Moving & Handling e-book

• MSD Statistics
• Regulations
• Top Tips
• TILEO Tool
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Reducing the strain:

1. Overview

Manual handling plays a pivotal role in occupational safety – after all, we all have to lift things and none of us want to suffer from muscular injuries. Plus, we have to abide by the law and, as you can see from the below table, there are plenty of rules and regulations that need to be met.

But there’s no need to panic. Applying correct manual handling techniques can have multiple benefits to your business – increased profits, reduced sickness absence and a happier, more productive workforce.

Legal requirements:

HASWA 1974

• Sections 2.1 and 2.2c: An organisations general duty of care to all employees and the provision of information, instruction, training and supervision
• Section 7 and 8: Employee duties to look after themselves and others who can be affected by their acts or omissions and not to misuse anything issues in respect of health and safety

MHSWR 1999

• Regulation 13: Every employer shall ensure that employees are provided with adequate health and safety training
• Regulation 14: All employees have a duty to report any signs of serious or immediate danger to health and safety including short comings in the employer’s protection arrangements

Manual Handling Regulations 1992

• Regulation 5: Supplements the general duty of case in the case of manual handling
Reducing the strain:
2. The role of the trainer

Ensuring that the training is effective is fundamental and can often present a challenge. After all, because everyone has performed manual lifting, everyone thinks they are doing it correctly. The reality is that the only people who naturally lift correctly are very small children. As we get older we ‘unlearn’ this and develop our own, flawed ways of lifting.

**Manual Handling Training** helps reduce Musculoskeletal Disorders (MSDs), which are the most common cause of workplace injuries in the UK. An estimated 11.6 million working days a year are lost to MSDs.

Preventing MSDs is beneficial to individuals both in and out of work. Obviously, absenteeism can have a negative affect on income, but MSDs also prevent people from fully enjoying their social lives and taking part in many activities.

**Planning and developing effective training**

- Meet with management
- Undertake training needs analysis
- Develop and design course materials
- Deliver training
- Evaluation
Reducing the strain:  
3. Developing effective training

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Reducing the strain:  
4. Follow up training

Of course, Manual Handling Training isn’t a one stop shop. Just as important as the initial training, is the subsequent refresher training and follow-up sessions. Despite being a legal requirement, refresher training can be a tough ‘sell’ to employees. After all, who wants to undergo the same training twice?

The answer to this problem is to make the follow-up training more interesting and interactive. Try introducing fun elements such as quizzes and team exercises. You can even construct a manual handling obstacle course!

However you choose to do it, the refresher training is a vital part of Manual Handling. It can demonstrate that you are going beyond your competitors in providing a safe working environment.

Maintenance of skills in the workplace and record keeping

• Requirement under Regulation 13 of the MHSWR to repeat health and safety training periodically
• Failure to give an employee refresher training for manual handling results in the employer being in breach of 4 (1) (b) (ii) of the MHOR
Facts and figures:

1. Statistics

If you’re looking to get Manual Handling Training taken seriously in your organisation, statistics are a great tool to support your case. If you want to change behaviour you need to make these statistics meaningful – and that’s exactly where this new thought-provoking infographic comes in...

Statistics in perspective
Manual Handling

The total number of WRMSDs cases in 2015/16 was 539,000
41%
out of a total of 1,311,000 for all work related illnesses

An estimated 8.8 million working days were lost due to WRMSDs
that is 61.6 million hours
3,696 billion minutes

With half a million cases in the UK every year MSDs are the single biggest cause of workplace injury!
Facts and figures:

2. Definitions

The simplest way to define Manual Handling is:

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

That definition comes courtesy of the HSE Manual Handling Operations Regulations (MHOR). The act sets out a clear ranking of measures for dealing with risks from manual handling, these are:

1: Avoid hazardous manual handling operations so far as is reasonably practicable;
2: Assess any hazardous manual handling operations that cannot be avoided; and
3: Reduce the risk of injury so far as is reasonably practicable.
Safe Moving & Handling:  

3. TILEO

The TILEO acronym can be used to assess manual handling activity within your own organisation. TILEO stands for TASK, INDIVIDUAL, LOAD, ENVIRONMENT and OTHER FACTORS. It will help your organisation conduct dynamic risk assessments and on-the-spot assessments.

When a detailed risk assessment is conducted, it should take into account relevant physical and psychosocial factors contained in the Manual Handling Operations Regulations. A manual handling risk assessment will identify a number of hazards and TILEO can be used. The role of dynamic risk assessments is to identify hazards that may appear on a daily basis, due to the changing nature of the work being undertaken. You should train your workforce to consider TILEO before they do any manual handling.

These risk assessments do not need to be written down as they form part of handlers’ good working practice. Handlers must observe their surroundings and take appropriate action to reduce or eliminate risks that would have not been foreseeable as part of the manual handling risk assessment.

The table on the following page demonstrates how the manual handling TILEO can be used to assess each manual handling activity within your own organisation and how TILEO can be used to conduct an on the spot assessment, which allows you to ‘Think Before You Lift’ or ‘Plan a Lift’.

<table>
<thead>
<tr>
<th>Task</th>
<th>Individual</th>
<th>Load</th>
<th>Environment</th>
<th>Other Factors</th>
</tr>
</thead>
</table>

#OSHtober

Can you handle it?

