

Moving & Handling

e-book



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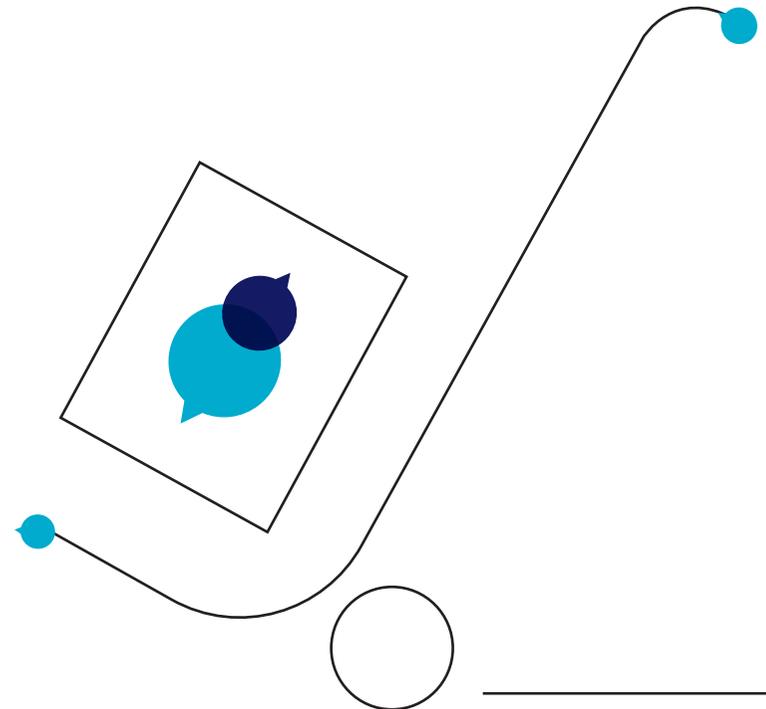
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Reducing the strain:

1. Overview

Manual handling plays a pivotal role in occupational health and safety and after all, we all have to lift things and none of us want to suffer from muscular injuries. Plus, we have to abide by the law and, as you can see from the table on page 2, there are plenty of rules and regulations that need to be met.

But there's no need to panic. Applying correct manual handling principles can have multiple benefits to your business – increased profits, reduced sickness absence and a happier, more productive workforce.

WRMSDs account for 39% of all work related ill-health in Great Britain



Reducing the strain:

2. Legal requirements for manual handling training

HASWA 1974

Sections 2.1 and 2.2c:

An organisation's general duty to ensure, the health, safety and welfare of employees at work and the provision of information, instruction, training and supervision.

Section 7 and 8: Employee duties to look after themselves and others who may be affected by their acts or omissions, and to co-operate with duties or requirements imposed by the employer to ensure it is performed or complied with.

MHSWR 1999

Regulation 13: Every employer shall ensure that employees are provided with adequate health and safety training.

Regulation 14: All employees have a duty to report any signs of serious or immediate danger to health and safety including shortcomings in the employer's protection arrangements.

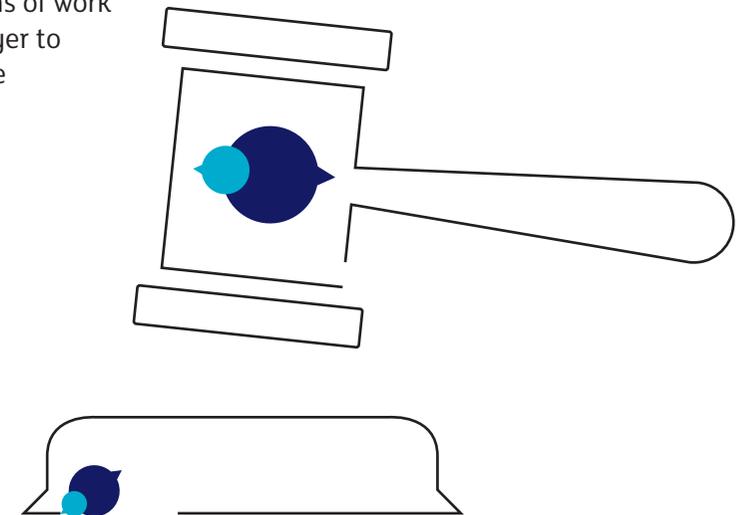
MHOR 1992

Regulation 4: Avoid, assess & reduce the risk of injury from manual handling.

Regulation 5: Employees to follow appropriate systems of work laid down by their employer to promote safety during the handling of loads.

Top Tip!

One way to reduce the risk of injury is to provide training.

