



**AUGUST 2024**

**COACH HOUSE CHURCH**

# **MANUAL HANDLING POLICY**

Name: Coach House Church

Assessment carried out by: Rebekah Baker

Date of next review: 15/08/25

Date assessment was carried out: 15/08/24

## **1. Elimination of Hazardous Manual Handling Activities**

Coach House Church will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include mechanical aids such as chair trolleys.

## **2. Assessment of Risk**

Competent persons will carry out an assessment of the risks of manual handling activities. Identified risks will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

### **1. The Task**

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height and no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased.

If items must be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as close to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is repeated. Repetitive tasks should be avoided where possible. Tasks that involve lifting and carrying should be designed to allow for sufficient rest breaks to avoid fatigue. Avoid tasks that require twisting the body where possible.

### **2. The Load**

The load should be kept as close as possible to the body's trunk to reduce strain and should not be of such size as to obscure vision.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters. Where possible avoid carrying unstable loads.

Consideration should be given to the equipment available to aid lifting loads including the chair trolleys.

### **3. The Individual**

Consideration must be given to age, body weight and physical fitness. Regard must also be given to personal limitation; volunteers must not attempt to handle loads that are beyond their capabilities. Assistance must be sought when necessary.

Allowances should be made for people with genuine physical or clinical reasons for avoiding lifting. Pregnant women and very recent mothers should not undertake lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction and information to undertake the task with minimum risk.

### **4. The Environment**

There must be adequate space to enable the activity to be safely conducted and the transportation route must be free of obstructions. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be free from slipping and tripping hazards, and adequate ventilation is required, particularly when natural ventilation is lacking.

## **Volunteers' Duties**

### **Volunteers must:**

- a. report to the leadership team (in confidence if requested) any personal conditions which may be affected by manual handling activity
- b. comply with instruction provided
- c. ensure their own health and safety is not put at risk when carrying out manual handling activities
- d. use equipment which has been provided
- e. report any problems relating to the activity to a responsible person.