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## Manual Handling TILEO:

<table>
<thead>
<tr>
<th><strong>Task</strong></th>
<th>Does the manual handling task involve any of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Twisting</td>
</tr>
<tr>
<td></td>
<td>• Stooping</td>
</tr>
<tr>
<td></td>
<td>• Bending</td>
</tr>
<tr>
<td></td>
<td>• Pushing</td>
</tr>
<tr>
<td></td>
<td>• Pulling</td>
</tr>
<tr>
<td></td>
<td>• Positioning the load</td>
</tr>
<tr>
<td></td>
<td>• Sudden movement</td>
</tr>
<tr>
<td></td>
<td>• Not enough rest or recovery periods</td>
</tr>
<tr>
<td></td>
<td>• Team handling</td>
</tr>
<tr>
<td></td>
<td>• Seated work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Individual</strong></th>
<th>Is the person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Pregnant</td>
</tr>
<tr>
<td></td>
<td>• Disabled</td>
</tr>
<tr>
<td></td>
<td>• Suffering from health problems</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Load</strong></th>
<th>Is the load:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Heavy</td>
</tr>
<tr>
<td></td>
<td>• Difficult to grip</td>
</tr>
<tr>
<td></td>
<td>• Sharp</td>
</tr>
<tr>
<td></td>
<td>• Hot</td>
</tr>
<tr>
<td></td>
<td>• Cold</td>
</tr>
<tr>
<td></td>
<td>• Content likely to move</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Environment</strong></th>
<th>Within the environment is/are there:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Space constraints</td>
</tr>
<tr>
<td></td>
<td>• Uneven flooring</td>
</tr>
<tr>
<td></td>
<td>• Slippery flooring</td>
</tr>
<tr>
<td></td>
<td>• Unstable flooring</td>
</tr>
<tr>
<td></td>
<td>• Difference in floor levels</td>
</tr>
<tr>
<td></td>
<td>• Conditions – hot, cold or humid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other Factors</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Is movement or posture hindered by clothing or personal protective equipment?</td>
</tr>
<tr>
<td></td>
<td>• Is there an absence of the correct/suitable PPE being worn?</td>
</tr>
</tbody>
</table>
Safe Moving & Handling:
1. Top tips for moving objects

Top tips for Manual Handling

1. Conduct a Manual Handling Risk assessment
2. Ensure employees have the correct Manual Handling training
3. Use mechanical aids wherever possible
4. Plan the route before you start
5. Work from a stable base
6. Hug the load
7. Bend your knees
8. Avoid twisting or leaning
9. Know your limits
10. Keep your head up
11. Push a load rather than pull it

More than 1/3 of all workplace injuries which result in someone being off work for more than 3 days are caused by poor manual handling.

Many of these injuries could be prevented if people used correct manual handling techniques, or ‘principles of efficient movement’ as they are now known.

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Moving and handling people can be more challenging, as poor handling techniques not only contribute to musculoskeletal injury, but have the potential to cause injury and loss of dignity to the individual being moved.
Safe Moving & Handling:
3. Manual Handling Courses

With manual handling playing such a central role in occupational safety, RoSPA has developed courses which offer both practical skills and relevant theory.

Why Choose RoSPA?

1. Highly experienced tutors who will train your staff to train others within your organisation
2. Courses take place within realistic training environments
3. We are one of the longest running providers of manual handling training courses in the UK, and offer crucial health and safety training for all organisations.
4. The quality of our courses is reflected in the high attendance rates for our recertification programme, with the majority of instructors upholding their certification on a three-year cycle.

Browse our range of courses - if you can't find what you're looking for, contact us with your safety training needs

BTEC Manual Handling Trainers
Principles in Manual Handling
Manual Handling Risk Assessors
Manual Handling Trainers Re-certification
Manual Handling & Postural Awareness
Manual Handling Training for Logistics
Safe Moving & Handling: 4. Safer people handling courses

RoSPA’s approach to people handling is principles led; a flexible approach suitable for all care sectors and one that is focused on the person. We utilise a blend of the best of the different approaches mentioned above, enabling delegates to solve problems themselves and develop their people handling abilities.

Why is Safer People Handling important?

1. Manual handling of people is the biggest cause of injury to both staff and service users.
2. To be treated with dignity and respect during the handling process is a basic human right, as well as being a legal requirement.
3. No matter whether in primary care, acute care, care of the elderly or any another sector, how people are moved and handled is vital in promoting recovery, maintaining independence and a feeling of well-being.

Whatever the training course undertaken, delegates will return to their company with new skills and knowledge, enabling them to establish excellent safety procedures, standards and strategies.

- BTEC SPH Trainers (Level 4)
- Principles in Safer People Handling
- SPH Trainers Re-certification
- SPH - Haptonomic Foundations
- SPH Hoist Training
- SPH Risk Assessment
- SPH Risk Assessment Re-certification
About RoSPA

RoSPA (The Royal Society for the Prevention of Accidents) is a registered charity and one of the UK’s leading safety organisations. Through our workplace safety training, consultancy, fleet, awards and membership services, we work with organisations within the UK and overseas.

Why choose RoSPA training?

RoSPA offers one of the widest ranges of health and safety training courses and in-company safety training in the UK, from operative level right up to director and board level. We are one of the leading providers of NEBOSH and IOSH accredited courses, manual handling, safer people handling, auditor training and core health and safety training courses, covering a wide range of topics within the areas of risk assessment and the management of occupational safety.

We also lead the way in practical health and safety consultancy and audits. Tailored services provide a service that suits and ensures you’re fully compliant and - above all - safe.

#OSHtober is RoSPA’s annual month-long workplace safety campaign, which runs annually throughout October. Each year RoSPA focuses on a specific topic which highlights the devastating impacts that workplace accidents and ill health have.

This year #OSHtober will raise awareness of work-related musculoskeletal disorders (WRMSDs) and the effects poor manual handling practice has on the workforce.