

Document reference		HAS/023	Document Type		Policy		
Version:-	5.0	Date of Issue:-	August 2017	Page	1	of	7

HAS/023 – Manual handling operations

1. Purpose

The purpose of this document is to outline the Northern Powergrid Holdings Company policy procedures in respect of Manual Handling operations

This document supersedes the following documents, all copies of which should be destroyed.

Ref	Version	Date	Title
HAS/023	4.1	Nov 13	Manual handling operations

2. Scope

Within this document, the term "Company" refers to Northern Powergrid Holdings Company and all subsidiaries within it except CE UK Gas Holdings Limited.

This document applies to all of Company operations, activities, systems and personnel associated with Manual Handling Operations.

3. Manual handling operations

3.1. Responsibilities

- 3.1.1. Specific responsibilities of certain post holders within the Company are detailed where necessary throughout this document. As a general operating principle, Company employees at all levels are responsible for application of, and adherence to, this policy as far as it relates to matters within their sphere of control and as directed by the executive who hold the ultimate responsibility for Health and Safety at work. See also the Company Health and Safety Policy Statement.

3.2. Background

- 3.2.1. Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. It's not just a case of 'pulling something' due to the weight of the item, although this can be a cause of injury. Injuries can be caused because of the amount of times you have to pick up or carry an item, the distance you are carrying it, the height you are picking it up from or putting it down at (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending stretching or other awkward posture you may get in whilst doing a task.
- 3.2.2. Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries of various.
- 3.2.3. Manual handling injuries can occur almost anywhere in the workplace and heavy manual labour, awkward postures and previous or existing injury can increase the risk. Work related manual handling injuries could have serious implications for both the employer and the person who has been injured. Employers may have to bear substantial costs, through lost production, sickness

Document reference		HAS/023	Document Type		Policy		
Version:-	5.0	Date of Issue:-	August 2017	Page	2	of	7

absence costs of retraining, wages/overtime to cover for the absent person and potentially compensation payments. The injured person may find that their ability to do their job is affected and there may be an impact on their lifestyle, leisure activities, ability to sleep and future job prospects.

3.2.4. Avoidance of manual handling operations

All manual-handling operations, shall as far as is reasonably practicable be avoided whenever the likelihood of injury is present or when a reasonably practicable alternative is available.

3.2.5. Where is it not reasonable practicable to avoid manual handling operations then a suitable and sufficient risk assessment shall be carried out in accordance with section 3.4, in order to identify control measures to reduce the risk of injury from those operations.

3.2.6. Risk Assessment

All person involved in manual handling activities, shall undertake basic dynamic risk assessment in accordance with Appendix 1 prior to and throughout such manual handling operations.

3.2.7. Manual handling activities identified as presenting significant risk shall be suspended pending a formal assessment of risk undertaken by a suitably competent person.

3.2.8. Formal assessments of manual handling activities shall be recorded using the Manual Handling Operations Assessment Score Sheet with completed forms submitted to the Northern Powergrid Health and Safety Manager (Castleford) for upload onto the Manual Handling Operations Assessment Database.

3.2.9. Copies of the Manual Handling Operations Assessment Score Sheet can be found at- http://intranet/Documents/Safety%20Health%20and%20Environment/Safety%20and%20Health/Health%20and%20safety%20forms/023_001.doc

3.2.10. The Manual Handling Operations Assessment Database can be viewed at- <http://intranet/Documents/Safety%20Health%20and%20Environment/Safety%20and%20Health/Manual%20Handling%20Operations%20Assessment%20Database/Manual%20Handling%20Operations%20Assessment%20database.xls>

3.2.11. Formal risk assessments rated as “HIGH” on the Manual Handling Operations Assessment Database, shall not be undertaken.

3.2.12. Assessments carried out in accordance with 3.2.4 shall be reviewed if –

- there are changes to any manual handling operations to which the assessment relates,
- a relevant manual handling related reportable injury occurs, or,
- new information becomes known which challenges the validity of the assessment.

