



SECTION	Operations
POLICY	Manual Handling
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1. Purpose

This policy aims to ensure the health and safety of all staff, and visitors by minimizing the risk of injury from manual handling tasks. It aligns with the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992.

2. Scope

Applicable to all individuals engaged in manual handling activities within the club, including lifting, carrying, pushing, pulling, or moving loads by hand or bodily force.

3. Responsibilities

- **Club Management:**
 - Ensure the implementation and regular review of this policy.
 - Provide appropriate training and resources.
 - Conduct risk assessments for manual handling tasks.
- **Staff:**
 - Adhere to safe manual handling practices.
 - Attend mandatory training sessions.
 - Report any hazards or incidents related to manual handling.

4. Risk Assessment

Before undertaking manual handling tasks, a risk assessment must be conducted considering.

- **Task:** Nature and duration of the activity.
- **Individual:** Capabilities of the person performing the task.
- **Load:** Weight, size, and stability of the item.
- **Environment:** Space constraints, floor conditions, and other environmental factors.

5. Control Measures

- **Elimination:** Avoid manual handling where possible.
- **Mechanical Aids:** Use trolleys, hoists, or other equipment to assist with heavy loads.
- **Team Lifting:** For bulky or heavy items, employ team lifting techniques.
- **Training:** Provide training on safe handling techniques.

6. Training

All relevant personnel must undergo training that covers:

- Proper lifting techniques.
- Use of mechanical aids.
- Recognition of potential hazards.
- Emergency procedures in case of injury.

7. Monitoring and Review

This policy will be reviewed annually or following any incident related to manual handling. Feedback from staff and incident reports will inform necessary updates.

8. Reporting

All manual handling incidents or near misses must be reported immediately to the Health and Safety Officer. An investigation will be conducted to prevent recurrence.