




























AT A GLANCE – Manual Handling Policy

ICON	NUM	INFO
POLICY STATEMENT		
	1.1	The purpose of this policy is to ensure the RNLI has identified the risks with regards to manual handling tasks. This policy should layout the hierarchal processes to follow; ensuring manual handling operations are properly controlled and managed.
	1.2	The RNLI recognises that manual handling of people, animate or inanimate loads should be avoided, so far as is reasonably practicable (SFAIRP). All manual handling operations, which cannot be avoided, must be risk assessed to identify the hazards and determine an action plan to remove or reduce the risks to an acceptable minimum.
RESPONSIBILITY		
	3	Operation Director RNLI Managers Volunteers & Employees Contractors Manual Handling Risk Assessors
INTRODUCTION		
	4.1.1	There are many documents of legislation across all jurisdictions which place statutory duties on the RNLI with regard to the manual handling of loads. These Regulations cover activities such as transporting or supporting a load (including lifting, pushing, pulling, carrying, etc.). "Loads" include people and animals. The Regulations affect every part of the RNLI and managers must take action to comply with them.
	4.1.3	The main activities that can create risk are: Repetitive and heavy lifting; bending and twisting; repeating an action too frequently; uncomfortable working position; exerting too much force; working too long without breaks; adverse working environment (e.g. hot, cold); psychosocial factors (e.g. high job demands, time pressures and lack of controls) and not receiving and acting upon reports of symptoms quick enough.
MANAGING MANUAL HANDLING RISKS		
	4.2.2	Carry out a task analysis to identify tasks that require a risk assessment.
	4.2.4	Where manual handling cannot be eliminated and there is a possibility of injury, using the flow chart in Appendix A and the filter tool in Appendix B, either carry out a general risk assessment on the task or where there is a significant manual handling risk, carry out a suitable and sufficient manual handling risk assessment. Consideration can also be given to the use of the Health and Safety

		Executive's (HSE) Manual Handling Assessment Charts (MAC) tool for carrying out initial assessments of the tasks. (See information in section 4.8)
AVOIDING MANUAL HANDLING		
	4.3.1	If the general assessment of the task indicates there is a possibility of injury from manual handling operations, the first thing to consider is whether the manual handling operation can be avoided altogether.
	4.3.2	E.g. The replacement of a D-class outboard engine, the 50hp engines are usually man-handled on and off the boat by maintenance or station personnel. Moving the boat on its trailer so that a lorry mounted HIAB-type crane, regularly used to deliver the engine to stations, could be used to lift off the old engine and lift on the new. This would significantly reduce the requirement to manually handle such a load.
WHERE MANUAL HANDLING CANNOT BE AVOIDED		
	4.5.1	Where a factor has been identified which leads to a risk of personal injury under the considerations, review of 'TILEO' in section 2 of the manual handling risk assessment form, it will be necessary to specify remedial measures.
	4.5.2	The process may identify a shortfall of equipment and this should be included in the action plan. The risk assessment and action plan must be retained by the manager and must be readily accessible for members of staff. Significant risks i.e. tasks with a high level of risk and/or known incidents or claims, must be assessed and recorded on the Corporate Risk Register.
MANUAL HANDLING REGISTER		
	4.6.1	A manual handling register should be compiled within each work area (office, ashore and afloat). The register should be easily accessible and all staff should be made aware of this.
RISK ASSESSMENT OF TASKS		
	4.7.1	Risk assessment is a process which involves gaining a detailed understanding of a task being carried out, collecting all relevant technical details of the task, identifying if there are risk factors/hazards present, exploring what options or solutions are available to reduce or eliminate the risk factors/hazards and putting a plan in place to introduce the agreed control measures.
	4.7.2 – 4.7.39	Identify the manual handling tasks that need to be assessed Develop a risk assessment schedule Carry out the risk assessment process Task observation and description Collect task data Identification of risk factors Task – (Requirements of the activity) Individual risk factors

		The characteristics of the load Characteristics of the working environment Other factors – (Physical effort required) Solution development and action plan Review the effectiveness of the control measures or solution
TRAINING		
	4.11.1	To comply with the Manual Handling Operations Regulations and the RNLI Manual Handling Policy, manual handling training will be provided for all volunteers and employees who undertake manual handling.
	4.11.2	The training provided is a part of the mandatory training programme and, as such, will contribute to the overall action plan to reduce risks in the workplace by ensuring all volunteers and employees are trained in safe handling to a level appropriate to their work.
WORK EQUIPMENT		
	4.12.1	Safe Working Loads Every piece of equipment such as a trolleys, davits and hoists should have a Safe Working Load (SWL). It is imperative that the SWL is not exceeded, as it will affect the stability and mechanism of the equipment. Refer to the RNLI Lifting Operations and Lifting Equipment Regulations Policy for more details about SWL's.
	4.12.2	Where loads are created by the RNLI these should be marked with the precise weight of the load. This will allow others to know the weight of loads if they are to be moved to another destination. Where loads have a different centre of gravity, this should be marked so that people do not over compensate and risk injury.
MONITORING & REVIEW		
	4.13.1	Adherence to this policy will be monitored by a combination of local inspection, internal and third party audits.
	4.13.2	Any accidents, near misses or hazard observations including hazardous handling activities are to be reported to the relevant manager or site contact via the RNLI incident database.

	Documents / action to be checked / undertaken by a Line Manager
	Documents / action to be checked / undertaken by an Volunteer / Employee
	Documents / action to be checked / undertaken by a Contractor
	Action applicable to all parties
	Question answered in another RNLI document
	Stop / Must not happen
	Occupational Health Action / Requirement
	Links to a SHE related item in another RNLI document