

# MANUAL HANDLING POLICY

## Version 1.0

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Name and Title of Author:	Helen Johnson, Health & Safety Advisor
Name of Responsible Committee/Individual:	Hull CCG Health & Safety Group
Equality and Diversity Impact Assessment:	Attached as Appendix 2
Trade Union Representative Approval:	Yes
Implementation Date:	17 <sup>th</sup> March 2015
Review Date:	16 <sup>th</sup> March 2017 or sooner if required
Target Audience:	All Staff

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## Hull Clinical Commissioning Group

### 1. INTRODUCTION

- 1.1. Hull Clinical Commissioning Group (Hull CCG) is committed to providing a safe working environment for all its employees. This will include the provision of safe management systems, equipment and any information, training and supervision that is necessary to enable its employees to carry out their duties in a safe manner.
- 1.2. Manual Handling is defined as “*any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force*”. Regulation 2(1) Manual Handling Operations Regulations 1992 (as amended) 2002.
- 1.3. Statistics show that manual handling of hazardous loads is one of the most common causes of absence due to injury in the workplace. This policy outlines the measures that must be taken by both managers and employees to reduce the risk of injuries being incurred and sets out guidance for the moving and handling of loads.
- 1.4. The aim of the policy is to eliminate the need for employees to undertake any hazardous manual handling tasks “*so far as is reasonably practicable*”, in accordance with current legislation and to promote best practice with regard to manual handling tasks.
- 1.5. Hull CCG reminds all its employees of their duties under the Manual Handling Operations Regulations 1992 to make full and proper use of service aids provided and will take all reasonable steps to ensure that this Manual Handling Policy is communicated and available to all appropriate persons who have cause to work within the organisation.
- 1.6. General Manual Handling Risk Assessments should be recorded using the standard Hull CCG Risk Assessment Form (attached as Appendix 1).
- 1.7. Specialist risk assessments for specific individuals or for complicated lifting equipment may be carried out by the Occupational Health provider on their own paperwork.

### 2. GENERAL RESPONSIBILITIES

- 2.1. Hull CCG recognises and accepts its statutory responsibilities as an employer to avoid hazardous manual handling so far as is reasonably practicable.

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2.2. Where hazardous handling tasks cannot be avoided a suitable and sufficient risk assessment should be made taking into account:

- The nature of the task
- The nature of the load
- The capabilities of the individuals involved in the task
- The working environment
- Provision, maintenance and suitability of equipment

2.3. The risk assessment should be used to implement measures that eliminate or, where this is not possible, to reduce the risk of injury to the lowest level reasonably practicable.

2.4. Any assessment should be completed using a CCG template and reviewed annually, or sooner if changes in the task, load, working environment or individual capability occur.

2.5. All individuals who may be at risk, including non-employees must be informed of the risks associated with hazardous manual handling tasks so far as is reasonably practicable.

2.6. Employees who do not carry out safe manual handling techniques, as identified within the Hull CCG training programmes, but carry out unsafe techniques which increases the risk of injury to themselves and others, may be subject to disciplinary action in line with Hull CCG Disciplinary Policy.

### **3. MANAGEMENT RESPONSIBILITIES**

3.1. Managers must ensure that all manual handling incidents are reported immediately in compliance with Hull CCG Incident Reporting Procedures and that appropriate investigations are undertaken.

3.2. Any employee with back pain or any other physical condition which may affect their required manual handling capability, whether or not as a result of injury, must be referred to the Occupational Health provider for a specialised assessment.

3.3. Managers must ensure that staff are instructed in the use and maintenance of specialised manual handling equipment where provided in the workplace following manual handling induction training. Such training should be recorded.

#### 4. EMPLOYEES RESPONSIBILITIES

4.1. All staff shall be reminded of their obligations under the Health and Safety at Work Act etc 1974, as set out in Section 7, as follows:

*“It shall be the duty of every employee while at work to take reasonable care of the health and safety of himself and other persons who may be affected by his acts and omissions at work”*

and that:

*“As regards any duty or requirements imposed on his employer or any other persons by or under any of the statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.*

4.2. Employees are reminded of their duties under the Management of Health and Safety at Work Regulations 1992, as set out in Regulation 5:

*“each employee while at work shall make full and proper use of any system of work provided for his use by his employer”.*

4.3. Employees are also reminded of their duties under the Manual Handling Operations regulations 1992, as set out in regulation 12:

*“to make use of appropriate equipment provided for them. Such equipment will include machinery and other aids provided for the safe handling of loads.”*

4.4. All employees are responsible for ensuring that they have read the Manual Handling Policy and that they are familiar with the principles outlined. Compliance with safe systems of work is mandatory. Any breach of this policy observed must be reported to the line manager.

