



## Manual Handling Assessment and Policy 2011.

### **Task :- Transfer kayaks from the trailer to poolside and return.**

Kayaks are approximately 20kg in weight and are fitted with rope handles front and rear that are regularly inspected. The movement of these are deemed as a low risk when they are in a dry or semi dry condition. Elevated to a medium risk when removed from the pool environment and returned to the unit.

It is paramount that the kayaks are drained before they are lifted back into their start position.

The task involves the lifting and lowering of the kayaks and there movement over a short distance, awareness must be given to the dynamic load and this should be completed by those under the age of 18 working in pairs or by an adult all of whom have must read and understood the manual handling guidelines.

### **Task :- Emptying and draining of kayaks during and on completion of the pool session**

The task involves the recovery of kayaks that have been effectively swamped. These should be emptied by those members of staff from within the pool itself with the front of the kayak being presented over the edge of the pool and whilst keeping your spine inline, the kayak can be lifted in a vertical movement after a slide / glide technique has been completed. This can be done by all adults and those under the age of 18 as well as students working in pairs following a demonstration.

Extra caution must be given as this is a dynamic load.

The movement of these are deemed as a low risk.

### **Task :- Moving kit boxes**

The task involves the lifting and lowering of the equipment boxes and there movement over a short distance, awareness must be given to the fact that the weight will be significantly increased after they have been used in the session . The boxes should only be moved by those under the age of 18 working in pairs or by an adult all of whom must have read and understood the manual handling guidelines. The movement of these are deemed as a low risk.

Dry kit boxes weigh approximately 6.6kg , wet kit boxes weigh approximately 10kg

### **Task :- Transferring paddles from the trailer to poolside and return.**

The task involves the lifting and lowering of paddles and there movement over a short distance, awareness must be given to the fact that the items although light are bulky in nature and awkward to hold.

The paddles should only be moved in a quantity of 4 by those under the age of 18 working on their own. When working in pairs the quantity can be increased to no more than 10. All persons must have read and understood the manual handling guidelines.

The movement of these are deemed as a low risk.

1 paddle weighs approximately 1kg

## **Task :- Transfer kayaks to and from the roof rack of the Land Rover defender 110.**

Staff Kayaks are approximately 20kg in weight and are factory fitted handles front and rear that are regularly inspected. The movement of these are deemed as a medium risk when they are in a dry or semi dry condition. Extra caution should be given when removed from the pool environment and returned to the Land Rover.

It is paramount that the kayaks are drained before they are lifted back into their start position.

The task involves the lifting and lowering of the kayaks and there movement over a short distance, awareness must be given to the dynamic load and this should not be completed by those under the age of 18. Adults may complete this task after they have read and understood the manual handling guidelines.

### **Correct Handling Techniques**

#### 1. Position of feet

The feet should be position hip width apart to provide a firm base , 1 foot should be place forward and to the side of the object to provide a better balance

#### 2. Knees

Bend the knees and crouch to the load

#### 3. Neck and chin

Extending the neck upward by tucking the chin will automatically straighten the back when the load is lifted

#### 4. Arms

The arms should be kept as close to the body as possible, the weight griped with the routes of the fingers and the palms of the hand

#### 5. Leg muscles

Successful lifting utilises the very strong muscles in the thighs when lifting , straighten from the legs lifting in one smooth and progressive movement from floor to carrying position

#### Additional points

Make sure that the route is clear to your destination where possible , you have more than one person to lift and insure that only one person is in charge of giving clear instructions, utilise mechanical equipment .

Extra care is required when lifting awkward shapes or dynamic loads or within restricted areas.