Safe Manual Handling Policy

The aim of this policy is to

- ensure compliance with the Manual Handling (Operations) Regulations 1992
- limit manual handling where reasonably practicable
- establish standards for managing manual handling risks to employees/volunteers of The Voluntary Network (TVN)
- provide employees with guidance and safe systems of work on manual handling
- clarify duties and responsibilities placed on the TVN managers and all employees of TVN

Application

This policy applies to all Employees and Volunteers of TVN who may undertake manual handling tasks as part of their role

Legal and other references

The Health and Safety at Work etc. Act 1974 and relevant health and safety regulations made under the Health and Safety at Work etc. Act 1974.
The Manual Handling (Operations) Regulations 1992

Policy details

Introduction

The Health and Safety at work etc. Act 1974 (Section 2) places duties on TVN to ensure the Health and Safety of employees whilst at work. This includes the provision of safe systems of work, safe machinery and equipment and adequate information and training to ensure their own and others health and safety at work.
The Manual Handling (Operations) Regulations 1992 explicitly requires the TVN to assess manual handling tasks which are undertaken by employees and which pose a **significant** risk of injury.
The Regulations place a duty on TVN to ensure that Manual Handling tasks are avoided (via for example automation) or where this is not reasonably practicable, safe systems of work established to minimise manual handling and subsequent risks of injury.
The provision of adequate information and training on safer manual handling is required where tasks cannot be readily avoided.

Risk Assessment

It is recognised that duties are often spontaneous and on occasions unpredictable; as such it is not always practical to conduct a risk assessment on each individual task. We have however carried out a risk assessment on some standard tasks deemed to carry a potential risk factor. Staff will be fully consulted as part of this process.

Training and information

All TVN staff and volunteers are welcome to view HSE's safe handling guidelines, detailing best practice when handling items, available on the staff noticeboard . Any training deemed appropriate will be provided.

Duties and Responsibilities

Staff and Volunteers asked to inform the General Manager of any difficulties encountered whilst carrying out their duties, a risk assessment will then be carried out and any appropriate action taken.

We would ask all staff to carefully read through the guidelines and adhere to any best practice/training provided.

Dated June 21 to be reviewed June 23