



BOX PARISH COUNCIL

MANUAL HANDLING POLICY

Drawn up by: **Box Parish Council**

Date of first publication: April 2015

Date of review: January 2027

Signed by:

Box Parish Council follows the Health and Safety Executive guidelines for lifting and no employee must lift over 25kg without assistance.

The Manual Handling Operations Regulations 1992 (MHOR) (as amended 2002) apply to any means of transporting or supporting a load, including the lifting, pushing, pulling, carrying or moving thereof, by and or by bodily force. A load includes any person or animal.

The main requirements are:

- **Avoiding the need to lift and carry wherever possible**

Regulation 4 of MHOR requires the employer to avoid the need for hazardous manual handling activities “as far as reasonably practicable”

- **Assessing those operations that are unavoidable to determine the level of risk**

Assessment should consider the task, the load, the individual the environment and any other factor that may influence safe lifting and handling (e.g. Personal Protective equipment)

- **Introduce suitable controls to reduce the risk of injury to the lowest extent practicable.**

The ways of reducing risk could include:

- Improving the environment
- Using mechanical aids

MOHR and Section 2 of The Health and Safety at Work etc Act 1974 require the employer to

- Providing suitable information, instruction or training on safe lifting and carrying techniques

Box Parish Council will therefore ensure that:

- Manual handling assessments are carried out where relevant, monitored and reviewed and records of these kept,
- Suitable information, instruction or training is provide to persons undertaking manual handling activities,
- Employees who undertake manual handling activities are suitably screened in relation to health and safety prior to undertaking the work,
- Employees adhere to safe systems of work
- Investigate any incidents in relation to manual handling and take suitable remedial action

Employees of Box Parish Council must ensure that:

- They report any personal health conditions that may adversely affect their ability to undertake manual handling activities
- They follow any instruction or training provided in safe manual handling activities
- Their own health and safety is not put at risk from the manual handling activities they are undertaking
- Use any equipment provided to aid with manual handling responsibly, when trained to do so and report any fault with the equipment to the Council promptly,
- Report any problems or incidents related to the manual handling activities to the Council promptly.

General Rules to Remember to reduce your risk of injury:

If there is a need to lift or move anything manually:

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimize the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether you can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components