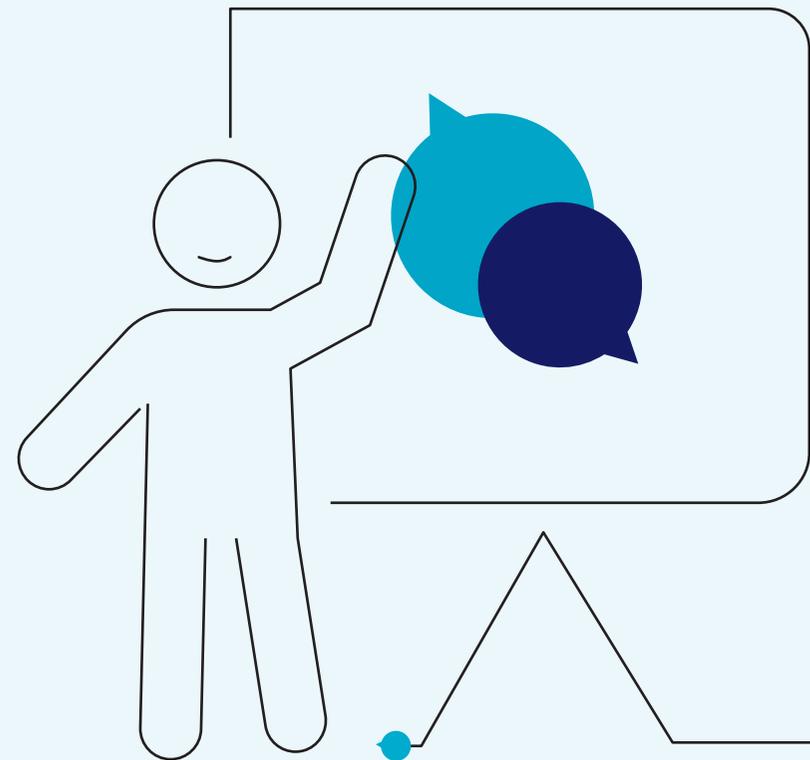


Reducing the strain:

3. Role of the trainer

Ensuring that the training is effective is fundamental and can often present a challenge. After all, because everyone has performed manual handling, everyone thinks they are doing it correctly. The reality is that the only people who naturally lift correctly are very small children. As we get older we 'unlearn' this and develop our own, flawed ways of lifting.

Manual Handling Training helps reduce Musculoskeletal Disorders (MSDs), which are the second most common cause of workplace injuries in the UK.



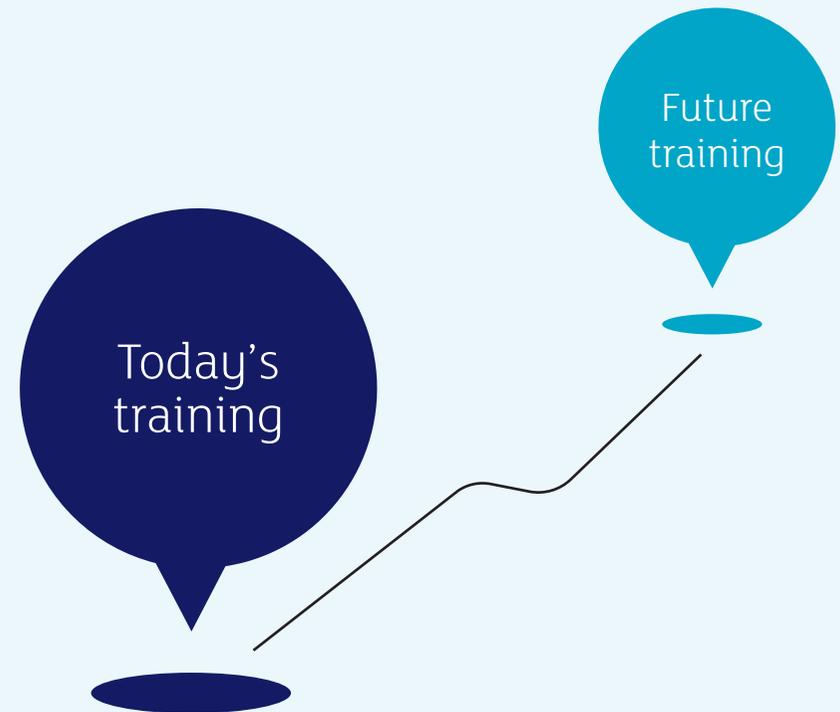
Reducing the strain:

4. Follow up training

Of course, **Manual Handling** training isn't a one stop shop. Just as important as the initial training, is the subsequent refresher training and follow-up sessions. Despite being a legal requirement, refresher training can be a tough 'sell' to employees. After all, who wants to undergo the same training twice?

The answer to this problem is to make the follow-up training more interesting and interactive. Try introducing fun elements such as quizzes and team exercises.

However you choose to do it, the refresher training is a vital part of manual handling. It can demonstrate that you are doing more than your competitors in providing a safe working environment.



