WERRINGTON PARISH COUNCIL

10. Werrington Parish Council Generic Manual Handling Risk Assessment

Hazard and risk	People at Risk	Werrington Parish Council Controls	Additional
Lifting heavy or bulky objects -Strains, sprains, back injury	All	• Avoid lifting where reasonably practicable. Determine the weight and size before moving. Use mechanical aids or obtain assistance where appropriate.	
Carrying loads over distance -Musculoskeletal injury, fatigue, dropping load	All	• Reduce carrying distance. Use trolleys or other suitable equipment. Plan the route before starting.	
Awkward or unstable loads -Strains, dropped objects, crush injuries	All	• Assess the load before moving. Secure loose contents. Use suitable handling equipment or two-person handling where appropriate.	
Poor posture / twisting -Back, shoulder or other musculoskeletal injury	All	• Keep the load close to the body where possible. Avoid twisting. Reposition feet rather than twisting the torso.	
Repetitive handling -Musculoskeletal disorders and fatigue	All	• Organise work to reduce repetition. Rotate tasks where appropriate and provide suitable rest periods.	
Slips, trips or uneven surface -Falls, strains, fractures, dropped loads	All	• Keep routes clear. Check surfaces and weather conditions, particularly outdoors. Wear suitable footwear.	
Moving furniture -Crush injuries, strains, trapped fingers	All	• Check weight and stability. Use suitable assistance or equipment. Keep hands and feet clear of pinch points.	

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Loading/unloading vehicles -Falls, strains, crush injuries	All	• Use safe loading areas. Avoid jumping from vehicles. Use appropriate equipment and assistance. Secure loads during transport.	
Handling sharp/damaged objects -Cuts, puncture injuries	All	• Inspect items before handling. Wear appropriate protective equipment where necessary. Remove damaged items from use.	
Handling equipment outdoors -Slips, trips, strains	All	• Assess ground conditions and access routes. Do not undertake tasks where conditions make handling unsafe.	
Moving objects through public areas -Collision or injury to other	All	• Restrict access where necessary. Use appropriate warning signs/barriers and maintain awareness of pedestrians.	
Lone manual handling -Injury with delayed assistance	All	• Avoid lone handling of heavy, bulky or otherwise hazardous loads. Follow the Council's lone-working arrangements.	
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Typical Manual Handling Activities

Examples may include:

- Moving tables, chairs and other furniture.
- Setting up and clearing away equipment for parish meetings and community events.
- Moving boxes, files, stationery and office equipment.
- Moving waste bins, bags and recycling containers.
- Handling grounds-maintenance equipment and materials.
- Moving barriers, cones, signs and temporary equipment.
- Loading and unloading vehicles.
- Moving supplies, tools or materials.
- Moving equipment associated with community events.
- Pushing or pulling wheeled equipment.

This list is not exhaustive. Individual tasks should be assessed where the circumstances differ significantly from the activities described above.

Persons at Risk

Persons potentially at risk	Risk
Parish Council employees	Musculoskeletal injury, strains, sprains, cuts, crush injuries or falls
Councillors	Musculoskeletal injury, strains, sprains, cuts, crush injuries or falls
Volunteers	Musculoskeletal injury, strains, sprains, cuts, crush injuries or falls
Contractors	Injury arising from handling tasks or interaction with Council activities
Members of the public	Injury from dropped objects, collisions, obstructions or poorly stored equipment

Main Hazards

The main hazards associated with manual handling include:

- Lifting loads that are too heavy or awkward.
- Carrying objects over excessive distances.
- Bending, twisting or reaching while handling loads.
- Repetitive lifting or carrying.
- Handling objects with difficult-to-grip surfaces.
- Loads that are unstable or have an uneven weight distribution.
- Sharp, hot, cold or otherwise hazardous objects.
- Crushing or trapping fingers, hands or feet.
- Slips, trips and falls while carrying objects.
- Poor lighting or restricted access.
- Uneven or slippery outdoor surfaces.
- Loading or unloading vehicles.
- Unexpected movement of loads.
- Attempting to move objects without sufficient assistance.
- Pushing or pulling equipment requiring excessive force.

Safe Manual Handling Procedure

Before moving an object, the person undertaking the task should consider:

STOP – THINK – PLAN

1. **Stop and assess the task.**
    - What needs to be moved?
    - How heavy, bulky or awkward is it?
    - Can the task be avoided altogether?

2. **Consider alternatives.**
    - Can a trolley, sack barrow or other suitable aid be used?
    - Can the object be divided into smaller loads?
    - Can the destination be brought closer?
3. **Check the route.**
    - Is it clear of obstacles?
    - Is the floor or ground level and suitable?
    - Are doors, gates and access routes sufficiently wide?
    - Are other people likely to be present?
4. **Obtain assistance where necessary.**
    - Do not attempt a lift that is beyond your capability.
    - Where team handling is required, agree the method and communicate clearly.
5. **Use safe handling technique.**
    - Adopt a stable position.
    - Get a secure grip.
    - Keep the load reasonably close to the body.
    - Avoid twisting while carrying.
    - Move smoothly and avoid sudden movements.
    - Put the load down safely and avoid trapping fingers or toes.

Training and Information

Anyone regularly undertaking manual handling activities for the Parish Council should receive suitable information, instruction and training appropriate to their role and the tasks they undertake.

Training should cover, where relevant:

- The risks associated with manual handling.
- Avoiding unnecessary manual handling.
- Assessing loads before moving them.

- Safe lifting, carrying, pushing and pulling techniques.
- Use of trolleys and other handling aids.
- Team handling.
- Identifying when a task is beyond an individual's capability.
- Reporting injuries, near misses and unsafe conditions.

Personal Protective Equipment

PPE should not be relied upon as the primary control for manual handling risks. Where appropriate to the task, PPE may include:

- Suitable footwear with appropriate grip.
- Protective gloves where required by the nature of the load.
- High-visibility clothing where handling is undertaken in vehicle or traffic areas.
- Other task-specific PPE identified by a separate risk assessment.

Individual Considerations

Additional consideration should be given where an individual may have particular limitations or where circumstances change. This may include:

- New or inexperienced workers.
- Young workers.
- Pregnancy or recent return to work.
- Temporary physical limitations.
- Individuals who have not undertaken the task previously.

Where necessary, an individual assessment should be undertaken rather than relying solely on this generic assessment.

Emergency and Incident Arrangements

Any manual handling injury, accident or near miss should be reported in accordance with the Parish Council's accident reporting arrangements.

Where an individual is injured:

- Stop the activity.
- Obtain appropriate first aid or medical assistance.
- Do not move an injured person unnecessarily.
- Report and record the incident as required.
- Review the task and risk assessment where the incident indicates that existing controls may be inadequate.

Responsibilities

Parish Council / Employer

The Council should:

- Identify hazardous manual handling activities.
- Avoid hazardous manual handling where reasonably practicable.
- Provide suitable equipment and resources.
- Provide appropriate information, instruction and training.
- Maintain equipment used for manual handling.
- Review this assessment when circumstances change or following an incident.

Employees, Councillors and Volunteers

Those undertaking manual handling activities should:

- Follow the Council's arrangements and instructions.
- Use handling aids provided.
- Not attempt tasks beyond their capabilities.
- Take reasonable care of themselves and others.
- Report hazards, defects, injuries and near misses.
- Ask for assistance where necessary.

Contractors

Contractors should ensure that their own manual handling activities are appropriately assessed and controlled and should comply with relevant Parish Council site rules and instructions.