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25. Hazard and Risk Identification
26. 7 Safe Principles
27. Learning Complete
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29. Well Done!

Moving and Handling e-Learning

Version

2.2 01/19



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Introduction

Welcome to the Moving and Handling eLearning module.

This module will introduce you to the subject of Moving and Handling.

The topics that will be covered are:

- back care
- anatomy
- legislation
- risk assessment
- 7 safe principles



This eLearning package is only suitable for low risk moving and handling of objects.

If the risk level is medium or high risk or you move and handle people, you will need to attend an additional moving and handling training course.

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Aim

This course has been specifically designed to equip you with a range of knowledge and skills to help you reduce the likelihood of muscular skeletal injury.

The aim of this course is to:

- identify the requirements that legislation and Hampshire County Councils policy has on their own working practices and that of others
- recognise by use of a simple risk assessment tool, situations where an injury may be sustained
- recognise poor and unsafe techniques
- adopt a problem solving approach to reduce risks
- relate the principles of manual handling to the anatomy of the spine.

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Learning Outcomes

By the end of this e-Learning you should know how to:

- Understand anatomy and physiology in relation to your back.
- To identify risks and hazards that may contribute to MSDs
- To know when to seek advice
- To take responsibility for the management of your health & wellbeing

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What do we mean by manual handling?

The definition of Manual Handling, as described by the Manual Handling Operations Regulations (1992) As Amended, is the transporting or supporting of a load by:

Lifting | Putting Down | Pushing | Pulling | Carrying
or moving thereof by hand or bodily force.



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What can cause back pain?

Work

Chores

Leisure

Rest

Introduction

During your day, what might you be doing?

Click each tab for more details.

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What can cause back pain?

Work

Chores

Leisure

Rest

Work

- Sitting
- Lifting Equipment
- Driving
- Moving Boxes
- Using A Computer
- Standing

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What can cause back pain?

Work

Chores

Leisure

Rest

Chores

- Vacuuming
- Changing Bed Covers
- Gardening
- Shopping
- Looking After Children
- General Cleaning

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What can cause back pain?

Work

Chores

Leisure

Rest

Leisure

- Gym
- Cinema
- Holidays
- Eating Out
- Swimming
- Socializing

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What can cause back pain?

Work

Chores

Leisure

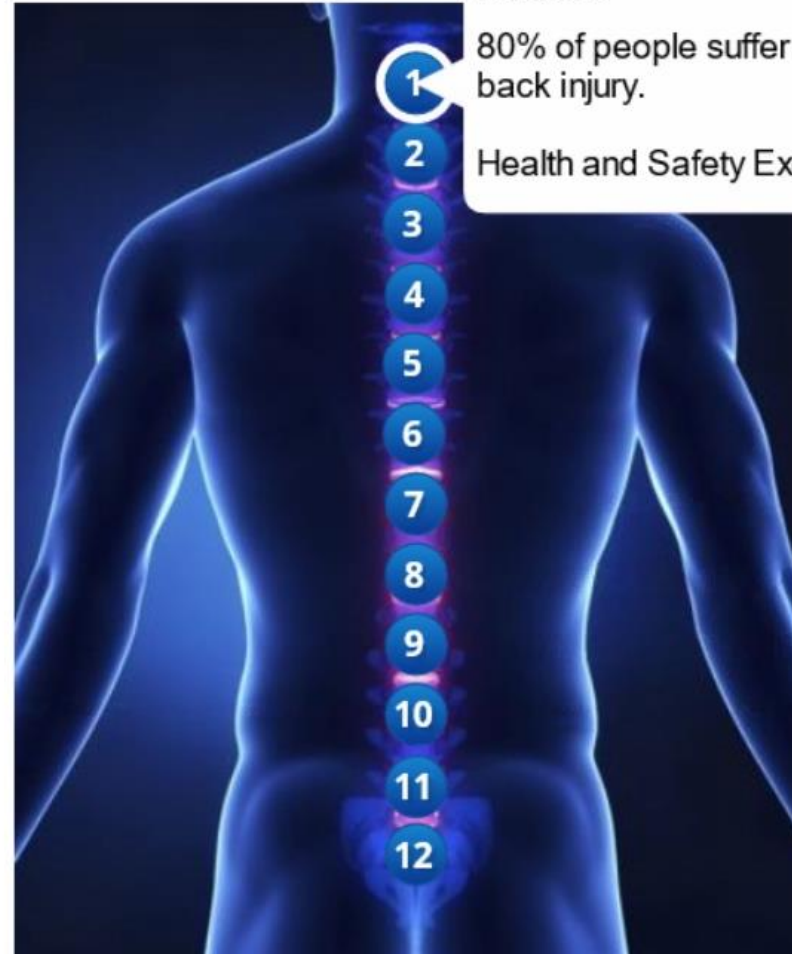
Rest

- Sleeping
- Watching Television
- Listening to music
- Reading
- Having a bath

Rest

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Back care facts



Fact one

80% of people suffer a reoccurrence of their back injury.

Health and Safety Executive (HSE)