3.2.13. Training and Information

All employees shall be trained in basic manual handling techniques, and dynamic risk assessment of manual handling activities (in accordance with the principles outlined in Appendix 1), before being exposed to work involving manual handling operations.

Document reference		HAS/023	Document Type	Policy			
Version:-	5.0	Date of Issue:-	August 2017	Page	3	of	7

3.2.14. Basic manual handling training shall include-

- outline of manual handling risk factors and how injuries can occur,
- use of mechanical aids,
- how to carry out safe manual handling including good handling technique,
- reference to systems of work relating to manual handling operations of relevance to the employees work activities,
- reference to any formal assessments (see 3.4.3) of relevance to the manual handling operations to be undertaken by those being trained.
- practical assessment to allow the trainer to identify and correct poor manual handling techniques that may lead to injury or ill health.

3.2.15. Those who are unable or unwilling to undertake the practical elements of the training course (including assessment) shall not be deemed competent and shall therefore be permitted to undertake manual handling operations at work.

3.2.16. Default manual handling refresher training shall be carried out at intervals of no greater than 3 years for industrial and operational staff and no greater than 5 years for office staff (Including agency employees.) The exception to this would be where office staff are identified as delivering manual handling activities rated through formal assessment as “MEDIUM” risk, in which case refresher training shall be delivered at intervals of not more than 3 years.

3.3. Records

Record	Location
Hazardous manual handling risk assessments.	http://intranet/Documents/Safety%20Health%20and%20Environment/Safety%20and%20Health/Manual%20Handling%20Operations%20Assessment%20Database/Manual%20Handling%20Operations%20Assessment%20database.xls

Document reference	HAS/023	Document Type	Policy				
Version:-	5.0	Date of Issue:-	August 2017	Page	4	of	7

4. References

4.1. External Documentation

Reference	Title

4.2. Internal documentation

Reference	Title

4.3. Amendments from Previous Version

Reference	Title
3.1	Responsibilities updated
Footer	Classification included

5. Definitions

Reference	Title

Document reference		HAS/023	Document Type		Policy			
Version:-	5.0	Date of Issue:-		August 2017	Page	5	of	7

6. Authority for issue

6.1. CDS Assurance

I sign to confirm that I have completed and checked this document and I am satisfied with its content and submit it for approval and authorisation.

		Sign	Date
Kelvin Thom	CDS Administrator	Kelvin Thom	24/08/17

6.2. Author

I sign to confirm that I have completed and checked this document and I am satisfied with its content and submit it for approval and authorisation.

Review Period - This document should be reviewed within the following time period.

Standard CDS review of 3 years	Non Standard Review Period & Reason	
Yes	Period:	Reason:
Should this document be displayed on the Northern Powergrid external website?		No

		Sign	Date
Steve Garnett	Health and Safety Policy Manager	Steve Garnett	13/09/17

6.3. Technical Assurance

I sign to confirm that I am satisfied with all aspects of the content and preparation of this document and submit it for approval and authorisation.

		Sign	Date
Hamish Mackie	Health and Safety Engineer	Hamish Mackie	13/09/17

6.4. Authorisation

Authorisation is granted for publication of this document.

