

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
<b>BUSINESS SUPPORT</b>		<b>BSS/HRM/018</b>
<b>IDENTIFYING AND CONTROLLING RISKS FOR NSD STAFF WHEN</b>		ISSUE 002
<b>MANUAL HANDLING</b>		
Approved By: <i>A J Williams</i>	A Williams	Issue Date: 30/7/03
Open Government Status: Fully Open		Review Date: 30/7/06

## 1. Purpose & Scope

1.1 The purpose of this document is to set out how NSD will implement the manual handling and WRULD guidance set out in Section 8 of the Health and Safety Guidance for managers in HSE Offices. It sets out the standards and procedures which NSD will observe.

1.2 It includes a risk assessment in Annex 1 which forms the basis of the instructions given in this procedure.

## 2. Procedures

2.1 The 'Instructions for Handling and Lifting in NSD', (which are set out in Annex 2), should be applied by able staff when handling and lifting involving routine tasks. Specific additional manual handling risk assessments, (specifying control measures), should be carried out by trained manual handling assessors where:

- an individual's capability to lift is affected e.g. where staff have back injuries, are disabled such that this affects lifting or otherwise susceptible to back injury; or
- the lifting task, the load or the working environment falls outside the scope of the instructions in Annex 2.

2.2 Line managers should:

- plan work to minimise lifting and handling and supervise and monitor work to ensure the instructions in Annex 2 are applied.
- arrange for manual handling assessments where the handling and lifting activity falls outside the scope of the Annex 2 instructions, (see para 2.1 above).

2.3 All staff should follow the instructions in Annex 2 and any advice given by a Manual Handling assessor.

2.4 All staff are responsible for housekeeping issues and should be vigilant when storing or moving objects to prevent hazards such as objects falling from the top of cabinets.

2.5 HRU shall keep updated the list of names of Manual Handling Assessors in NSD on the Health and Safety notice boards.

### 2.6 Training of assessors

2.7 HSE's central training suppliers are developing a half day course to train manual handling assessors. You should refer to the Training Prospectus on the Intranet for further details on this.

### 3. Definitions

- 3.1 HRU – Human Resources Unit
- 3.2 N – Negligible Risks
- 3.3 GA – Generally Acceptable Risk
- 3.4 T – Tolerable Risk
- 3.5 U - Unacceptable

### 4. Associated Documents

- 4.1 HQ memo 5/1999 – copy of which is on the H&S notice boards
- 4.2 MHSW Regs 1991
- 4.3 IND(G) 143L – Getting to grips with manual handling
- 4.4 IND(G) 146L – Manual handling

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### Annex 1

<b>MANUAL HANDLING RISK ASSESSMENT</b>					
<b>HAZARD</b>	<b>ACTIVITY</b>	<b>CONSEQUENCE</b>	<b>LIKELIHOOD</b>	<b>RISK</b>	<b>CONTROL MEASURES</b>
Lifting/carrying objects (L) Tripping whilst lifting/carrying objects (T)	Moving boxes and crates	Minor (L) Serious (T)	Probable (L) Probable (T)	T U	<ul style="list-style-type: none"><li>• Existing written guidance on the Intranet</li><li>• Trolley available from HRU</li><li>• Kick stools available from DSU</li><li>• Porterage available - arrange through Acumen</li><li>• Quarterly H&amp;S checks carried out by Div. Safety Officers</li><li>• Awareness training for appropriate staff</li><li>• Knowledge and access to trolley</li></ul>

	Moving heavy furniture (within the office)	Serious (L&T)	Probable (L&T)	GA	<ul style="list-style-type: none"> <li>NSD staff <b>do not</b> carry out this operation - portorage available - arrange through Acumen</li> </ul>
	Moving heavy furniture (within the building)	Major (L&T)	Improbable (L&T)	T	<ul style="list-style-type: none"> <li>NSD staff <b>do not</b> carry out this operation - portorage available - arrange through Acumen</li> </ul>
	Removing / replacing file boxes in DSU	Minor (L) N/A (T)	Frequent (L) N/A (T)	T -	<ul style="list-style-type: none"> <li>Trolley available in DSU</li> <li>Kick stools available in DSU</li> <li>On the job training given by DSU</li> <li>Reinforcement awareness training for appropriate staff</li> <li>Knowledge and access to trolley</li> </ul>
	Moving heavy presentational equipment	Serious (L&T)	Occasional (L&T)	T	<ul style="list-style-type: none"> <li>Trolley available from HRU</li> <li>Some equipment has protective carrying cases - always use.</li> <li>Portorage available - use messengers within building</li> <li>If appropriate use 2 people to carry/lift equipment</li> <li>Plan route</li> <li>Awareness training for appropriate staff</li> <li>Knowledge and access to trolley</li> </ul>