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Back care facts



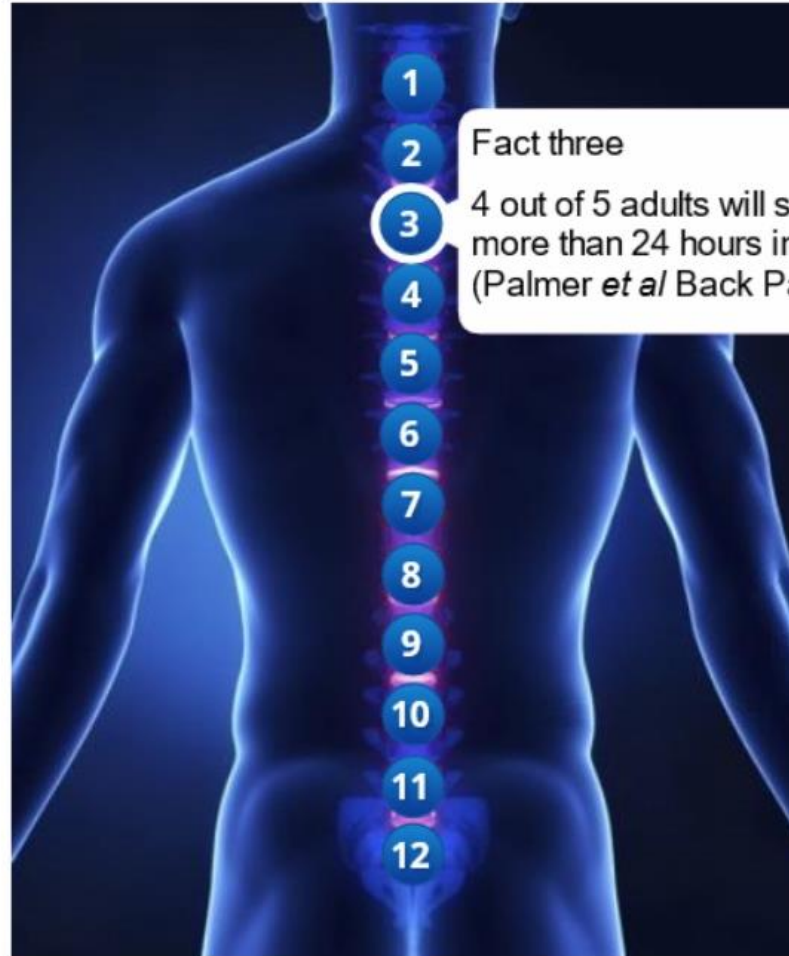
Fact two

It is estimated the cost of back pain to the UK is £17 billion a year in direct and indirect costs

(Welsh Assembly Government 2005)

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Back care facts



Fact three

4 out of 5 adults will suffer back pain lasting more than 24 hours in their working lives. (Palmer *et al* Back Pain in Britain 2000)

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Back care facts



Fact four

40% - 50% adults suffer back pain annually.
(HSE)

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Back care facts

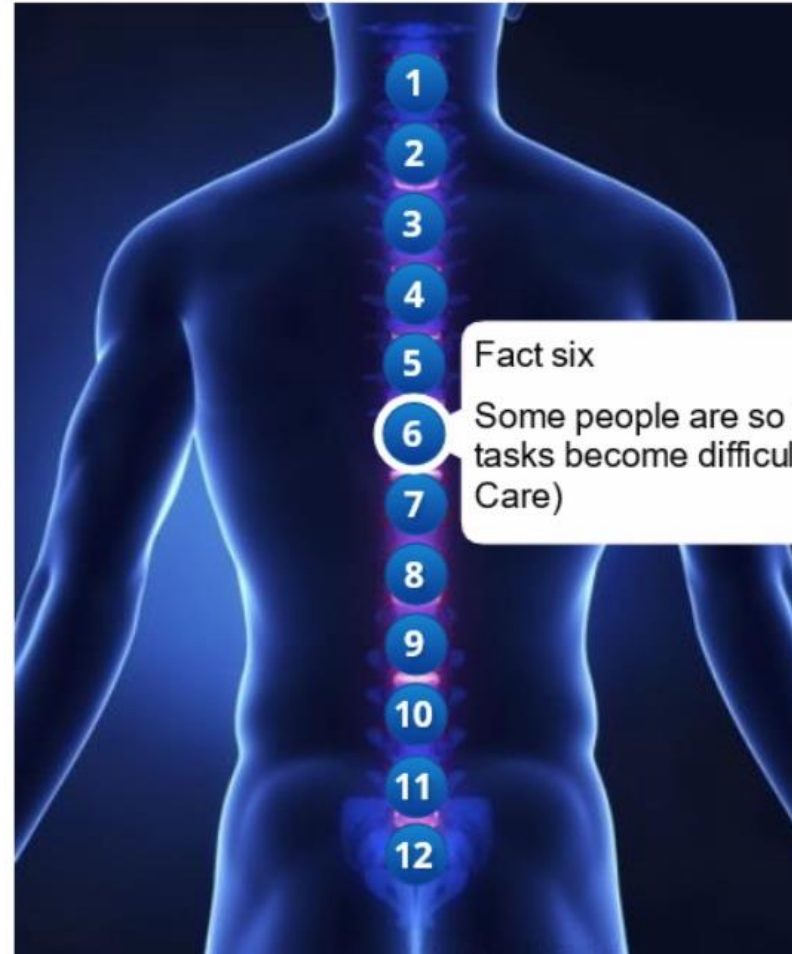


Fact five

Approximately 5 million working days lost per annum. (HSE)

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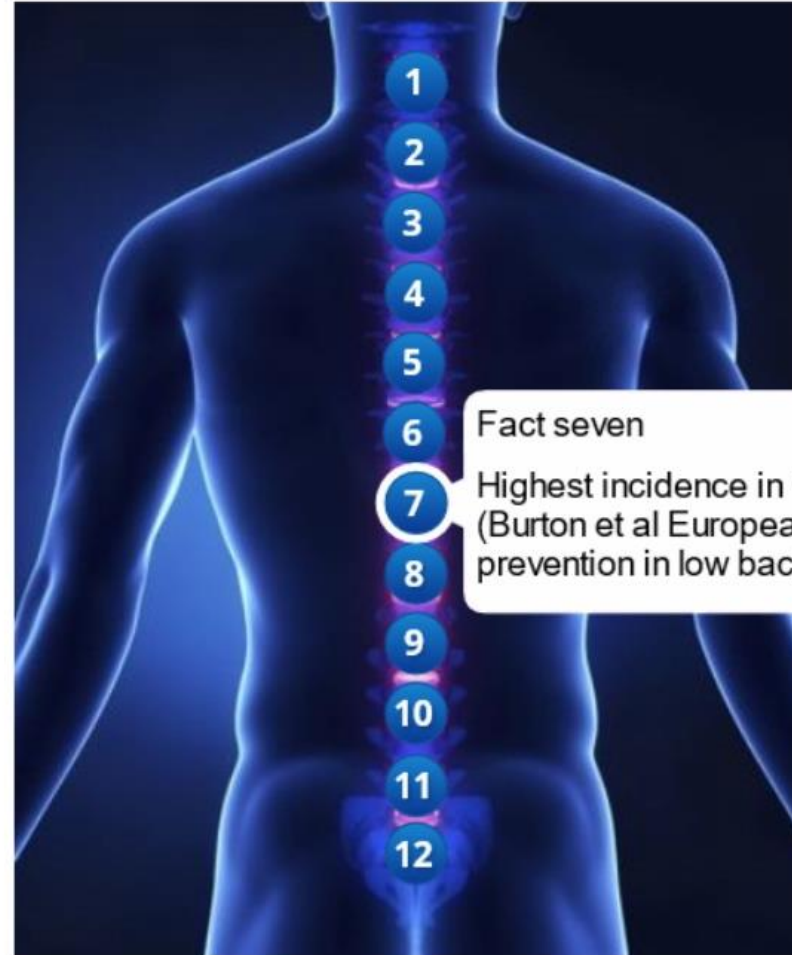