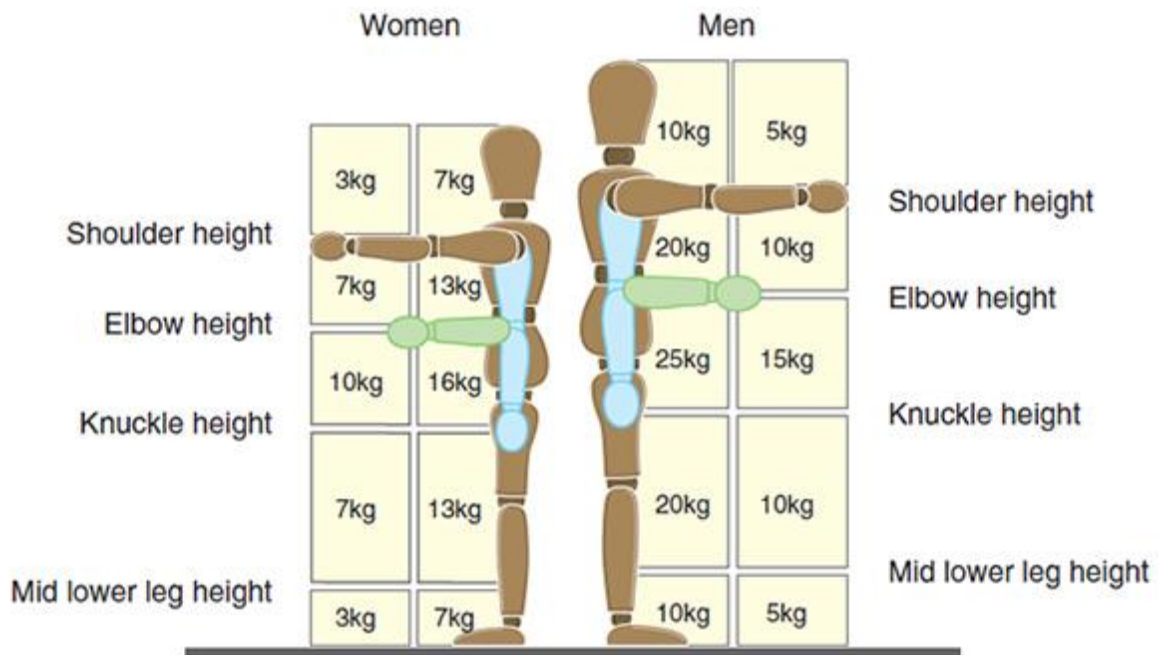
		Sign	Date
Geoff Earl	Director of Safety, Health and Environment	Geoff Earl	14/09/17

Document reference		HAS/023	Document Type		Policy		
Version:-	5.0	Date of Issue:-	August 2017	Page	6	of	7

Appendix 1 – Extract from HSE publication – Getting to grips with manual handling. A Short Guide.

General risk assessment guidelines

There is no such thing as a completely ‘safe’ manual handling operation. However, working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Use the diagram above, to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur.)

- Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter’s hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.
- If the lifter’s hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.
- The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

Twisting

Reduce the guideline weights if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45 degrees and by 20% if the handler twists beyond 90°.

Frequent lifting and lowering

The guideline weights are for infrequent operations – up to about 30 operations per hour – where the pace of work is not forced, adequate pauses to rest or use different muscles are possible, and the load is not supported by the handler for any length of time. Reduce the weights if the operation is repeated more often. As a rough guide, reduce the weights by 30% if the operation is repeated once or twice a minute, by 50% if it is repeated 5–8 times a minute, and by 80% where it is repeated more than 12 times a minute.

Document reference		HAS/023	Document Type		Policy		
Version:-	5.0	Date of Issue:-	August 2017	Page	7	of	7

Pushing and pulling

Force. as a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (e.g. wheels not in the right position or a device is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

Pushing and pulling

The task is within the guidelines if the figures in Table 2 are not exceeded:

Men		Women
Force to stop or start the load	20 kg	15 kg
Sustained force to keep the load in motion	10 kg	7 kg

Using the diagram above is a first step. If it shows the manual handling is within the guideline figures (bearing in mind the reduced limits for twisting and for frequent lifts) you need not do any more in most cases. But you will need to make a more detailed assessment if:

- the conditions given for using the guidelines (e.g. that the load can be readily grasped with both hands) are not met;
- the person doing the lifting has reduced capacity, e.g. through ill health or pregnancy;
- the handling operation must take place with the hands beyond the boxes in the diagram; or
- the guideline figures in the diagram are exceeded.

For pushing and pulling, you should make a more detailed assessment if:

- there are extra risk factors like uneven floors or confined spaces;
- the worker can't push or pull the load with their hands between knuckle and shoulder height;
- the load has to be moved for more than about 20m without a break; or
- the guideline figures in the table are likely to be exceeded.