

## Manual Handling

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## Policy Statement

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### Summary

There are a large proportion of West Yorkshire Police (WYP) employees who will undertake manual handling activities within their role. It is the Force's responsibility to ensure that these individuals are provided with the appropriate training and supervision when completing these tasks; which is in accordance with the relevant legislation from the Health and Safety Executive (HSE).

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### Scope

This policy procedure applies to all police officers, police staff and volunteers.

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## Principles

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### What is Manual Handling?

- Manual handling covers a wide range of activities and includes the moving of items either by lifting, lowering, carrying, pushing or pulling.
  - Whilst the weight of the item is an important factor, many other factors can create a risk of injury, such as:
    - The number of times an individual has to pick up or carry an item,
    - The distance they are carrying it,
    - Where they are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level); and
    - Any twisting, bending, stretching or other awkward posture they may adopt while doing a task.
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### Force Undertaking

- WYP must comply with the Manual Handling Regulations 1992 and must:
  - **Avoid** the need for hazardous manual handling, 'so far as is reasonably practicable';
  - **Assess** the risk of injury from any hazardous manual handling that can't be avoided; and
  - **Reduce** the risk of injury from hazardous manual handling, 'so far as is reasonably practicable'.
- The Force, in consultation with employees and their representatives, must ensure:
  - Manual handling tasks are avoided, where reasonably practicable;
  - Risk assessments are undertaken for all tasks identified as medium/high risk from generic risk assessments;
  - Risk assessments are reviewed at least every 3 years;
  - Training is provided to those members of staff who are in roles that involve a significant amount of manual handling;
  - Training is provided to staff who undertake the local manual handling assessments; and

- Any manual handling assessment undertaken by the Force Health and Safety team is published in the database.

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#### Assessments

- If either a medium or high manual handling risk has been identified within a generic assessment, then a specific manual handling risk assessment must be completed.
  - This assessment will usually follow the TILE (Task, Individual, Load, Environment) assessment methodology detailed in the guidance within the Manual Handling Risk Assessment Form. But where appropriate, different tools such as Manual Handling Assessment Charts (MAC) or Risk Assessment of Pushing and Pulling (RAPP) may be used.
  - A register of assessments that are undertaken locally, must be kept on site and those affected made aware of the location.
  - Assessments undertaken by the Force Health and Safety team must be published on the Intranet pages.
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#### Control Measures

- The Force will implement a variety of control measures for manual handling tasks that carry a significant risk. These must include, as appropriate:
    - Mechanisation of task
    - Reduction of load
    - Training
    - Load mitigation equipment e.g. Pallet trucks, sack carts etc.
  - Many of the roles within Force include manual handling activities that are unpredictable/unavoidable either due to their location or dynamic nature e.g. dealing with members of the public.
  - Whilst it is impractical to document a risk assessment or mechanise for each of these activities, the Force will provide equipment and training to mitigate the risks.
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## Responsibilities

### Health and Safety Team

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#### Responsibilities

The Force Health and Safety Team are responsible for:

- Ensuring risk assessments are undertaken upon request;
  - Providing advice on the suitability of control measures; and
  - Publishing a database of risk assessments on the intranet.
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## Training School

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- Responsibilities** The Training School are responsible for:
- Providing manual handling training to the following:
    - Police officers;
    - Police Community Support Officers (PCSOs);
    - Special constables;
    - Detention Officer, on recruitment;
    - Individuals attending Officer Safety Training (OST); and
    - Other groups of individuals identified by line managers.
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## Line Managers

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- Responsibilities** Line managers are responsible for:
- Ensuring that manual handling risk assessments are accurately carried out, reviewed where relevant by competent assessors and records of these are maintained;
  - Ensuring all individuals undertaking manual handling activities are capable of carrying out the activities and are properly supervised;
  - Monitoring the training and information that is provided to individuals and identifying where refresher training is required;
  - Investigating any injuries or incidents relating to manual handling, with corrective action taken in a timely manner;
  - Monitoring and reviewing the safety arrangements that are in place for manual handling, ensuring individuals are adhering to safe systems of work;
  - Ensuring, where necessary, special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations; and
  - Ensuring that manual handling issues are considered for one off tasks e.g. Evidential House Searches or similar, and risk assessments are completed where appropriate.
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## Individuals

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- Responsibilities** Individuals are responsible for:
- Utilising the equipment made available to minimise any manual handling activities;
  - Complying with any instruction and training provided to complete manual handling tasks; and
  - Reporting to line management, any concerns they have about a manual handling activity or their personal capabilities.
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## Additional Information

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**Compliance**

This policy complies with the following legislation:

- Manual Handling Regulations 1992
- Health and Safety policy

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**Further  
Information**

Further guidance in relation to this policy can be sought from:

- Health and Safety Intranet page, which can be accessed.
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