Fact six

Some people are so badly affected - simple tasks become difficult/impossible. (Back Care)

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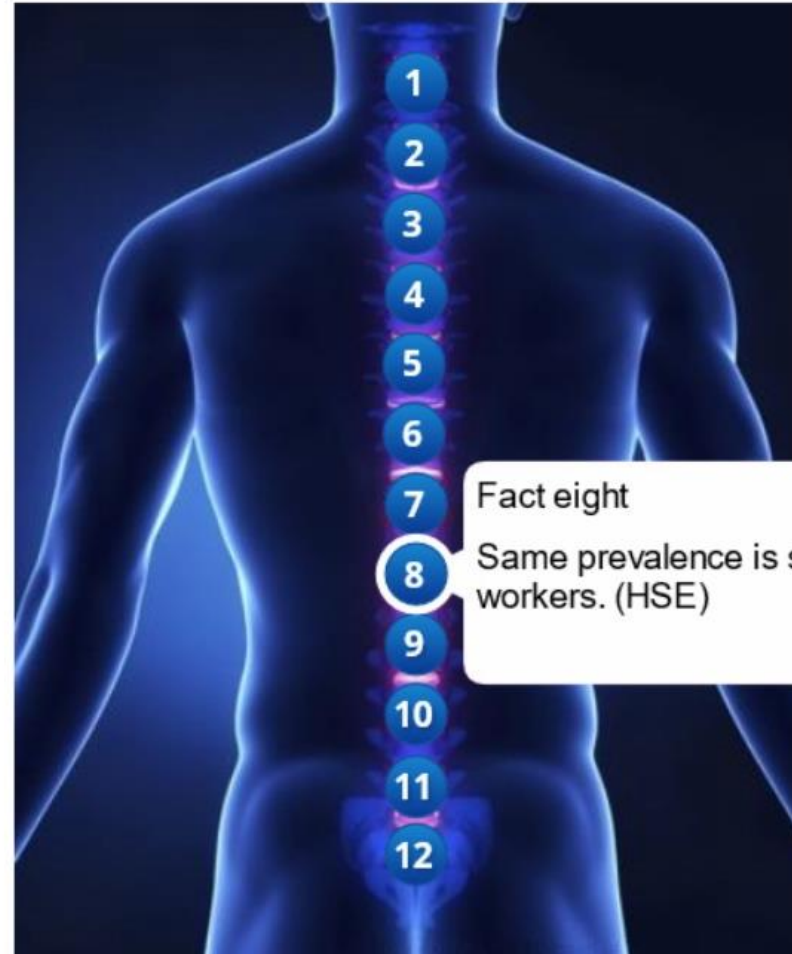


Fact seven

Highest incidence in 16-55 age group.
(Burton et al European guidelines for prevention in low back pain 2006)

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Fact eight

Same prevalence is sedentary as in manual workers. (HSE)

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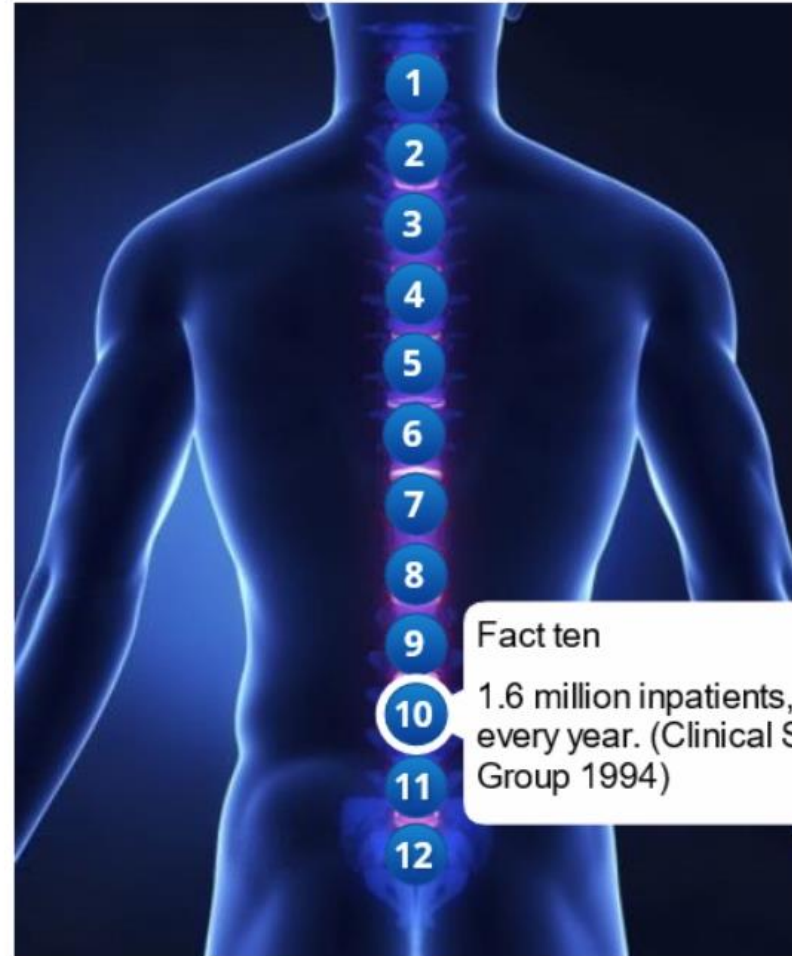