4.5. Employees are required to participate in and comply with the undertaking and review of both generic and individual assessments of manual handling risk and to follow the guidance given where specific risks have been identified.

4.6. Accidents and incidents must be reported immediately in compliance with Incident Reporting, and treatment/advice sought in the case of injury.

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- 4.7. Any employee aware of a health problem or condition, whether or not due to injury which may affect their required manual handling capabilities must report this directly to their manager or refer to the Occupational Health provider if further advice or support is required.

### **5. TRAINING**

- 5.1. Manual handling instruction is regarded by Hull CCG as mandatory training and Hull CCG considers it to be an integral part of the risk management process and all staff must attend (or complete on-line training if applicable) when required to do so. Compliance will therefore be monitored through the Performance and Individual Development process and through the electronic staff records.
- 5.2. Training will be provided / commissioned for both face-to-face and the e-learning by Hull CCG.
- 5.3. All new employees must receive training at the first opportunity following appointment if they are unable to provide a record and details of previous training which satisfy the requirements of Hull CCG. Staff will receive refresher training as necessary. Staff may also be asked to attend further training if new risks are identified or if there are significant changes to the manual handling requirements of their specific role.

### **6. ARRANGEMENTS**

- 6.1. The Occupational Health provider, in conjunction with the line manager, will provide health screening for all prospective new employees and where appropriate, health checks for those returning to work to assess their fitness for the work to be undertaken. Occupational Health will provide guidance to managers regarding specific elements of an individual's job in order to advise people who may be at risk from manual handling operations.
- 6.2. The Occupational Health provider's responsibility will be to assess the health of prospective candidates against the physical requirements of the job, including manual handling.
- 6.3. In response to management concerns, The Occupational Health provider will advise on how to ensure the environment does not adversely affect health.

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6.4. Any employee who may have been identified as having a work related health concern may be referred for advice, information and assessment, or may make a self-referral to the Occupational Health Provider.

### **7. APPLICATION OF THIS POLICY**

7.1. This policy applies to all employees and office holders of Hull CCG and any other persons occupying or working at CCG premises, such as employees of other organisations, private contractors, agency staff and volunteers.

7.2. Agency staff contracts will reflect the need for staff to adhere to this policy and to be proficient in manual handling techniques as appropriate to their role.

### **8. EQUALITY**

All policies require an assessment for their impact on people with protected characteristics. An Equality Impact Assessment has been undertaken for this policy and as a result of performing the analysis, it is evident that a risk of discrimination exists and this risk may be removed or reduced by implementing the actions detailed within the Action Planning section of the document. This screening can be found in Appendix 2.

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

### **9. MONITORING**

This policy has been developed in the light of current guidance and legislation pertaining to issues which are continuously under review and as such will be monitored at organisational level, by the following means.

- Regular assessment of accident and untoward incident reports.

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- Reports of sickness absence due to health problems caused by or affecting individual capability.

