



BBC Studioworks – Kelvin Hall

# Manual Handling H&S Arrangements

Health & Safety Arrangements

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## 1 Introduction

The Regulations require that a suitable and sufficient risk assessment must be carried out when hazardous manual handling is unavoidable.

The aim of the manual handling risk assessment is to make a well-informed decision about the measures necessary to prevent, or adequately control high risk manual handling operations and reduce the risk of injury. It can form part of a more general risk assessment for a specific work task and its complexity should reflect the magnitude of the manual handling risk being assessed.

The assessment should follow an ergonomic approach and consider the Task, Individual Capabilities; the characteristics of the Load and the work Environment (T.I.L.E.) associated with the activity.

## 2 Risk Assessment Arrangements

### 2.1 Avoid, Eliminate, Automate or Mechanise Manual Handling

The first control measure to consider is whether the manual handling activity can be avoided. This may be achieved by elimination, automation or mechanisation of the task.

### 2.2 Manual Handling Risk Assessment

Manual handling assessments should be carried out by a competent person, recorded and reviewed regularly. The competent person must attend and successfully complete Manual Handling Assessor Training. A third-party trainer may provide this training and can assist in the risk assessment process.

Manual handling risk assessment outcomes should be communicated to the employees undertaking the work. Managers in control of the work must ensure the control measures are implemented and used by their employees. Managers, in conjunction with other competent persons, will monitor the effectiveness of the control measures.

The majority of manual handling activities carried out are covered by the following Studioworks risk assessments:

1. **Studio Preparation and General Risk Assessment**
2. **Safe Movement and Build of Sets, Scenery and Props**
3. **Manual Handling: Scenic & Miscellaneous Handling**
4. **Manual Handling: Rigging & De-rigging**
5. **Manual Handling: Rigging & De-rigging (grid work)**

When manual handling activities are required for a specific task then a separate risk assessment should be completed accordingly i.e. **Safe Handling of Cameras & Pedestals**.

Where an existing manual handling risk assessment is not available then the **Manual Handling Assessment Checklist** (see Appendix 2) can be used to assess the risks.

### **2.3 Manual handling aids**

Mechanical assistance from the use of handling aids (e.g. teddy trucks and trolleys) can help reduce the risk of injury. If the manual handling assessment identifies that a lifting aid is needed, it should be suitable and sufficient for the task and fulfil Provision and Use of Work Equipment Regulations 1998 (PUWER) requirements. Users of aids must be trained and regular checks of the equipment carried out and recorded.

### **2.4 Reporting of high risk activities and injuries**

Employees must report high risk manual handling activities to their line manager. If the manual handling activity is perceived to be extremely high risk the employee(s) designated to undertake that activity must NOT proceed and should immediately inform their line manager, or someone with similar authority, to facilitate remedial action. Employees shall report manual handling accidents and incidents to their manager and arrange for an Incident form to be completed as soon as possible.

## **3 Training**

The business provides training courses on managing the risks of manual handling operations. This is based on the health and safety (mandatory) policy for BBC Studioworks.

### **3.1 For managers and supervisors – Manual handling assessor training.**

This course will equip participants with the skills to assess manual handling operations raising awareness of manual handling hazards, risks and controls, whilst installing basic knowledge of anatomy, mechanics of movement and causes of manual handling injuries, and guiding participants on how to carry out a suitable and sufficient manual handling risk assessment.

### **3.2 For all Staff involved in manual handling activities – Practical manual handling training.**

The course focuses on manual handling hazards, the risks from manual handling, safe lifting techniques and control measures. It includes an element of practical lifting exercises.

### **3.3 For all Staff who have previously attended the practical manual handling training**

A refresher course.

This refresher course will give staff the opportunity to discuss any lifting experiences or concerns in a small group environment, the course reminds delegates of the key points on assessing hazards and risk control taught in the practical manual handling training, and advises on safe lifting/carrying techniques with an opportunity for participants to try them out, a short group exercise will be set to ensure that staff are competent in carrying out dynamic risk assessments.

#### **4 Monitoring & review**

Any assessment should be kept up to date. It should be reviewed if new information comes to light or if there has been a change in the manual handling operations. The assessment should also be reviewed if a reportable injury occurs or when individual employees suffer an illness, injury or the onset of disability which may make them more vulnerable to risk. The business will monitor the effectiveness of this policy by means of inspection, audit the study of reported incidents and consultation with the health and safety source of competent advice regarding the number of work-related occupational health referrals