Fact nine

Healthcare costs (NHS, community and private) are over £1.6 billion annually. (Maniadakis et al 2000 - The economic burden of back pain in the UK)

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Back care facts



Fact ten

1.6 million inpatients, 24,000 require surgery every year. (Clinical Standards Advisory Group 1994)

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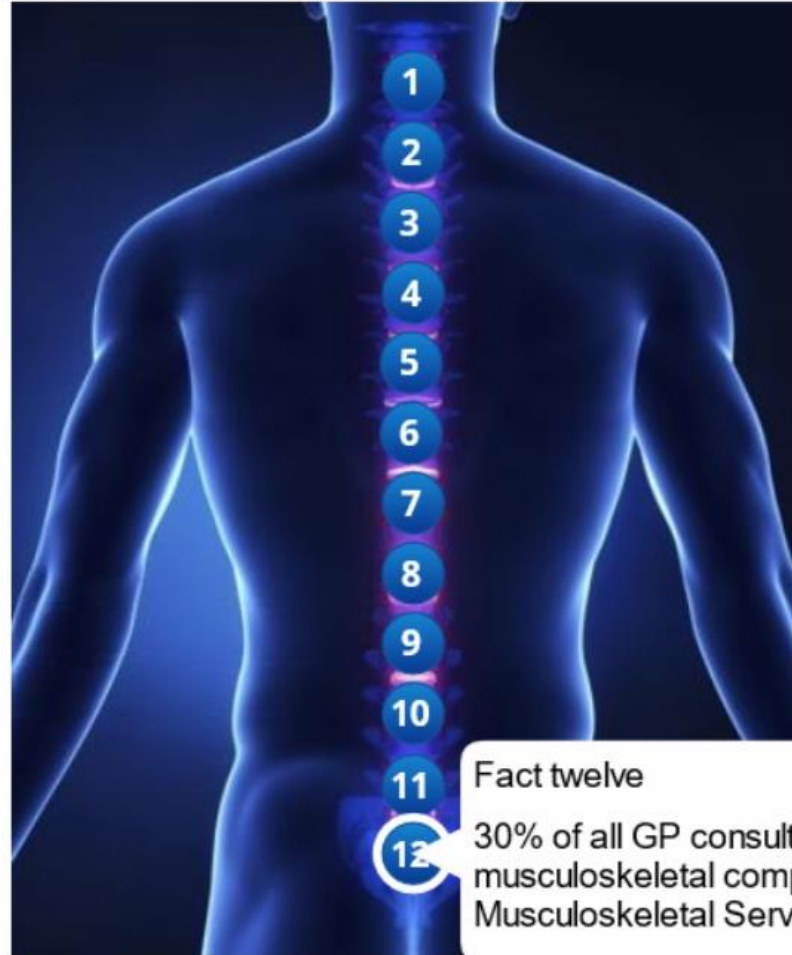


Fact eleven

Highest occupational groups are nursing and social care. (HSE)

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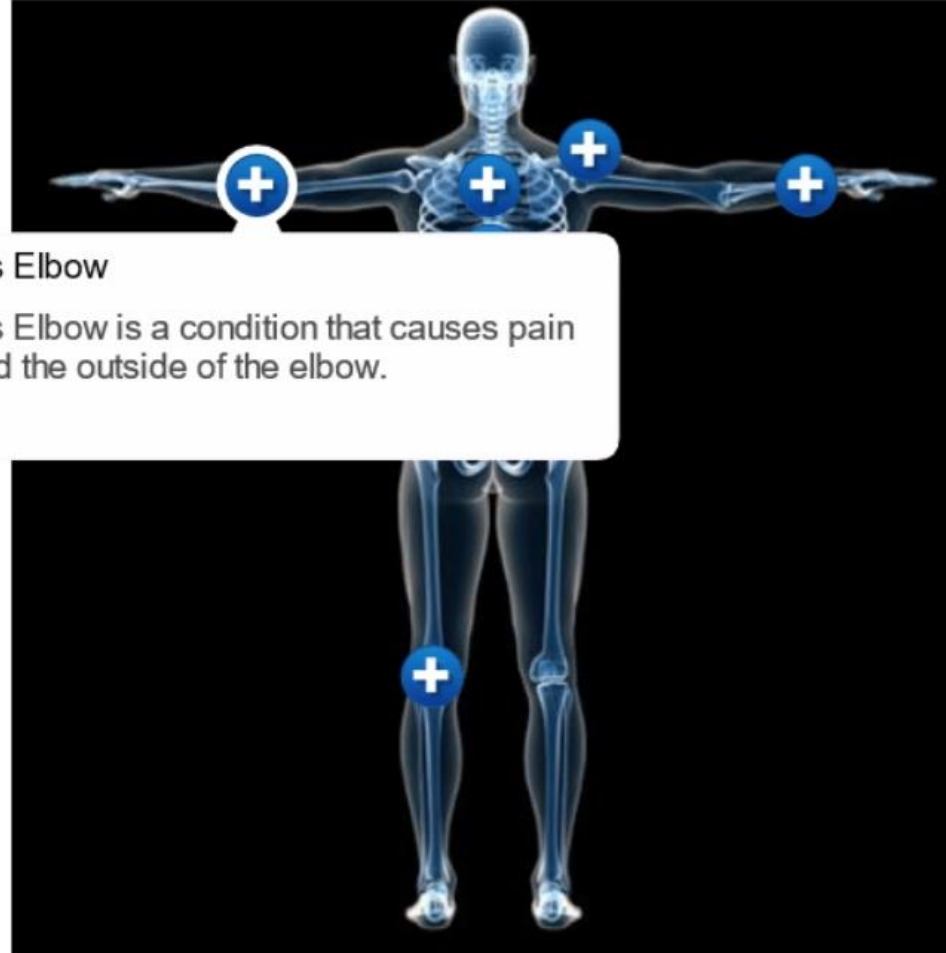


Fact twelve

30% of all GP consultations are about musculoskeletal complaints. (DoH 2006 - Musculoskeletal Services Framework)

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Most common injuries



Tennis Elbow

Tennis Elbow is a condition that causes pain around the outside of the elbow.

