chronic and disabling disorders. Damage can build up over time, causing pain and discomfort in necks, backs, shoulders, arms, hands or fingers. Most cases could be avoided by the provision of suitable and regularly maintained mechanical aids, together with relevant training on manual handling and the safe use of equipment.

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, in relation to manual handling activities, and to comply with all relevant legislation, including the:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (as amended 2002)
- Personal Protective Equipment at Work Regulations 1992 (as amended)

Procedure and Guidance

To ensure that manual handling activities are undertaken safely and that safe systems of work are clearly understood throughout Carers Choices, we will:

- identify all manual handling tasks and situations where there is a risk of injury
- **avoid manual handling tasks**, wherever practicable
- assess and reduce unavoidable risks
- provide employees with adequate information, instruction and training to enable them to perform their work safely
- ensure that adequate resources are made available to fulfil the requirements of this policy
- review this policy at least annually, or more frequently if significant changes occur

To fulfil our responsibilities as outlined above, we will:

- identify all manual handling operations and activities undertaken by our employees
- complete an initial appraisal of all operations to determine if a risk of injury to employees is present
- avoid, wherever possible, manual handling tasks where there is a risk of injury to employees
- complete a detailed assessment of each manual handling operation if the risk is unavoidable
- develop safe systems of work

- inform all employees involved in manual handling operations of any possible risks and how these can be avoided
- provide employees with sufficient information, instruction and training on approved, safe manual handling techniques, to ensure their health and safety while undertaking tasks
- deliver appropriate training in the use of any mechanical aids employees are expected to use
- ensure appropriate health checks are made on the individuals performing the tasks, especially vulnerable people, and ensure that employees bring to our attention any changes in their own medical conditions
- periodically assess accident records to identify any trends in musculoskeletal injuries and ensure that serious injuries are appropriately reported

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Involving People to Manage Risks • Safe Environments	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 12: Safe care and treatment Regulation 15: Premises and equipment	Health and Safety at Work etc. Act 1974

Regulation 17: Good governance	Management of Health and Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992 (as amended 2002) Personal Protective Equipment at Work Regulations 1992 (as amended)

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden