



Dive Ability Limited

**Registered with the Charity Commission of England and Wales (Registered Charity No.
1143653)**

Manual Handling Policy

(People and Loads)

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1: INTRODUCTION

This policy lays down the objectives of Dive Ability in the important area of moving and handling of people and loads in accordance with the requirements of The Manual Handling Operations Regulations 1992 (MHOR) (as amended).

It is not the purpose of this document to provide a comprehensive guide to the Manual Handling Operations Regulations. It does, however, provide an outline of their requirements and the action to be taken; supplemented with guidelines as to safer handling of loads and people, to enable participants to take part in the activity of scuba diving in a swimming pool and open water environment.

The regulations establish the following clear hierarchy of control measures:

1. Avoid hazardous manual handling operations so far as is reasonably practicable.
2. Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
3. Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provision of mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment.

2: DEFINITIONS

Manual handling - Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force

Charity - Dive Ability Limited, Registered Number: 1143653

As adopted by the Committee on 14 January 2012

Participant - charity	Any person wishing to take part in scuba diving related activities with the charity
Volunteer - objectives	Any person helping/volunteering for the charity to achieve it's aims and objectives
Regulations -	Manual Handling guidelines set out by The Manual Handling Operations Regulations 1992 (MHOR) (as amended).
Relevant members -	Trustees, members or volunteers of the charity with a sufficient level of training or experience to provide information/training to volunteers.
Competent person –	someone (or a group of people) with appropriate knowledge, skills and experience to enable them to carry out the work.

3: RESPONSIBILITIES

It is the charity's Trustees, relevant members and volunteers duty to ensure that:-

- volunteers of the charity are made aware of the safe moving and handling guidelines mentioned in this policy document.
- participants and volunteers covered by a risk assessment - including generic assessments should be told about the risks it identifies.
- That no Trustee, relevant members or volunteers may operate the hoist without first having been formally trained and inducted in the same.

Volunteers and participants of the charity, also have a duty to:-

- not undertake any manual handling activities that may cause themselves or others harm and adhere to the information and instruction provided
- follow the guidelines for safe moving and handling given or shown to them
- make proper use of equipment provided for their safety
- inform the charity if they identify hazardous handling activities or of any incidents involving manual handling.
- take care to ensure that their activities do not put others at risk.

4: PROCESS/PROCEDURES

Load Handling

The Manual Handling Operations Regulations 1992 (as amended) set no specific requirements such as weight limits, but a minimal lifting approach needs to be applied to load handling situations.

A suitable and sufficient assessment of all manual handling tasks posing significant risk of injury to volunteers must be carried out to minimise risk of injury to themselves or others using 'The Load Handling Risk Assessment Form (Appendix 1) based on the 'Risk Assessment Guidelines Table' (Appendix 2)) and 'Good Handling Technique for Lifting Sheet' (Appendix 3).

Participant Handling

All participants are to have a manual handling risk assessment before any scuba diving activity with the charity using 'The Participant Manual Handling Risk Assessment Form (Appendix 4) based on 'Risk Assessment Guidelines Table' (Appendix 2)).

Each participant will be individually assessed by taking into account their individual needs, capabilities and circumstances. A problem solving approach will be adopted which considers the use of a variety of handling techniques and equipment to reduce the risk of injury, ensuring both their safety and dignity when being assisted.

Following assessment a written individual handling plan will be produced which will be reviewed annually or if a participant's condition and/or manual handling needs change.

The aim of the policy is to avoid manual lifting of people in all but unavoidable situations, hoists, sliding aids and other specialised equipment should be used whenever possible.

Where there are no moving and handling needs identified this must be recorded in 'The Participant Manual Handling Risk Assessment Form (Appendix 3).

N.B: Participants who cannot change into suitable clothing and enter the water independently will be notified to bring relevant and sufficient helpers to help them change clothing following their own manual handling policy and procedures. If no such help is available, volunteers of the charity will adhere to help in any way they can following the guidelines in this policy.

Training

All new volunteers will receive relevant information regarding this policy as part of their induction.

Lifting Equipment – Including hoists, slings

Regular maintenance and inspection of all lifting equipment will be carried out to comply with the Lifting Operations and Lifting Equipment Regulations and manufacturers recommendation.

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5: IMPLEMENTATION

Trustees and relevant members of the charity will ensure this policy is communicated to all relevant volunteers and implemented within their area of responsibility ensuring that this policy is effectively implemented.

Trustees and relevant members of the charity will ensure that risk assessments should be carried out by a competent person.

APPENDIX 1 LOAD HANDLING RISK ASSESSMENT FORM

Location:	Date of Assessment:
Volunteer Name: (if applicable)	
Task(s):	
Possible hazards:	
Minimum Risk Method:	
<i>Shown 'Good Handling Technique for Lifting Sheet' : Yes / No / N/A</i>	
Risk Level after implementations: HIGH MODERATE LOW NONE	
Other information:	
Person completing assessment: Signature:	Date:
Volunteer's Signature: (if required)	Date:

APPENDIX 2 RISK ASSESSMENT GUIDELINES TABLE

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p>The tasks, do they involve:</p> <ul style="list-style-type: none"> • Holding loads away from the body? • Twisting, stooping or reaching upwards? • Large vertical movements? • Long carrying distances? • Strenuous pushing or pulling? • Repetitive handling? 	<p>Can you:</p> <ul style="list-style-type: none"> • Use a lifting aid, improve workplace layout? • Reduce the amount of twisting/stooping? • Avoid lifting from floor level or above shoulder height? • Reduce carrying distances/stop halfway? • Push rather than pull? • Avoid repetitive handling?
<p>The loads, are they:</p> <ul style="list-style-type: none"> • Heavy, bulky or an awkward shape? • Difficult to grasp? • Unstable or likely to move unpredictably? • Harmful, e.g. Sharp or hot? • Awkwardly stacked? • Too large or heavy for the handler 	<p>Can you make the load:</p> <ul style="list-style-type: none"> • lighter or less bulky? • Easier to grasp? • More stable? • Less damaging to hold? • Easier to get to? • Portable by two or more people?
<p>The working environment, are there:</p> <ul style="list-style-type: none"> • Constraints on posture? • Bumpy, obstructed or slippery floors? • Variation in levels? • Hot/cold/humid conditions? • Poor lighting conditions? • Restrictions on movement or posture from clothes/wetsuit? 	<p>Can you:</p> <ul style="list-style-type: none"> • Remove obstructions to free movement? • Provide better flooring/dry the working area? • Avoid steps and steep ramps? • Prevent extremes of hot and cold? • Improve lighting? • Reduce wearing of restrictive clothing during manual handling?

APPENDIX 2 RISK ASSESSMENT GUIDELINES TABLE (cont'd)

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p>Individual capacity, does the job:</p> <ul style="list-style-type: none"> • Require unusual capability, e.g. above average strength or agility? • Endanger those with a health problem or learning/physical disability? • Endanger pregnant women? • Call for special information or training? 	<p>Can you:</p> <ul style="list-style-type: none"> • Pay particular attention to those who have a physical weakness? • Take extra care of pregnant workers? • Give volunteers more information e.g. about the range of tasks they are likely to face? • Provide more training?
<p>Handling aids and equipment:</p> <ul style="list-style-type: none"> • Is the divide is correct for the job? • Is it well maintained? • Are the the wheels on the device suited to the floor surface and do they run freely? • Is the handle height between the waist and shoulders? • Are the slings in good order and comfortable for the participant? • Do the brakes work? 	<p>Can you:</p> <ul style="list-style-type: none"> • Provide equipment that is more suitable to the task? • Carry out preventative maintenance to prevent problems? • Use a different floor area to allow wheels to run freely or change the wheels? • Provide better handles or handle grips? • Provide better/more suitable slings? • Make the brakes easier to use, effective?
<p>Work organisation factors:</p> <ul style="list-style-type: none"> • do volunteers feel the demands of the work are excessive? • Have volunteers little control of the work and working methods? 	<p>Can you:</p> <ul style="list-style-type: none"> • make workloads lighter/more achievable? • Encourage good communication and teamwork?

APPENDIX 3: GOOD HANDLING TECHNIQUE FOR LIFTING

Think before lifting/handling.

Plan the lift. Can handling aids be used?
Where is the load going to be placed?
Will help be needed with the load?
Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Keep the load close to the waist.

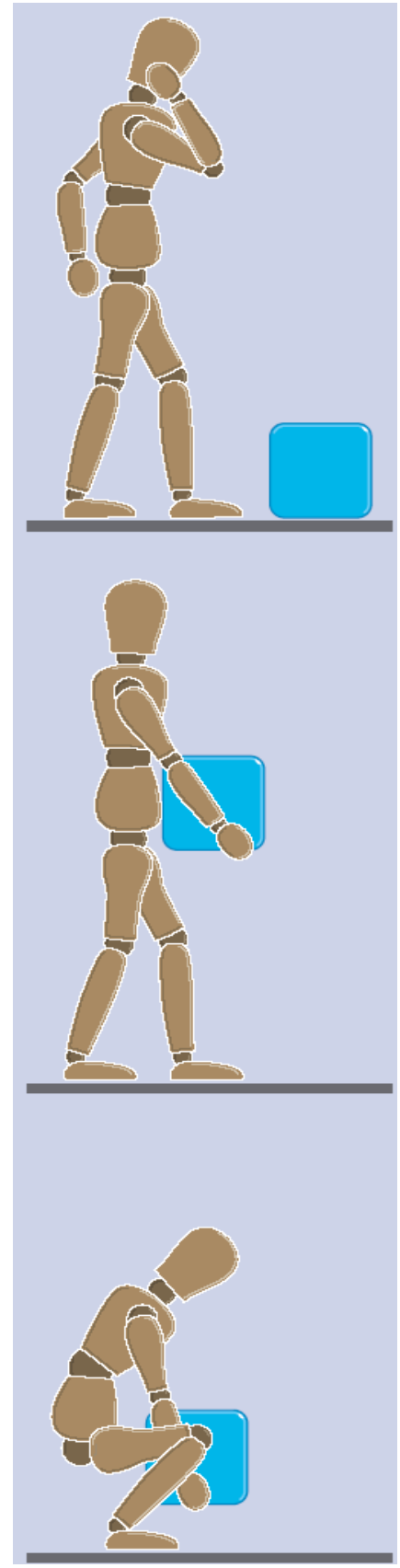
Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Adopt a stable position.