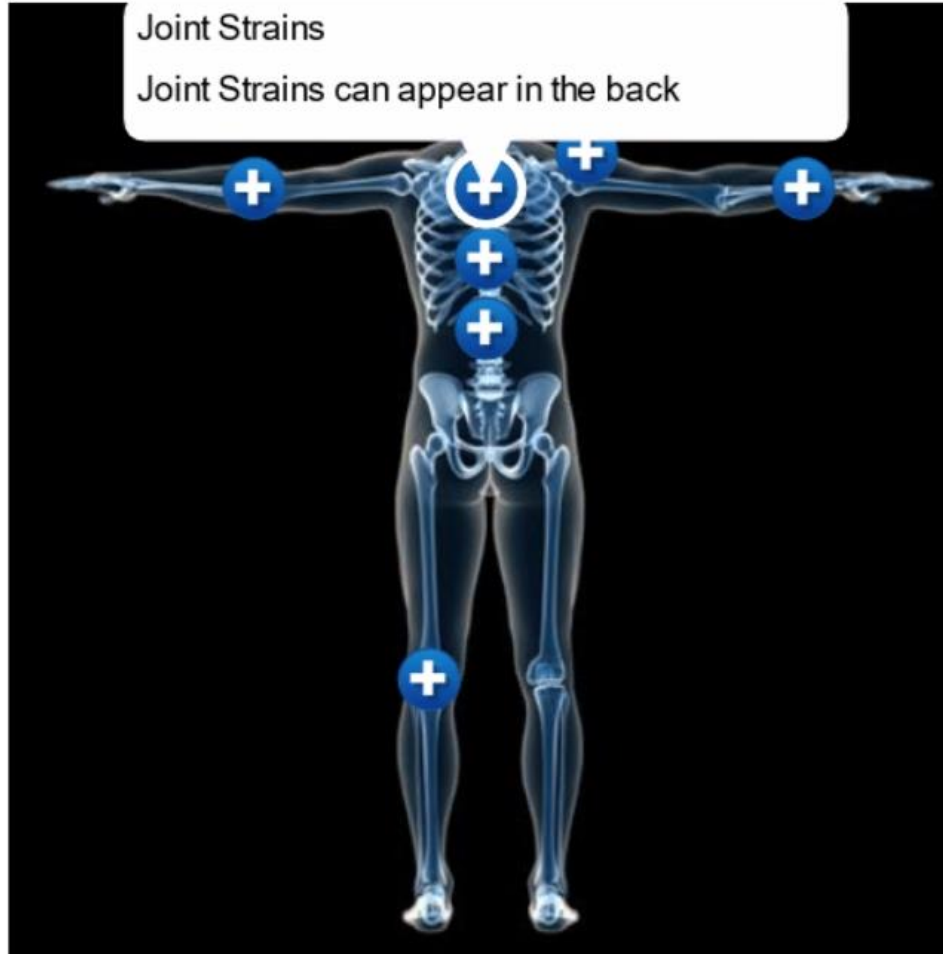
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Most common injuries



