

Safe & Well Guidance Notes

MANUAL HANDLING

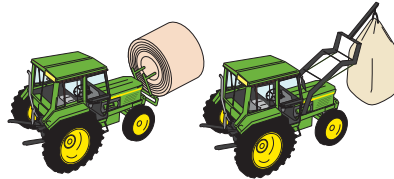
Principles

- Avoid the need to do it.
- Assessing risk of injury.
- Reducing the risk.
- Lifting safely



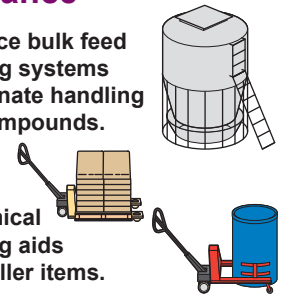
Avoidance

- Mechanise the task. A move to big bales, fertilizer in big bags eliminates manual handling.



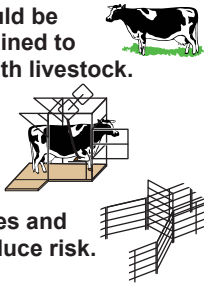
Avoidance

- Introduce bulk feed handling systems to eliminate handling feed compounds.
- Use mechanical handling aids for smaller items.



Handling Livestock

- Handlers should be adequately trained to work safely with livestock.
- Use correct equipment for handling.
- Use cattle races and crushes to reduce risk.



Assessing the Individual

- Is above average strength required?
- Does the task endanger pregnant woman or those with a physical disability?
- Provide special training where applicable.



Assessing the Working Environment

- Ensure environment is safe, i.e. level ground.
- Ensure PPE is correct for task.
- Ensure the weather does not adversely effect the manual handling task.



Assessing the Loads

- Ensure handling aids are correct for job.
- Ensure handling aids are properly maintained.
- Is the load heavy / difficult to grasp?
- Is the load over 25kg?
- Is the load unstable i.e. livestock?



Controlling the Risks

- Risk assessments should be carried out in order to identify and control unsafe activities.
- Employees to inform you of unsafe practices noticed by them.
- Be mindful of new / migrant / young disabled / pregnant workers.

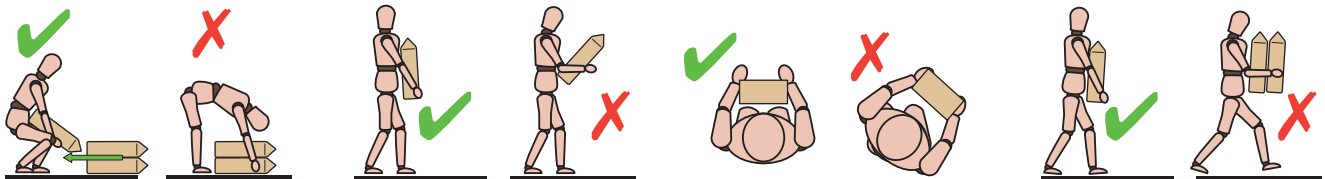


Reducing the Risks

- Use mechanical handling aids.
- Use correct lifting technique.
- Training.
- Ensure workforce are able to read and understand instructions in english.



Lifting Safely (for loads under 25kg) - USE correct lifting technique at ALL times.



Adopt Stable position and lift with your knees. Slide load towards you to aid lifting if load is inaccessible.

Try to carry at waist height and keep heaviest part of load close to your body. Keep your head up.

Avoid twisting or leaning sideways, especially with your back bent.

Move smoothly, no jerky movements. Only lift easily managed loads.





Sources of Information

<http://www.hse.gov.uk/agriculture/index.htm>

<http://www.nfuonline.com/home> (for health & safety support select Risk Management Services)

<http://dcfarmconnect.co.uk>

DCD website: www.dairycrestdirect.co.uk

Key Contacts

Company

Phone No.

Health and Safety Executive (HSE)

0845 300 9923 (RIDDOR accident reporting)

White Gold

0845 873 1410

Dairy Crest - Farm Business Unit

0800 121 4766

National Farmers Union (NFU)

024 7685 8500 or for members 0870 845 8458

DCD Office

01458 835060

General Questions

1. Have you assessed the risks on your farm?
2. Have you acted upon the results of your assessment?
3. Have you briefed your family, workers (including temporary or relief staff) and any contractors?
4. Have you displayed the **Guidance Notes?**
5. All involved in working on this farm, need to sign and date this form to confirm that they have read and understood the **GUIDANCE NOTES**, as all are responsible for a safe and working environment - as we all depend on each other!

Name

Signature

Date

Notes: Actions Taken



REMEMBER - RUSHING, FRUSTRATION, FATIGUE AND COMPLACENCY CAUSES ACCIDENTS!

YOUR FAMILY NEEDS YOU

