



MANUAL HANDLING POLICY

Introduction

More than a third of all injuries are caused by manual handling. The Management of Health and Safety at Work Regulations & Manual Handling Regulations, place a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads. This includes non-paid employees, so volunteers.

Manual handling

is the transporting or supporting of an animate or inanimate load, including lifting, lowering, pushing, pulling, holding, carrying, throwing and moving by the application of bodily force to that load.

Policy

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees/volunteers while they are at work, in relation to manual handling activities.

Diamond Hampers will put in place measures to protect employees from the risks of Manual Handling these measures will include:

- • Avoiding the need for hazardous manual handling operations.
- • Assessing the risk of injury from manual handling.
- • Reducing the risk from manual handling as far as is reasonably practicable.

Group Responsibilities:

- • Identify whether formal manual handling assessment is required.
- • Ensure that manual handling risk assessments have been undertaken where required.
- • Implement manual handling control measures where appropriate.
- • Ensure that affected employees/volunteers are suitably trained and informed.

Employee Responsibilities:

- • Follow all systems of work laid down for their safety.
- • Make full and proper use of equipment provided for their safety.
- • Report any defects in systems, practices or equipment.
- • Attend training when required to do so/read and sign policies
- • Take reasonable care of their own health and safety and that of others.
- • Inform senior staff when they believe that there is a risk of injury.

Non Compliance

All employees/volunteers have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees/volunteers feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with Diamond Hampers senior management. However, all employees/volunteers are required to adhere to and support the implementation of the policy. Diamond Hampers will inform all existing employees/volunteers about this policy and their role in the implementation of the policy. They will also give all new employees/volunteers notice of the policy on induction to the group.

This policy will be implemented through the development and maintenance of procedures and one-to-one meetings

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective Diamond Hampers has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of Diamond Hampers, senior management to see that all relevant employees/volunteers receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your senior staff.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.