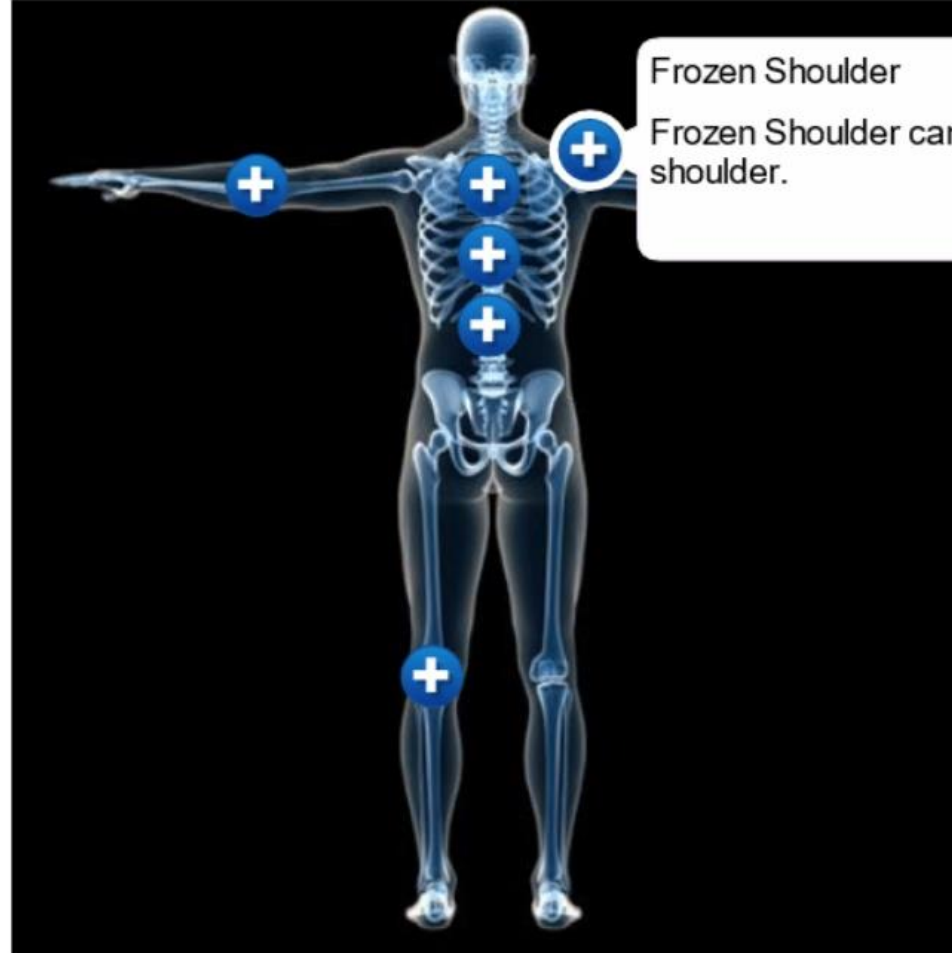
Joint Strains

Joint Strains can appear in the back



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Most common injuries

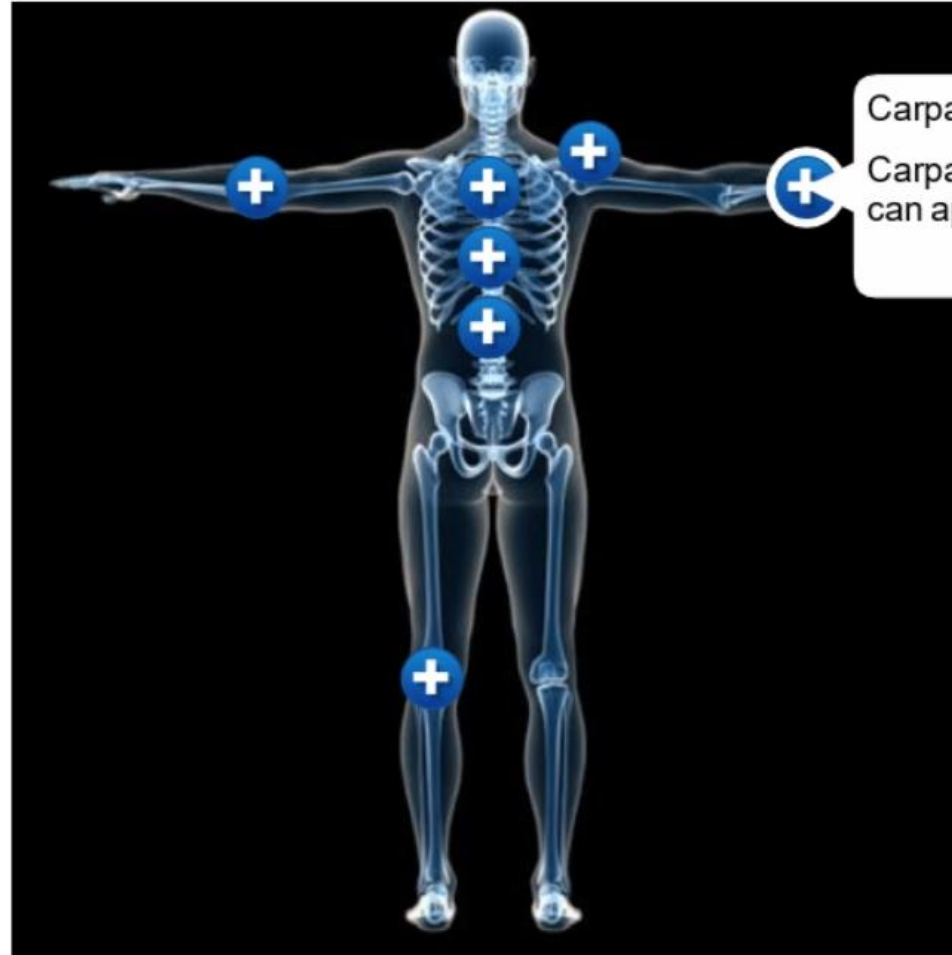


Frozen Shoulder

Frozen Shoulder can appear in the shoulder.

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Most common injuries



Carpal Tunnel Syndrome
Carpal Tunnel Syndrome
can appear in the wrist.

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23. Employees responsibilities:
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Most common injuries

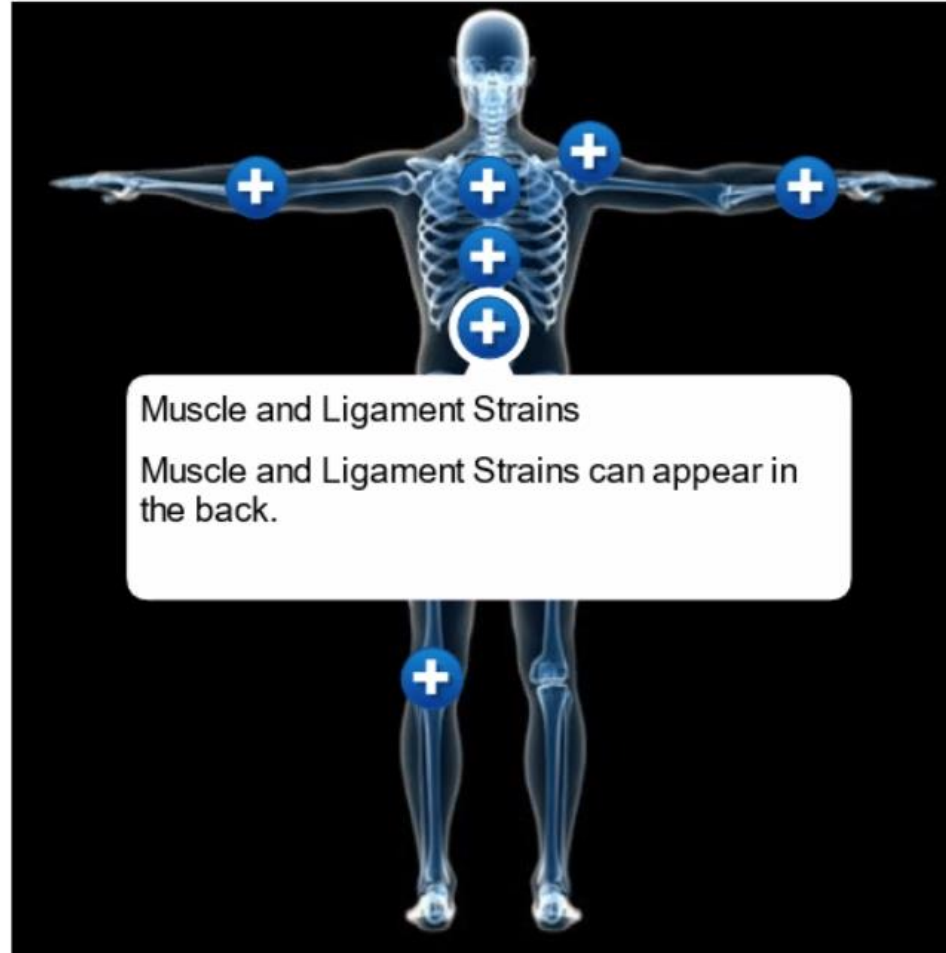


Intervertebral Disc

Intervertebral Disc can appear in the back.