	Moving stationery	Minor (L) Serious (T)	Frequent (L) Probable (T)	T U	<ul style="list-style-type: none"> <li>Request that items are delivered direct to stationery cupboard</li> <li>Trolley available from HRU</li> <li>Awareness training for appropriate staff</li> <li>Knowledge and access to trolley</li> </ul>
	Moving bagged items	Minor (L) Serious (T)	Probable (L) Occasional (T)	T T	<ul style="list-style-type: none"> <li>Existing written guidance on the Intranet</li> <li>Information given during office moves</li> <li>Green bags supplied</li> <li>Porters available</li> <li>reinforce information given during office moves</li> </ul>

**MANUAL HANDLING RISK ASSESSMENT (CONTINUED)**

HAZARD	ACTIVITY	CONSEQUENCE	LIKELIHOOD	RISK	CONTROL MEASURES
Lifting / carrying objects (L)  Tripping whilst lifting / carrying objects (T)	Lifting into cars	Serious (L)	Occasional (L)	T	<ul style="list-style-type: none"> <li>Always break down into manageable weights / sizes</li> <li>If appropriate, use 2 people to share lift</li> <li>Awareness training for appropriate staff</li> </ul>
	Carrying luggage / equipment and documents when using public transport	Serious (L & T)	Occasional (L&T)	T	<ul style="list-style-type: none"> <li>Datapost / van to Rose Court</li> <li>Use of equipment held in FOD area / local offices</li> <li>Use public transport facilities i.e. porters / trolleys</li> <li>Recommended weight allowance of 20/25 kgs for</li> </ul>

					<ul style="list-style-type: none"> <li>men</li> <li>Recommended weight allowance of 15/20 kgs for women</li> </ul>
	IT deliveries (including storage and retrieval of IT equipment)	Minor/serious (L) Major (T)	Occasional / remote (L) Remote (T)	GA N	<ul style="list-style-type: none"> <li>Use of IT trolley</li> <li>Manual handling assessor trained in IT Unit</li> <li>Reorganization of IT store</li> <li>Installation of racking in IT store</li> <li>Awareness training sessions for all IT staff</li> </ul>
	IT moves <ul style="list-style-type: none"> <li>relocation</li> <li>upgrades</li> <li>larger IT equipment</li> </ul>	Major (L&T)	Probable (L&T)	U	<ul style="list-style-type: none"> <li>Trolleys available in DSU</li> <li>Shared lifting</li> <li>Recommended weight allowance of 20/25 kgs for men</li> <li>Recommended weight allowance of 15/20 kgs for women</li> </ul>
	Using mobile racking	Minor (L) N/A (T)	Occasional (L) N/A (T)	GA -	<ul style="list-style-type: none"> <li>on the job training given</li> <li>Restricted access area</li> </ul>
	Moving equipment via the stairs	Major (L&T)	Occasional (L&T)	T	<ul style="list-style-type: none"> <li>NSD staff should <b>not use</b> stairs when carrying heavy equipment</li> <li>Recommended weight allowance of 20/25 kgs for men</li> <li>Recommended weight allowance of 15/20 kgs for women</li> </ul>

Carrying dangerous items	Collection of hot water	Serious	Occasional	T	<ul style="list-style-type: none"> <li>Hot water flasks available</li> <li>Ask for assistance</li> </ul>
Falling off or struck by	Overloading drawers	Major	Remote	T	<ul style="list-style-type: none"> <li>Existing written guidance on the Intranet</li> <li>Quarterly H&amp;S checks by Divisional H&amp;S officers</li> <li>Warehouse storage available</li> <li>Awareness training for appropriate staff</li> <li>Provision of additional / suitable storage</li> <li>Review stored material</li> </ul>
	Storing items on top of cabinets	Minor	Occasional	GA	
	Storing objects at height	Minor	Occasional	GA	
	Reaching at height	Minor	Probable	T	

