

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

Manual Handling Policy Statement

Introduction

More than one third of all over-three-day injuries reported each year to the Health and Safety Executive (HSE) are caused by manual handling.

The Management of Health and Safety at Work Regulations 1999 & Manual Handling Regulations 1992 (as amended 2002), place a requirement on both the employer and employee to reduce the hazards to health associated with the manual handling of loads.

Manual handling is sometimes referred to as lifting and handling. For the purpose of this policy statement, we use the phrase Manual Handling to cover all aspects of physically lifting, moving, supporting or handling objects / loads.

Manual handling involves 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.

Antecedent

As Toft Newton Parish Council is a tier one authority, we rely on the support of West Lindsey District Council (WLDC) as our principal authority, Lincolnshire County Council (LCC) and Lincolnshire Association of Local Councils (LALC) to ensure our policies are updated with specific reference to the Local Government sector.

With this in mind, we have opted to use the Lincolnshire County Council Health and Safety Quick Card on Manual Handling as our overall guide and template for completing our Manual Handling Risk Assessments.

A copy of this Quick Card is attached to the policy, as are the completed Manual Handling Risk Assessments.

The model Manual Handling Risk Assessments in the Lincolnshire County Council Quick Card for *Moving Loads / Objects in an Office Environment*, *Moving Work Equipment & Loads Between Sites (Mobile Workers)*, and *Pushing & Pulling Wheeled Objects* have been adapted to meet our requirements, additional assessments have been completed to ensure all work activities have been appropriately assessed.

Policy

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

Toft Newton Parish Council will put in place measures to protect employees from the risks associated with 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.

Toft Newton Parish Council Responsibilities:

- Identify whether a 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 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.
- Suggest improvements to processes.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager when they believe that there is a risk of injury.

Non-Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches.

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.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Council's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with Toft Newton Parish Council.

The Proper Officer will lead on the implementation and management of this policy. However, all employees are required to adhere to and support the implementation of the policy.

Toft Newton Parish Council will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Council.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process. The Toft Newton Parish Council Appraisal Procedure and appraisal forms apply.

Monitoring Policy

The policy will be monitored on an on-going basis; monitoring of the policy is essential to assess how effective Toft Newton Parish Council has been in reducing and or managing Manual Handling related risks.

In accordance with the First Aid at Work requirements established by the Health and Safety at Work Act 1974, if an injury is reported by an employee, a desktop investigation will be undertaken, if this identifies any risks that were not mitigated, the policy will be updated accordingly and risks will be managed.

Reviewing Policy

This policy and all Manual Handling Risk Assessments will be reviewed annually and, if necessary, revised in the light of legislative or codes of practice and organisational changes, or as a result of employee feedback.

Improvements will be made to the management of risks by learning from experience and the use of established Manual Handling Risk Assessments and on-going reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of Toft Newton Parish Council to ensure that all relevant employees receive notice. Written notice and / or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please speak to the Proper Officer.

In the unlikely event where you are unhappy with any decision made, you should use the Council's formal Grievance Procedure.

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

Adopted by Councillors: 5th May 2026.

Next Review due: Annual Parish Council Meeting: May 2027.