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- ▼ 7. What can cause back pain?
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 - 7.5. Rest
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Most common injuries

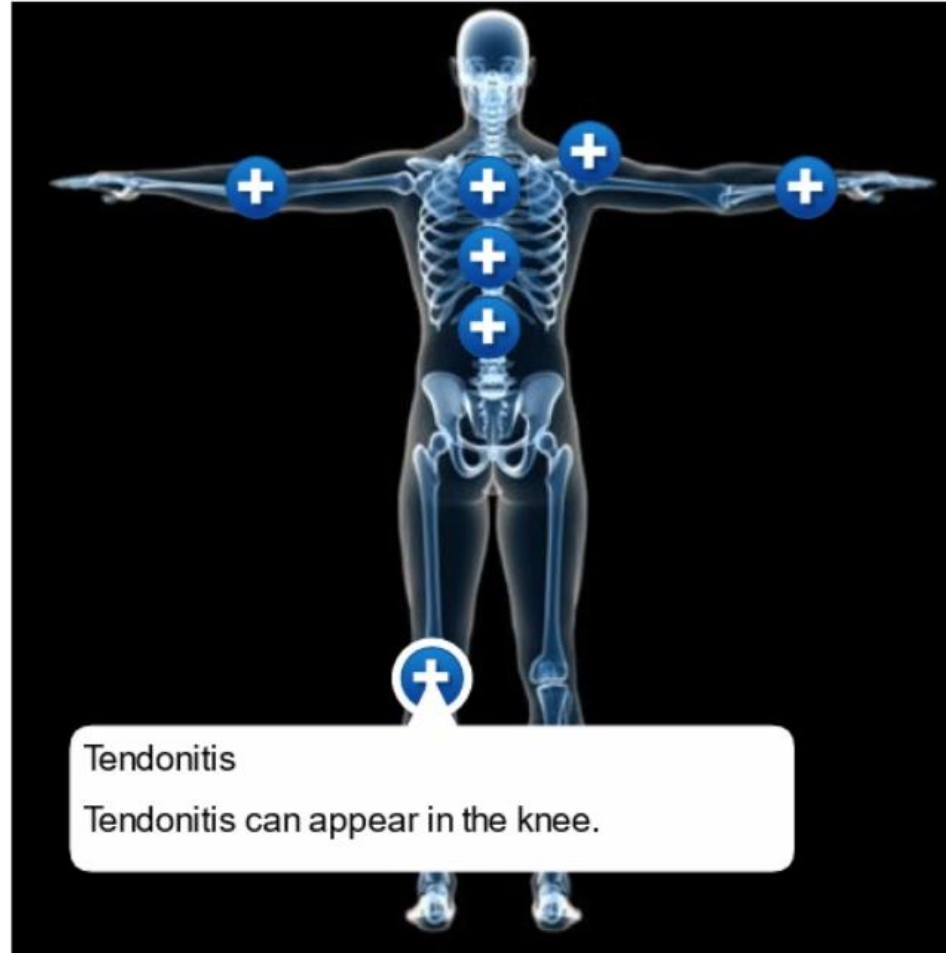


Muscle and Ligament Strains

Muscle and Ligament Strains can appear in the back.

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Most common injuries



Tendonitis

Tendonitis can appear in the knee.

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29. Well Done!

The spine



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The spine



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General Anatomy

Your Back

In order to understand how to care for your back you need to understand how it works, what it is made up from, what it is likely to do for you and what is likely to hurt.

Our spine is made up of 33 vertebrae of various sizes. The function of the spine is for support, flexibility and muscle and ligament attachment and for protection of your spinal cord.

We have three natural curves giving strength to the spine and the whole structure is then supported by muscles and ligaments.



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How your spine is constructed



7 cervical vertebrae

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How your spine is constructed



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How your spine is constructed



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How your spine is constructed



5 sacral vertebrae

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How your spine is constructed



4 coccygeal vertebrae

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How your spine is constructed