### **10. REFERENCES**

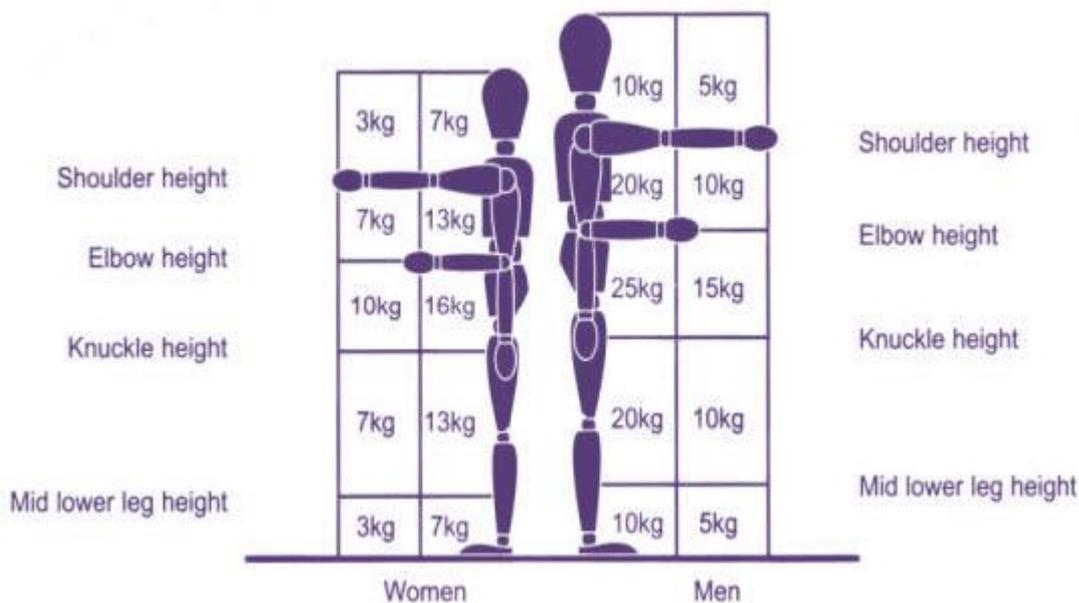
- Health and Safety at Work etc Act 1974
- The Manual Handling Operations Regulations 1992 (MHOR)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Management of Health and Safety Regulations 1999 (MOHASR)
- Reporting Injury, Disease, Dangerous Occurrences Regulations 1998 (RIDDOR)

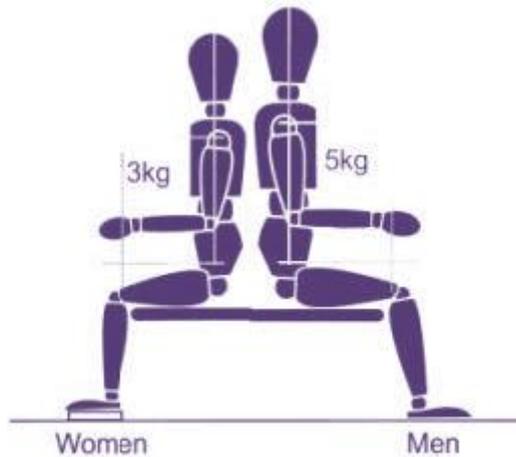
### **11. REVIEW**

- 10.1. This policy will be routinely reviewed every 2 years or as required by legislative changes or following incidents.

**Guidelines on the manual handling of loads**

1. Where reasonably practicable all hazardous manual handling must be avoided.
2. Managers are responsible for ensuring the systematic recorded assessment of all potentially hazardous movement of loads and implementation of safe systems of work.
3. Where assessment indicates that the load needs physical assistance to move it, methods that avoid manual lifting must be used, e.g. hoists, belts, trolleys, sack trucks, rollers etc.
4. The Health & Safety weight guidelines below serve as an indication for suitable assessment. These guidelines should be adjusted when working as a team and according to an assessment of characteristics of the load, nature of the task, working environment and individual capability. Where assessment indicates no option but to exceed these guidelines, a more detailed risk assessment must be undertaken and the task carried out by suitably trained staff.
5. Lifting and lowering: When seated or standing for any manual handling task, select the lowest weight zone through which the hand passes during the task.





Handling while seated

6. Pushing and pulling

For Information:

For women, a force of 16.6 kg is the maximum force that should normally be required to start a load moving. 6.6 kg is the maximum force that should normally be required to keep it moving.

For men the maximum force for starting a load moving should normally be 25 kg. While the maximum force required for keeping it moving should be 10 kg.



