



General arrangements and procedures

Manual Handling

All staff, volunteers and service users should follow HSE guidelines for manual handling, available at: hse.gov.uk/msd/manual-handling/index.htm

To reduce the risk of manual handling injuries, Hive will:

- avoid, as far as is reasonably practicable, the need for manual handling
- assess the risk of injury from any hazardous manual handling that can't be avoided through risk assessing all activities
- reduce the risk of injury from hazardous manual handling so far as is reasonably practicable
- ensure that appropriate manual handling guidance is available to all individuals undertaking hazardous manual handling
- provide any necessary equipment for undertaking hazardous manual handling
- provide appropriate training in hazardous manual handling where necessary, through inductions for staff, volunteers and service users.

Any manual handling risk assessments, guidelines, notices and safety information will be reviewed at least annually.

All staff, volunteers and service users must:

- follow appropriate processes for manual handling laid down for their safety
- make proper use of equipment provided for their safety
- cooperate with Hive on all health and safety matters
- inform Hive if they identify hazardous handling activities not being appropriately managed
- take care to ensure that their activities do not put others at risk.

Reducing the risk of injury

Where possible, avoid manual handling, or use mechanical help such as a trolley or hoist. Consider whether it is possible to change the task, load or environment to eliminate or reduce manual handling.

Manual handling should only be completed by those who have been appropriately trained to lift as safely as possible. Manual handling guidelines are displayed in the building and should be read by anybody undertaking manual handling.

Where manual handling is the only option, reduce risk by:

- making the load smaller, lighter or easier to hold
- breaking up the load into smaller consignments
- reducing or eliminating twisting movements, or lifting from floor level or above shoulder height
- reducing carrying distances
- ensuring sufficient time for the manual handling
- improving the environment (space, flooring, lighting, temperature) to make the handling safer.



Good handling technique

The core principles of good handling are:

- **Think first:** plan the activity beforehand, including where the load will be placed, use of suitable aids, help required, obstructions and suitable rest points
- **Keep the load close to your waist:** ensure the heaviest side is closest to you, slide the load towards you first if necessary and possible
- **Adopt a stable position:** feet slightly apart with one leg in front of the other (alongside the load if it is on the ground), suitable clothing and footwear to allow this
- **Ensure a good hold:** hug the load as close as possible, using your whole arms may be better than gripping with just hands
- **Slight bending:** a slight bending of back, hips and knees is better than stooping or full squatting
- **Don't flex your back:** ensure your legs remain bent to avoid this
- **Avoid twisting or leaning:** keep your shoulders level and face in the same direction as your hips, shuffle your feet instead of twisting and lifting
- **Keep your head up:** look ahead, not down
- **Move smoothly:** do not jerk or snatch the load
- **Know your limits:** don't lift or handle more than you can easily and safely manage, seek advice or help if necessary
- **Put down then adjust:** if you need to precisely position the load, put it down first then slide to exact position