



Manual Handling Policy

All Saints' Church, Walsoken

Please refer to Church document H&S_Doc_001 for all General Health & Safety requirements

Specific Policy

This Health & Safety (H&S) sub-policy controls manual handling at church.

There are no specific routine activities which require the congregation or visitors to consider manual handling in church. Contractors engaged to do works will follow their own manual handling requirements from their own employer.

If our congregation needs to move something heavier than two people can manage, then that will be classed as an event, and the church event risk assessment process will be used (H&S_Doc_002).

The recommended way for an individual to carry an object is shown in diagram 1. The recommended weights for individuals to carry is shown in diagram 2.

Reference Documents

The Health and Safety at Work Act 1974

Manual Handling Operations Regulations 1992

Procedure

For members of the congregation that want to lift an object that is heavier than they usually lift, the following acts as informational guidelines.

- 1) Don't lift or handle more than you can easily manage. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- 2) Plan the lifting. Where is the load going to be placed? Use suitable handling aids where possible. Will you need help with the load? Remove obstructions ahead of time. How do you plan to carry the load?
- 3) Keep the load close to your waist for as long as possible while lifting. Keep the heaviest side of the load next to your body.
- 4) Adopt a stable position. Your feet should be apart with one leg in front of the other.
- 5) When starting to lift, slightly bend your back, hips and knees do not stoop. If needed fully squat first.
- 6) Ensure a good hold on the load. Where possible, hug the load close to your body.
- 7) Do not twist your back or lean sideways especially while your back is bent. Keep your shoulders level and facing in the same direction as your hips. Turning by moving your rather than twist your body.
- 8) Keep your head up when handling. Look ahead, not down at the load, once it is held securely.
- 9) Move smoothly. Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.
- 10) Put the load down, then adjust its position if needed.

Forms

None

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Diagrams

Diagram 1. Manual Handling Technique

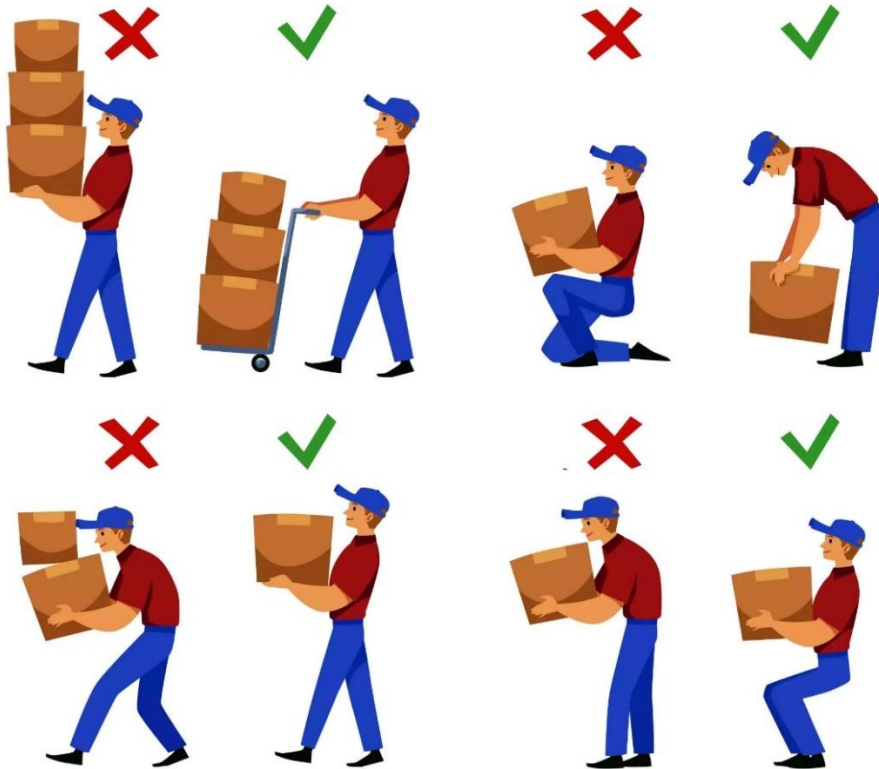
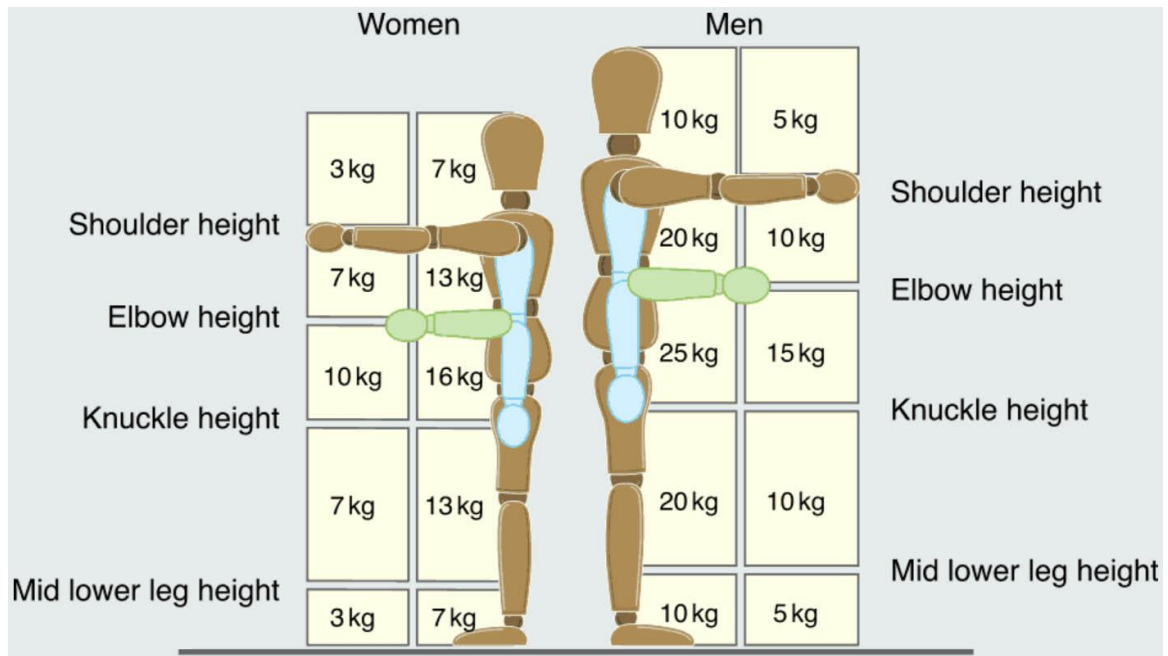


Diagram 2. Recommended Weight Limits



Appendices

None

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