Hand position when pushing / pulling

## Equality Impact Assessment:

<b>Equality Impact Analysis:</b>	
<b>Policy / Project / Function:</b>	Manual Handling Policy
<b>Date of Analysis:</b>	17-Mar-15
<b>This Equality Impact Analysis was completed by: (Name and Department)</b>	Helen Johnson, Health & Safety Advisor
<b>What are the aims and intended effects of this policy, project or function ?</b>	As part of Hull CCG's (the CCG) work activity, staff may be required to carry out manual handling activities. This policy aims to ensure that appropriate arrangements are in place to remove the risk, or where this is not possible, to reduce the risk to a level which is as low as is reasonably practicable (ALARP)
<b>Please list any other policies that are related to or referred to as part of this analysis</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> </ul>
<b>Who does the policy, project or function affect ?</b>  Please Tick ✓	<p>Employees ✓</p> <p>Service Users</p> <p>Members of the Public</p> <p>Other (List Below)</p>

**Equality Impact Analysis:**

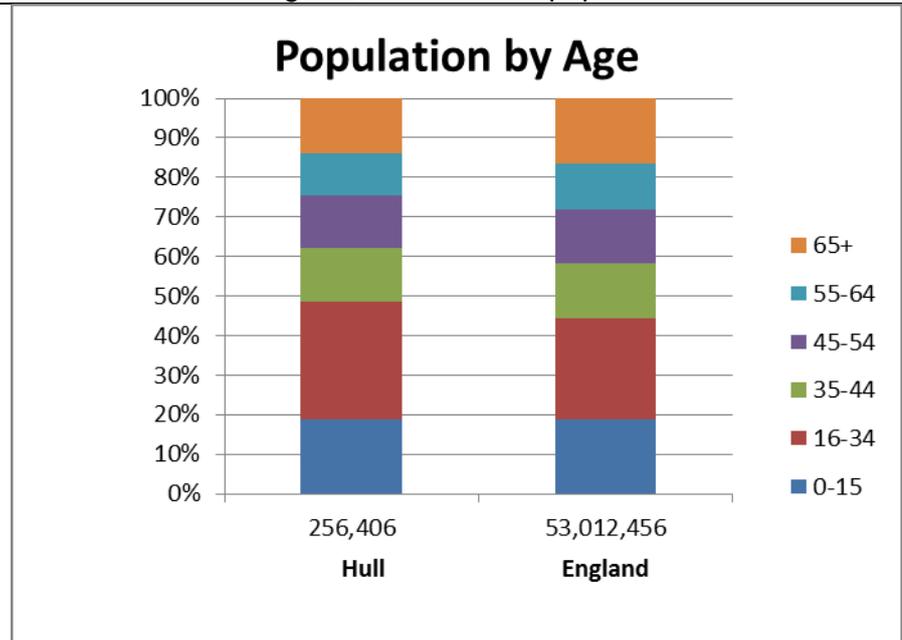
**Local Profile/Demography of the Groups affected (population figures) Relevant data can be found in the attached Knowledge Management Toolkit**

**General**

There are 57 GP practices in the Hull area which spans 7,154 hectares and, as a city, has relatively tight geographical boundaries with most of the 'leafy suburb' areas outside Hull's boundaries in East Riding of Yorkshire. As a result, Hull has a relatively high deprivation score, as measured by the Index of Multiple Deprivation 2010, with Hull ranked as the 10th most deprived local authority out of 326 (bottom 4%).

The resident population of Hull is 256,406 based on the 2011 Census data and 265,369 residents based on estimates from the local GP registration file as at October 2011. This equates to approximately 37 residents per hectare. The Joint Strategic Needs Assessment (JSNA) identifies considerable inequalities in health between Hull and England, and between populations within Hull.

**Age**



Compared to England, Hull has lower percentages of residents aged 10-19 years and 55+ years, but slightly higher percentages aged under 5, 20-34 years and 45-54 years. There is a relatively large difference between Hull and England for the age group 20-34 years, due to Hull's colleges and Universities.

There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010. The number of deaths occurring to Hull residents has decreased

