

Denmark Gymnastics Club

Manual Handling Policy

Policy Title:	Manual Handling Policy
Date of Issue:	March 2022
Controlling Body:	Denmark Gymnastics Club Committee

1. Introduction

Denmark Gymnastics Manual Handling Policy promotes a health and injury free environment at the club's facilities.

2. Purpose/Scope

This policies aim is to maintain the health and wellbeing of all Denmark Gymnastics staff, visitors, members, contractors and volunteers and minimise the risks of manual handling injuries by implementing a systematic approach based on a risk management model as follows:

- Identify the hazardous manual handling tasks.
- Assess the risk.
- Control the risk.
- Monitor the controls.

This policy applies to all activities both on and off the club's property including busy bee's, fundraising, competitions, displays, events and other programmed activities outside the club's grounds.

A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

3. Definitions

- **Manual Handling** is defined as:

“Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also, actions involving repetition sustained awkward posture.”

- **Hazardous Manual Handling** means actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:
 - Repetitive or sustained application of force.
 - Repetitive or sustained awkward posture.
 - Repetitive or sustained movement.
 - Application of high force.
 - Exposure to sustained vibration.
 - Handling live persons.
 - Handling unstable or unbalanced loads or loads that are difficult to grasp or hold.
- **Risk** is described as the likelihood of suffering injury, loss or danger depending on the frequency that a task is performed and the consequences that may ensue.

4. Policy compliance

Denmark Gymnastics will comply with this Manual Handling Policy through education, induction training, publicity and reiteration of the policy itself. Policy compliance requires the following:

4.1 Identifying the risk

- Where possible, manual handling risks should be considered and designed out prior to an activity and/or purchasing of all goods to be used at Denmark Gymnastics club.
- The staff and club will undertake a process to identify all manual handling hazards at Denmark Gymnastics and;
- Examine tasks if there is an indication there may be a risk – i.e., staff complaining of discomfort.
- Look at injury records to see in what areas and in which tasks injuries are occurring.
- Consult with staff, committee and volunteers at meetings about tasks they are carrying out.
- Formal observation of work practices.

At Denmark Gymnastics, manual handling risks include, but are not limited to:

- Moving gym equipment.
- Carrying equipment.
- Lifting athletes.
- Spotting.
- Restraining an athlete.
- Typing at a computer in an awkward position.
- Standing on unstable platforms or apparatuses.
- Stretching to reach an athlete or a high shelf.
- Moving office equipment.
- Catching a falling athlete.
- Climbing under or over equipment.

4.2 Assessing the risk

The risk assessment should identify tasks with potential for having a hazardous manual component. The purpose of assessing the risk is to firstly establish if there is risk involved in the task and secondly, to determine the level of risk – high, medium or low.

The risk assessment must take into account the following factors:

- The force to be applied by the staff/volunteer.
- The actions and movements involved – e.g., reaching up, forward, unbalanced or uneven lifting or carrying, awkward grip.
- The range of weight handled.
- The duration and frequency of the manual handling.
- The time and distance over which an object is handled.
- The availability of mechanical aids.
- The layout and condition of the workplace environment – e.g., height of desks, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven.
- The work organization – e.g., availability of people, flow of materials, lack of time.
- The postural requirements imposed by manual handling – e.g., bending, twisting, stretching.

- The analysis of injury statistics relevant to manual handling.
- The age of the person carrying out the manual handling.
- The skill and experience of the person.
- The nature of the object being handled – e.g., size, shape, structure, material, animate or inanimate.
- Any other factors considered relevant by Denmark Gymnastics or the staff/volunteers. Need to consider staff returning from leave, teaching a new skill or in a new environment.

4.3 Controlling the risk

Once the risks have been conducted, controls will be developed by Denmark Gymnastics management committee – starting with tasks rated as ‘high risk’ – ‘low risk’.

Denmark Gymnastics will implement Manual Handling Risk Controls as follows:

- Redesign areas of risk to eliminate or reduce risk.
- Change the workplace, systems of work and/or the object.
- Provide mechanical aids to reduce the risk and provide training in their use.
- Training and education appropriate to each task.
- For some manual handling tasks, a combination of the risk and control methods (see document) may be appropriate.

5.0 Responsibilities

Denmark Gymnastics is responsible for the implementation of risk assessment. Risk control, education and training.

The club’s employees/volunteers are responsible for carrying out and conducting ongoing monitoring of manual handling risks and ensure the risk controls are:

- Being used correctly.
- Not increasing the risk of injury.
- Helping to reduce the manual handling risk.
- Not in need of further improvement.
- Being recorded.

In demonstrating Denmark Gymnastics duty of care, the management committee will make every reasonable effort to provide a working environment that minimises incidents of risk, personal injury, ill health or damage to property. This includes:

- Providing employees with appropriate training.
- Providing safe equipment and systems of work.
- Regular consultation on health and safety issues.
- Provide first aid equipment and accredited First Aiders at all training sessions and competitions.
- Ensuring adequate public liability insurance for all members.
- Encouraging all athletes with a prior or current injury to seek professional advice from a medical professional and be fully rehabilitated before returning to training.
- Encouraging all members/staff to adopt practices that seek to prevent injury.

6.0 Policy breaches

A breach of this policy may include one or more of the following:

- An employee/volunteer manual handling an object in direct or indirect contradiction to the risk controls provided in clause 4.3.
- Failure to assess or reassess identified areas for potential risks.
- Failure to address identified risks.
- Failure to provide documentation supporting the process for assessment and risk control for any one or more areas of manual handling.

Breaches of this policy will be addressed in due process by the Denmark Gymnastics management committee.

All employees/volunteers are responsible for encouraging and enforcing the policy amongst visitors, contractors and participants. Upon seeing a breach of this policy, the employee/volunteer are requested to ask the person involved to review their manual handling practices in-line with the risk controls – see clause 4.3.

7.0 Confidentiality and reporting

Breaches of this policy must be reported to the Denmark Gymnastics management committee within 24 hours of any occurrence.

Breaches of this policy must be kept confidential and disclosure to any party beyond the club's management is not permitted.

8.0 Related documents

Injury Report Form
Incident Report Form
Accident and Incident Policy and Procedure
First Aid Policy
Denmark Gymnastics Manual Handling Risk Assessment - Documents

Manual Handling Policy


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