### Definition of Risk:

N = Negligible Risk

T = Tolerable Risk

GA = Generally Acceptable Risk U = Unacceptable Risk

### Definitions of Consequence:

L = Lifting

T = Tripping

## Annex 2

### Instructions on Handling and Lifting in NSD

These instructions apply to all able staff in NSD when handling and lifting involving routine tasks. Specific additional manual handling risk assessments, (specifying any extra equipment, training or other control measures), should be carried out by trained manual handling assessors where:

- an individual's capability to lift is affected e.g. where staff have back injuries, are disabled such that this affects lifting ability or otherwise susceptible to back injury; or
- the lifting task, the load or the working environment falls outside the scope of the instructions in Annex 2.

### NSD Rules for Lifting and Carrying

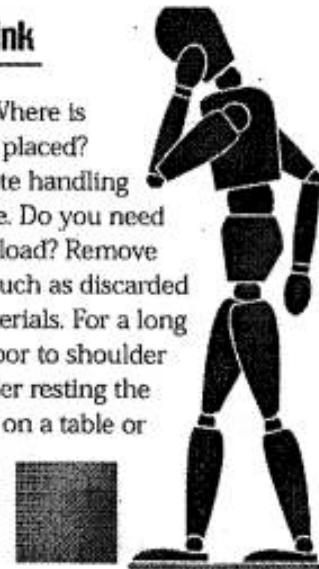
- Only those who have been instructed in handling and lifting techniques may lift. The manual handling video – ‘back in action’ should be seen by all staff. New recruits should see the video within the first 3 months of joining.
- Only porters should lift or move office furniture, contact your divisional accommodation officers to arrange portering.
- Only lift and handle when it is necessary. Always break the load down into smaller manageable pieces where you can. A trolley is available from HRU to assist with carrying. An IT trolley is available to move IT equipment.
- When using kick stools care should always be taken. Ensure the stool is on a level solid floor, do not use behind doors or on main passage ways. Always stand on the stool with both feet. Do not stretch to reach an article, if you can't reach step down off the stool and move to a closer position.
- Two persons should be involved when lifting OHPs, boxes of materials and flip charts etc into cars.
- Always use good lifting techniques as follows:

## Good Handling Techniques

Here are some important points, using a basic lifting operation as an example.

### Stop and think

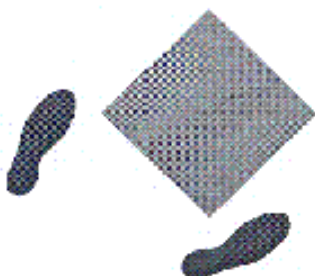
Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



## Good Handling Techniques Continued

### Position the feet

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult), leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.



## Keep close to the load

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Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

## Don't jerk

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Lift smoothly, raising the chin as the lift begins, keeping control of the load.

## Move the feet

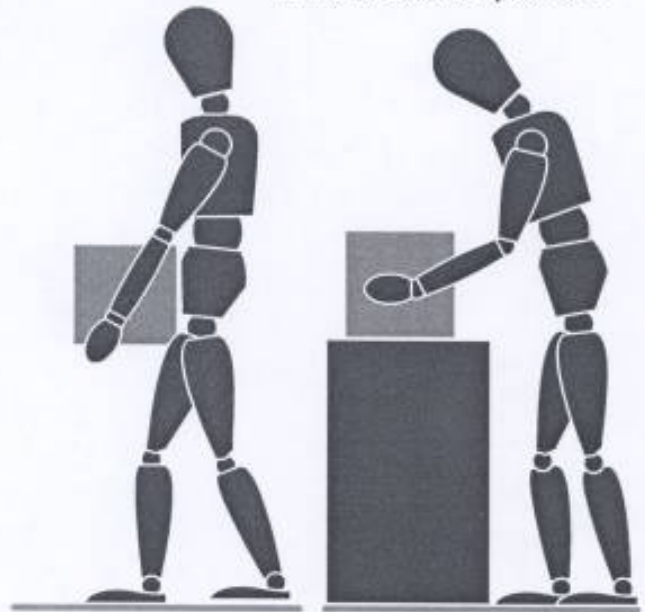
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Don't twist the trunk when turning to the side.

## Put down, *then* adjust

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If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



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## Adopt a good posture

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When lifting from a low level, bend the knees.

But do not kneel, or overflex the knees. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