## 5 Appendix 1 - T.I.L.E. (Hazard Information)

TASK	INDIVIDUAL
Strenuous pulling/pushing Bending Overreaching Twisting movements Repetition handling Carrying long distance Static muscle work Team handling Bonus schemes Handling above head height Handling away from the body Insufficient rest time	Inexperience Competence Training Age Gender Health Strength Ability to communicate Attitude Disability Pregnancy Mental ability
LOAD	ENVIRONMENT
Centre of gravity Weight Bulky Size Slippery to hold Difficult to grasp Fragile contents Shifting contents Badly stacked Hot temperature Sharp edges Right way up Too big to see over	Confined space Obstacles Hot/cold Humidity Lighting Ventilation Weather (e.g. wind, ice) Slip trip hazards Holes/slopes Uneven floors Stairs Ill-fitting PPE Proximity of other workers Other hazards (e.g. vehicles)

## 6 Manual Handling Risk Assessment Checklist

<b>THE TASKS: Do they involve</b>			<b>(controls required)</b>
Holding loads away from the trunk?	y <input type="checkbox"/> n <input type="checkbox"/>		improve workplace layout to improve efficiency
Twisting?	y <input type="checkbox"/> n <input type="checkbox"/>		reduce the amount of twisting
Stooping?	y <input type="checkbox"/> n <input type="checkbox"/>		reduce the amount of stooping
Reaching upwards/vertical movements?	y <input type="checkbox"/> n <input type="checkbox"/>		avoid lifting from floor level or above shoulder height
Long carrying distances?	y <input type="checkbox"/> n <input type="checkbox"/>		reduce carrying distances
Strenuous pushing or pulling?	y <input type="checkbox"/> n <input type="checkbox"/>		push rather than pull
Unpredictable movement of loads?	y <input type="checkbox"/> n <input type="checkbox"/>		use a lifting aid
Repetitive movements?	y <input type="checkbox"/> n <input type="checkbox"/>		avoid repetitive handling
Insufficient rest & recovery periods?	y <input type="checkbox"/> n <input type="checkbox"/>		vary the work, allowing one set of muscles to rest while another is used
A work rate imposed by a process?	y <input type="checkbox"/> n <input type="checkbox"/>		
<b>THE LOADS: are they</b>			<b>(controls required)</b>
Heavy?	y <input type="checkbox"/> n <input type="checkbox"/>		make lighter
Bulky/unwieldy?	y <input type="checkbox"/> n <input type="checkbox"/>		make less bulky
Difficult to grasp?	y <input type="checkbox"/> n <input type="checkbox"/>		make easier to grasp
Unstable or unpredictable?	y <input type="checkbox"/> n <input type="checkbox"/>		make more stable
Intrinsically hazardous (sharp edges etc.)	y <input type="checkbox"/> n <input type="checkbox"/>		Make less damaging to hold
The above may be achieved by asking the supplier/contractor of externally sourced goods to provide handles or smaller packages.			
<b>THE ENVIRONMENT: are there</b>			<b>(controls required)</b>
Constraints on posture?	y <input type="checkbox"/> n <input type="checkbox"/>		remove obstructions to free movement and provide adequate space for the movement of people

Poor floors?	y <input type="checkbox"/> n <input type="checkbox"/>	provide floors and traffic routes which are in good condition
Uneven surfaces?	y <input type="checkbox"/> n <input type="checkbox"/>	avoid steps and steep ramps
Hot, cold or humid conditions?	y <input type="checkbox"/> n <input type="checkbox"/>	prevent extremes of hot or cold
Strong air movements?	y <input type="checkbox"/> n <input type="checkbox"/>	provide adequate ventilation
Poor lighting conditions?	y <input type="checkbox"/> n <input type="checkbox"/>	improve lighting
Working at height?	y <input type="checkbox"/> n <input type="checkbox"/>	prevent falling objects or falls from height
<b>THE INDIVIDUALS: does the job require (controls required)</b>		
Require unusual capabilities?	y <input type="checkbox"/> n <input type="checkbox"/>	give more information about the range of tasks to workers
Hazardous to those with health problems?	y <input type="checkbox"/> n <input type="checkbox"/>	pay particular attention to those who have a physical weakness
Hazard pregnant workers or nursing mothers?	y <input type="checkbox"/> n <input type="checkbox"/>	take extra care of pregnant workers
Require special training or information?	y <input type="checkbox"/> n <input type="checkbox"/>	provide more training/information
<b>OTHERS: (controls required)</b>		
Does PPE interfere with any aspect of the task?	y <input type="checkbox"/> n <input type="checkbox"/>	ensure work clothing and PPE is suitable for the work and/or is not restrictive
Handling aids, equipment and work organisation suitable?	y <input type="checkbox"/> n <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• provide equipment that is more suitable for the task</li> <li>• ensure equipment designed to be “wheeled” can move easily</li> <li>• provide better handles and grips</li> <li>• make brakes easier to use, reliable and effective</li> <li>• make workloads and deadlines achievable</li> <li>• encourage effective communication and teamwork</li> </ul>



**TOTALS:**

The totals of YES & NO answers should guide you in your evaluation of risk, the more YES answers the higher the risk.

Is the risk adequately controlled?	y <input type="checkbox"/> n <input type="checkbox"/>	(comments)	
ASSESSOR			DATE