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	<p>from 2,571 to 2,310 between 2001 and 2010. ONS estimated the resident population to be 243,596 in 2001 compared to 260,424 residents based on the GP registration file, with the difference between these estimates narrowing over time. So, whilst it is difficult to quantify the exact increase in Hull's population, it has increased over recent years. Between 2010 and 2030, ONS estimate that Hull's population will increase from 266,100 to 311,900 residents, an increase of 17%.</p> <p>The figure above shows the population of Hull (2011 Census Data).</p>				
<b>Race</b>	<p>The percentage of the population from Black and Minority Ethnic (BME) groups has increased substantially since 2001. For the 2001 Census, it was estimated that 3.3% of Hull's population was not White British or White Irish, whereas Census data shows that this figure increased to 10.2% for 2011. There is no single BME group in Hull with much higher percentages compared to other groups. The 2011 census data shows:</p> <p>White British - 89.7%          White Other - 4.4%          Mixed - 1.3%          Asian - 2.5%          Black - 1.2%          Other - 0.8%</p>				
<b>Sex</b>	<p>The gender split in Hull is approximately 50.1% men and 49.9% women. For 2008-2010, life expectancy in Hull was 75.7 years for men and 80.2 years for women compared to 78.6 years and 82.6 years for men and women respectively in England.</p>				
<b>Gender reassignment</b>	<p>No local information provided.</p>				
<b>Disability</b>	<p>According to the 2011 Census, it is estimated that approximately 19.7% of the Hull population lives with a long term health problem or disability compared with 17.6% for England. This information can be broken down further (Source: Projecting Older People Population Information System and Projecting Adult Needs and Service Information) to include learning disabilities, physical disabilities, hearing impairments and visual impairments, as follows:</p> <table border="1" data-bbox="507 1787 1401 1906"> <thead> <tr> <th data-bbox="507 1787 1246 1850">2012 Estimates</th> <th data-bbox="1246 1787 1401 1850">Hull</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 1850 1246 1906">Learning Disability (Age 18 – 64)</td> <td data-bbox="1246 1850 1401 1906">4,078</td> </tr> </tbody> </table>	2012 Estimates	Hull	Learning Disability (Age 18 – 64)	4,078
2012 Estimates	Hull				
Learning Disability (Age 18 – 64)	4,078				

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	Learning Disability (Age 65 and over)	762																				
	Physical Disability – Moderate (Age 18 – 64)	12,222																				
	Physical Disability – Serious (Age 18 – 64)	3,491																				
	Visual Impairment (Age 18 – 64)	108																				
	Visual Impairment (Age 65 and over)	3,263																				
	Hearing Impairment – Moderate or Severe (Age 18 – 64)	5,765																				
	Hearing Impairment – Moderate or Severe (Age 65 and over)	15,707																				
	Hearing Impairment – Profound (Age 18 – 64)	49																				
	Hearing Impairment – Profound (Age 65 and over)	402																				
<b>Sexual Orientation</b>	There are no local statistics for how many Lesbian, Gay or Bisexual (LGB) people live within Hull however, nationally, the Government estimates that 5% of the population are lesbian, gay, bi and transgender communities.																					
<b>Religion, faith and belief</b>	<p>According to the 2011 Census, 54.9% of the population have identified themselves as Christian and 3.1% of the population is made up of other religions. The remainder of the population did not state anything (7.2%) or stated 'no religion' (34.8%).</p> <table border="1"> <thead> <tr> <th>Religion</th> <th>2011</th> </tr> </thead> <tbody> <tr> <td>Christian</td> <td>54.9%</td> </tr> <tr> <td>Buddhist</td> <td>0.3%</td> </tr> <tr> <td>Hindu</td> <td>0.2%</td> </tr> <tr> <td>Jewish</td> <td>0.1%</td> </tr> <tr> <td>Muslim</td> <td>2.1%</td> </tr> <tr> <td>Sikh</td> <td>0.1%</td> </tr> <tr> <td>Other Religion</td> <td>0.3%</td> </tr> <tr> <td>No Religion</td> <td>34.8%</td> </tr> <tr> <td>Religion Not Stated</td> <td>7.2%</td> </tr> </tbody> </table>		Religion	2011	Christian	54.9%	Buddhist	0.3%	Hindu	0.2%	Jewish	0.1%	Muslim	2.1%	Sikh	0.1%	Other Religion	0.3%	No Religion	34.8%	Religion Not Stated	7.2%
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No Religion	34.8%																					
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<b>Marriage and civil partnership</b>	This protected characteristic generally only applies in the workplace. Data from the Office of National Statistics covering the period 2008-2010 indicates that there were 18,049 Civil Partnerships in England and Wales during this three-year period – 52% men and 48% women.
<b>Pregnancy and maternity</b>	There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010.