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Start in a good posture.

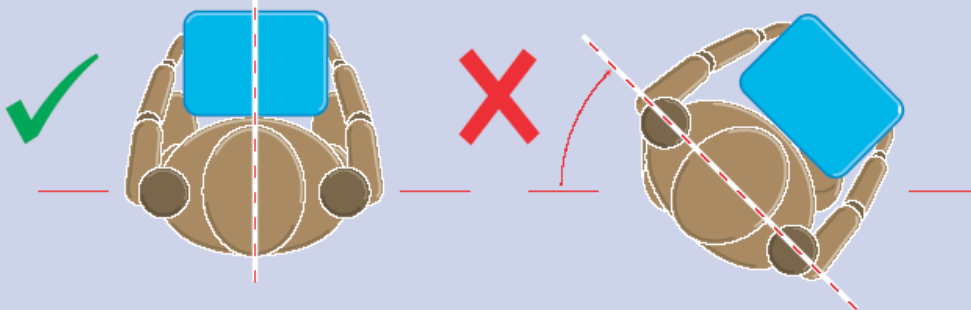
At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).





etting to grips with manual handling

- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

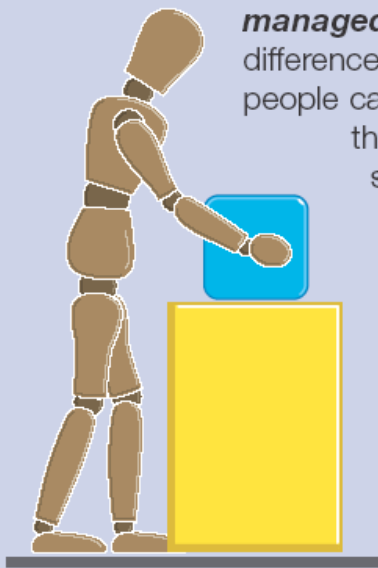
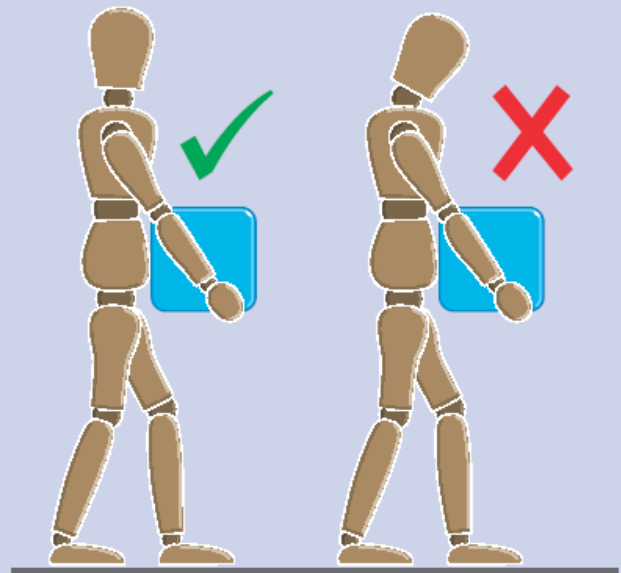


- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



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

APPENDIX 4

PARTICIPANT MANUAL HANDLING RISK ASSESSMENT FORM

Location:		Date of Assessment:		
Name:		Date of Birth:		
Task(s):				
Possible hazards:				
Minimum Risk Method:				
To be Performed by:				
Risk Level after implementations: HIGH MODERATE LOW NONE				
Other information:				
Person completing assessment:			Date:	
Signature:				
<i>It confirm that this Risk Assessment is accurate and give my consent for my own personal carers and volunteers of Dive Ability to undertake the activities identified on this form.</i>			Date:	
Participants Signature:				
REVIEW DUE				

