

8.3 Manual Handling Policy

8.3.1 Introduction:

This section explains policy relating to manual handling and sets out advice for Members and Volunteers. The primary objective is to avoid injuries from manual handling during sailing sessions including all preparation and put-away activities.

This guidance does not obviate all Members and Volunteers from making themselves aware of The Manual Handling Operations Regulations 1992, as amended in 2002 which apply to manual handling activities, including lifting, lowering, pushing, pulling or carrying. A 'Load' may be either inanimate - such as a safety box or an engine trolley, or animate - a disabled person.

Disabled Members are not to be permitted to carry out manual handling tasks with a medium or higher risk. Volunteers are not to ask or allow Disabled Members to carry out manual handling tasks that are classified in this policy as medium or higher risk.

Volunteers are required to follow this policy to reduce the risk of manual handling incidents, in the event of possible injury then Volunteers must encourage the early reporting of symptoms and enable the Committee's Welfare Officer to ensure that arrangements have been made for the proper treatment and rehabilitation of anyone who is injured.

A Generic Assessment has been completed for all Members and Volunteers in relation to organised sailing sessions at Rockley Point and within Poole Harbour.

The assessment does not cover boat maintenance or other sessions.

The assessment pinpoints the areas of risk and sets out how risks can be reduced.

8.3.2 Manual Handling Risks

Generic Manual Handling Risks associated with sailing sessions have been assessed and mitigation measures implemented by the Committee.

The Manual Handling risk assessments will be reviewed each season by competent persons taking into account the risk factors, task, load, individual(s) and the environment. The assessments are documented and available in the Poole Sailability store at Rockley.

8.3.3 Mitigations and Reducing Risk of Injury

The Committee have taken the following actions to reduce hazardous lifting activities and reduce the risk of injury from manual handling:

- Outboard engines have been left secured and locked in position on all Hawk20 Keelboats to remove the need to continually move them from store to boat.
- The use of dinghies has been discontinued for use by disabled Members excepting for suitable designated occasions, the dinghy crew will always comprise at least two fully abled volunteers. This significantly reduces the need to manually haul boats to and from the water. This significantly reduces the need to manually roll/unroll or carry sails and booms. This significantly reduces the incidence of unplanned boat manoeuvres causing injury. This significantly reduces the need for strenuous pulling.
- Buffers have been fitted to pontoon moorings to reduce the incidence of impact incidents.
- Disabled members are required to be able to enter and leave boats without the need for manual lifting. Assistance is provided from guiding hands or arms only.
- Sailing protocol requires that sailing does not continue in wind strengths of more than a Force 4. This reduces the risk of strain injury.

- Disabled members with mobility restrictions are checked by the Welfare officer at the request of the Sailing Captain or Chairperson or at intervals as required to ensure they are able to get in/out of boats without the need for manual lifting.
- Sailing sessions are not scheduled for times of the year and day when there are not good daylight conditions.

8.3.4 The Duty Sailing Captain(s)

The duty sailing captain(s) must ensure that:

1. Manual Handling assessments are carried out and relevant records are kept
2. Crew are properly supervised
3. Injuries or incidents relating to manual handling are investigated, with remedial action taken
4. Members and Volunteers adhere to safe systems of work
5. Arrangements for manual handling operations are monitored and reviewed
6. Members and Volunteers with known health conditions which could be adversely affected by manual handling operations are stopped from carrying out manual lifting tasks.

8.3.5 Members and Volunteers

Members and Volunteers must ensure that:

1. they report to a Committee member (in confidence) any personal conditions which may be affected by manual handling activity
2. they comply with this policy
3. their own health and safety is not put at risk when carrying out manual handling activities
4. they use equipment which has been provided
5. any problems relating to the activity are reported to a Committee member
6. They make full and proper use of any system of work put in place to protect them from manual handling risks

8.3.6 Volunteers

Volunteers should observe the following;

1. Always use an engine trolley when moving outboard engines
2. Always employ a two person lift when lifting engines on/off trolleys and boats
3. Always ensure there is a winch handle on boats available to the crew for raising and tightening sails
4. Disabled members must not be lifted or 'man-handled' into or out of boats excepting in an emergency or life threatening incident
5. Watch for and warn members where there are obstructions, or there is a risk of slippery surfaces, uneven surfaces, ramps and steps
6. Wear suitable footwear and sailing gloves as appropriate to improve their grip when handling items which may be slippery and to reduce the risk of cuts

7. Consider your age, body weight and physical fitness and give regard to personal limitations; you must not attempt to handle loads that are beyond your capabilities. Assistance must be sought when necessary.

8.3.7 Manual Handling Techniques

Good handling techniques for lifting include the following practical tips;

For a Basic Lifting Operation:

- Think before lifting/handling.
- Plan the lift.
- Consider if lifting/handling aids be used
- Where is the load going to be placed?
- Will help be needed with the load?
- Remove obstructions around the load
- For a long lift, consider resting the load midway to change grip.
- Avoid bending or stooping
- Items should ideally be lifted from no lower than knee height and no higher than shoulder height.
- 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.
- Avoid tasks that require twisting the body where possible.
- Keep the load close to the waist.
- Keep the load close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).
- Avoid tight clothing or unsuitable footwear.
- Get a good hold. Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
- Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

- Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

For Pushing and Pulling:

- Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Trolleys are best with large diameter wheels.
- As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well- maintained handling aid is at least 2% of the load weight. The force needed will be larger if conditions are not perfect
- You should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.
- Get help from another Volunteer whenever necessary if you have to negotiate a slope or ramp or moving an object over soft gravel, sand or uneven surfaces as pushing and pulling forces can be very high.
- To make it easier to push or pull, you should keep your feet well away from the load and go no faster than walking speed.