## Equality Impact Analysis:

<p><b>Is any Equality Data available relating to the use or implementation of this policy, project or function ?</b></p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates</li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol>	<p>Yes employee data has been used to support the monitoring of the impact of this policy in the future. The employee data is not included due to the low number of CCG employees and concern around anonymity.</p> <p>No <input data-bbox="1150 1055 1249 1126" type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p><b>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</b></p>	<p>Consultation has taken place both locally and nationally with Trade Unions and staff</p> <ul style="list-style-type: none"> <li>• SLT</li> <li>• CCG Employees</li> <li>• JTUPF Sub group</li> <li>• JTUPF</li> <li>• Governing Body (approval)</li> </ul>

**Promoting Inclusivity**

How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation

This Policy does not directly promote inclusivity, but ensures all employees are treated in the same way.

### Equality Impact Assessment Test:

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
<b>Gender</b> (Men and Women)	✓			Considered – neutral impact (Impact due to pregnancy considered separately)
<b>Race</b> (All Racial Groups)	✓			As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. However this potential impact is minimised due to the development of the ‘portal’ facilities detailed in the action plan and an expectation that employees should be able to comprehend all policy documents.
<b>Disability</b> (Mental and Physical)	✓			Considered – neutral impact Manual Handling arrangements might have an adverse impact on those with disabilities as they may find they require special arrangements however the policy provides for risk assessment to identify such circumstances and make appropriate arrangements
<b>Religion or Belief</b>	✓			Considered – neutral impact

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<b>Sexual Orientation (Heterosexual, Homosexual and Bisexual)</b>	✓			Considered – neutral impact
<b>Pregnancy and Maternity</b>	✓			Manual Handling arrangements might have an adverse impact on those employees who are pregnant, however the risk assessment process will identify any specific risks and appropriate arrangements will be made
<b>Transgender</b>	✓			Considered – neutral impact
<b>Marital Status</b>	✓			Considered – neutral impact
<b>Age</b>	✓			Considered – neutral impact

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### Action Planning:

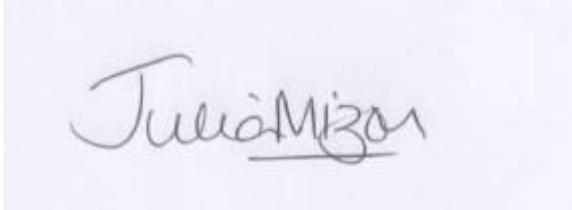
**As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	The CCGs Communication Team has developed the 'portal' to signpost individuals to alternative formats. As of January 15 there have been no requests for information in alternative formats, however this will be monitored.	CCG Communications	April 2016	Next policy review
Manual Handling arrangements might have an adverse impact on those with disabilities as they may find they require special arrangements however the policy provides for risk assessment to identify such circumstances and make appropriate arrangements	Managers to ensure that all staff are aware of the need for risk assessment when manual handling in order to identify risk and put appropriate control measures into place.	CCG	Immediate	Next policy review
Manual Handling arrangements might have an adverse impact on those employees who are pregnant, however the risk assessment process will identify any specific risks and appropriate arrangements will be made	Managers to ensure that manual handling issues are addressed as a part of any maternity risk assessment, and that appropriate control measures are put in place	<b>CCG</b>	Immediate	Next Policy Review

Equality Impact Findings:	
<b>Analysis Rating:</b>	<b>AMBER</b> - As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
<b>Red – Stop and remove the policy</b>	<b>Red:</b> As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.
<b>Red Amber – Continue the policy</b>	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.
<b>Amber – Adjust the Policy</b>	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
<b>Green – No major change</b>	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.

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<b>Brief Summary/Further comments</b>	<p>As a result of performing the analysis, the policy could have an adverse impact on CCG employees with protected characteristics, however a process exists whereby risk assessments will identify and such impact and will ensure that appropriate control measures are put in place.</p>
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<b>Signatures</b>	
<b>Other Comments</b>	<p>As a result of performing the analysis, the policy could have an adverse impact on CCG employees with protected characteristics, however a process exists whereby risk assessments will identify and such impact and will ensure that appropriate control measures are put in place.</p>
<b>Confirmed by (manager): (Name and Title)</b>	
<b>Date:</b>	<p>17.03.15</p>