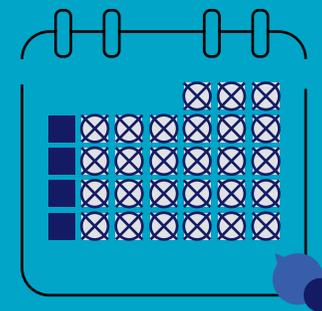
Facts and figures:

1. Statistics

If you're looking to get manual handling training taken seriously in your organisation, statistics are a great tool to support your case. If you want to change behaviour you need to make these statistics meaningful.

The total number of
WRMSDs cases
in 2016/17 was
507,000

An estimated
8.9 million



working days
were lost due to
WRMSDs



Facts & Figures:

2. TILEO

The TILEO acronym can be used to assess manual handling activity within your own organisation. TILEO stands for **TASK, INDIVIDUAL, LOAD, ENVIRONMENT and OTHER FACTORS**. It will help your organisation conduct dynamic risk assessments and on-the-spot assessments.

When a detailed risk assessment is conducted, it should take into account relevant physical and psychosocial factors contained in the Manual Handling Operations Regulations. The role of dynamic risk assessments is to identify hazards that may appear on a daily basis, due

to the changing nature of the work being undertaken. You should train your workforce to consider TILEO before they do any manual handling.

Manual Handling **TILEO**:

T Task	I Individual	L Load	E Environmental	O Other Factors
<p>Does the manual handling task involve any of the following:</p> <ul style="list-style-type: none"> Twisting Stooping Bending Pushing Pulling Positioning the load Sudden movement Not enough rest or recovery periods Team handling Seated work 	<p>Is the person:</p> <ul style="list-style-type: none"> Pregnant Disabled Suffering from health problems 	<p>Is the load:</p> <ul style="list-style-type: none"> Heavy Difficult to grip Sharp Hot Cold Likely to move 	<p>Within the environment is/are there:</p> <ul style="list-style-type: none"> Space constraints Uneven, slippery or unstable floors Variations in level of floors or work surfaces Extremes of temperature or humidity Adverse weather Poor lighting conditions 	<p>Is movement or posture hindered by clothing or personal protective equipment?</p> <p>Is there an absence of the correct/suitable PPE being worn?</p>



Safe Moving & Handling:

1. Top tips for moving objects

More **than 1/3** of all workplace injuries which result in someone being off work for more than three days are caused by poor manual handling.

Many of these injuries could be prevented if people used correct manual handling techniques, or 'principles of efficient movement' as they are now known.



**Conduct a
Manual
Handling
Risk assessment**

[Click to view infographic...](#)



Safe Moving & Handling:

2. Manual handling courses

With manual handling playing such a central role in occupational health and safety, RoSPA delivers courses which offer both practical skills and relevant theory.

Browse our **range of courses**, alternatively if you can't find what you're looking for, contact us with your health and safety training needs.



Why Choose RoSPA?



Highly experienced tutors who will train your staff to train others within your organisation



Courses take place within realistic training environments



We are one of the longest running providers of manual handling training courses in the UK, and offer crucial health and safety training for all organisations



The quality of our courses is reflected in the high recommendation rates, and recognised level 3 RoSPA Qualification



Safe Moving & Handling: 3. Top tips for moving people

Moving and handling people can be more challenging, as poor handling techniques not only contribute to musculoskeletal injury, but have the potential to cause injury and loss of dignity to the individual being moved.

Conduct a
**Safer
People
handling
Risk Assessment**



[Click to view infographic...](#)



Safe Moving & Handling: 4. Safer people handling courses

RoSPA's approach to **people handling** is principles led; a flexible approach suitable for all care sectors and one that is focused on the person. We utilise a blend of the best of the different approaches mentioned above, enabling delegates to solve problems themselves and develop their people handling abilities.



Why is Safer People Handling important?

1

Manual handling of people is the biggest cause of injury to both staff and service users

2

To be treated with dignity and respect during the handling process is a basic human right, as well as being a legal requirement

3

No matter whether in primary care, acute care, care of the elderly or any another sector, how people are moved and handled is vital in promoting recovery, maintaining independence and a feeling of well-being

Whatever the training course undertaken, delegates will return to their company with new skills and knowledge, enabling them to establish excellent safety procedures, standards and strategies.

About RoSPA

RoSPA (The Royal Society for the Prevention of Accidents) is a registered charity and one of the UK's leading safety organisations. Through our workplace safety training, consultancy, fleet, awards and membership services, we work with organisations within the UK and overseas.

Why choose RoSPA training?

RoSPA offers one of the widest ranges of health and safety training courses and in-company safety training in the UK, from operative level right up to director and board level. We are one of the leading providers of **NEBOSH**, **IOSH** and **RoSPA Qualifications** accredited courses, manual handling, safer people handling, auditor training and core health and safety training courses, covering a wide range of topics within the areas of risk assessment and the management of occupational safety.

We also lead the way in practical health and safety consultancy and audits. Tailored services provide a service that suits and ensures you're fully compliant and - above all - safe.



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accidents don't have to happen

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