7 cervical vertebrae

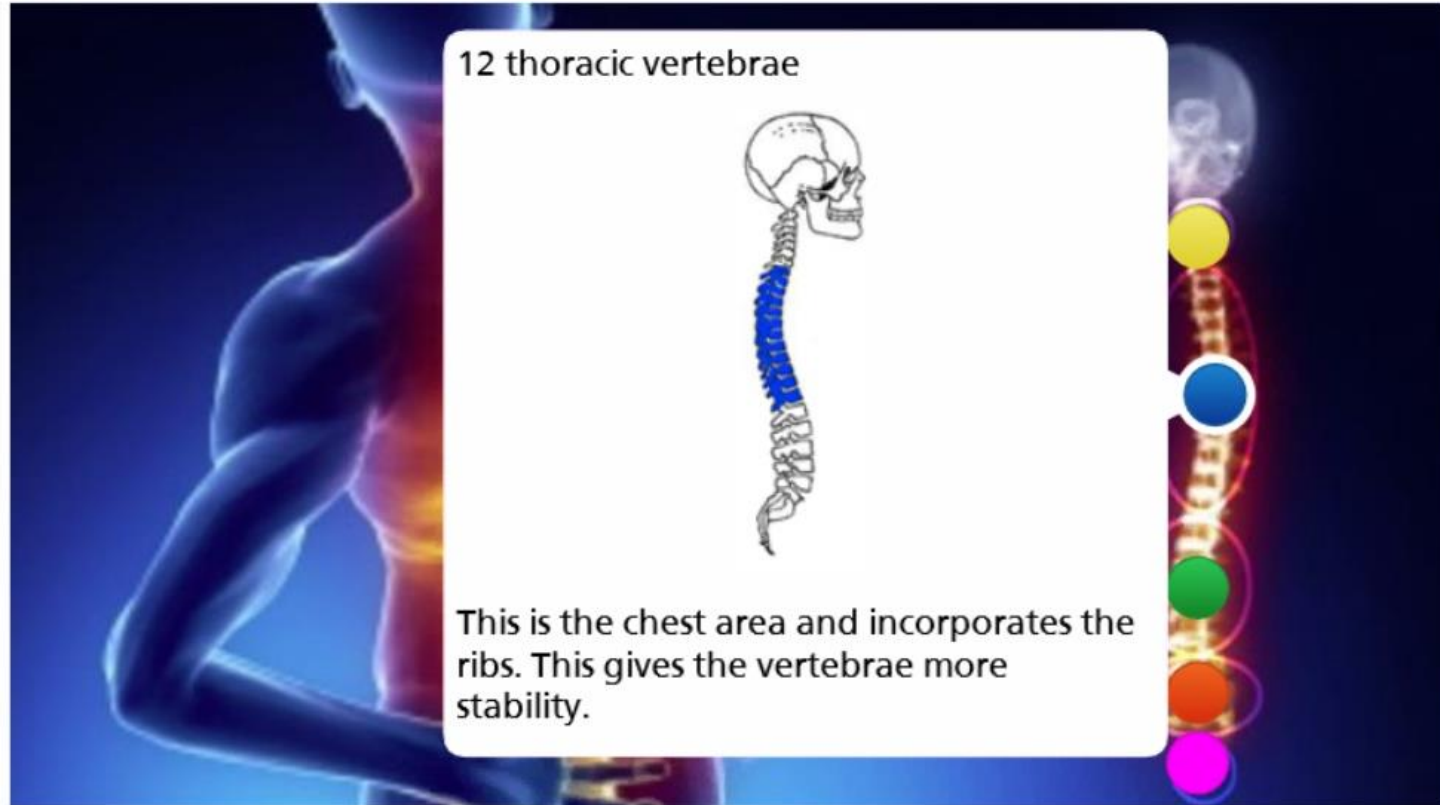


These make up your neck, which supports your head and on average weighs 14-16lb.



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How your spine is constructed



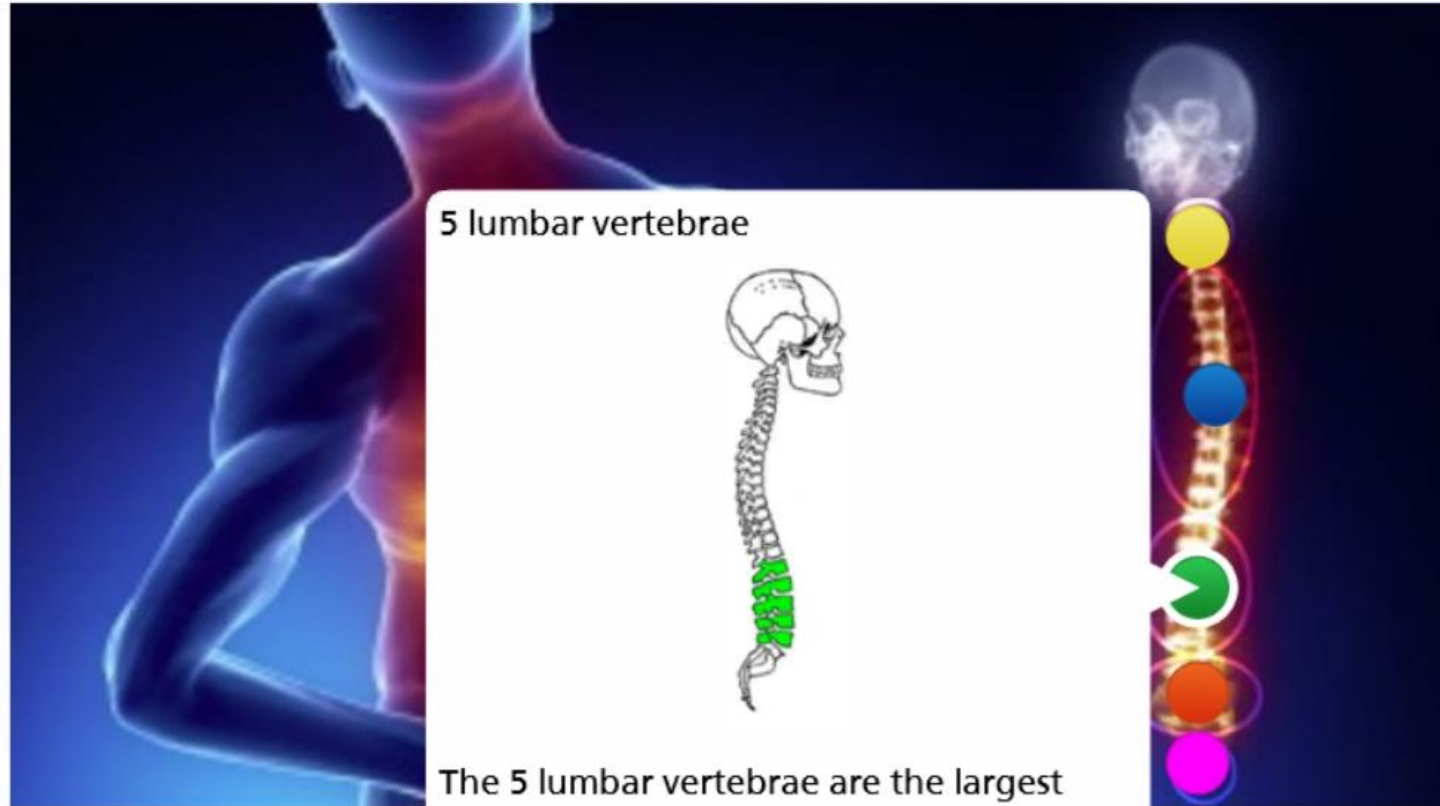
12 thoracic vertebrae



This is the chest area and incorporates the ribs. This gives the vertebrae more stability.

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How your spine is constructed



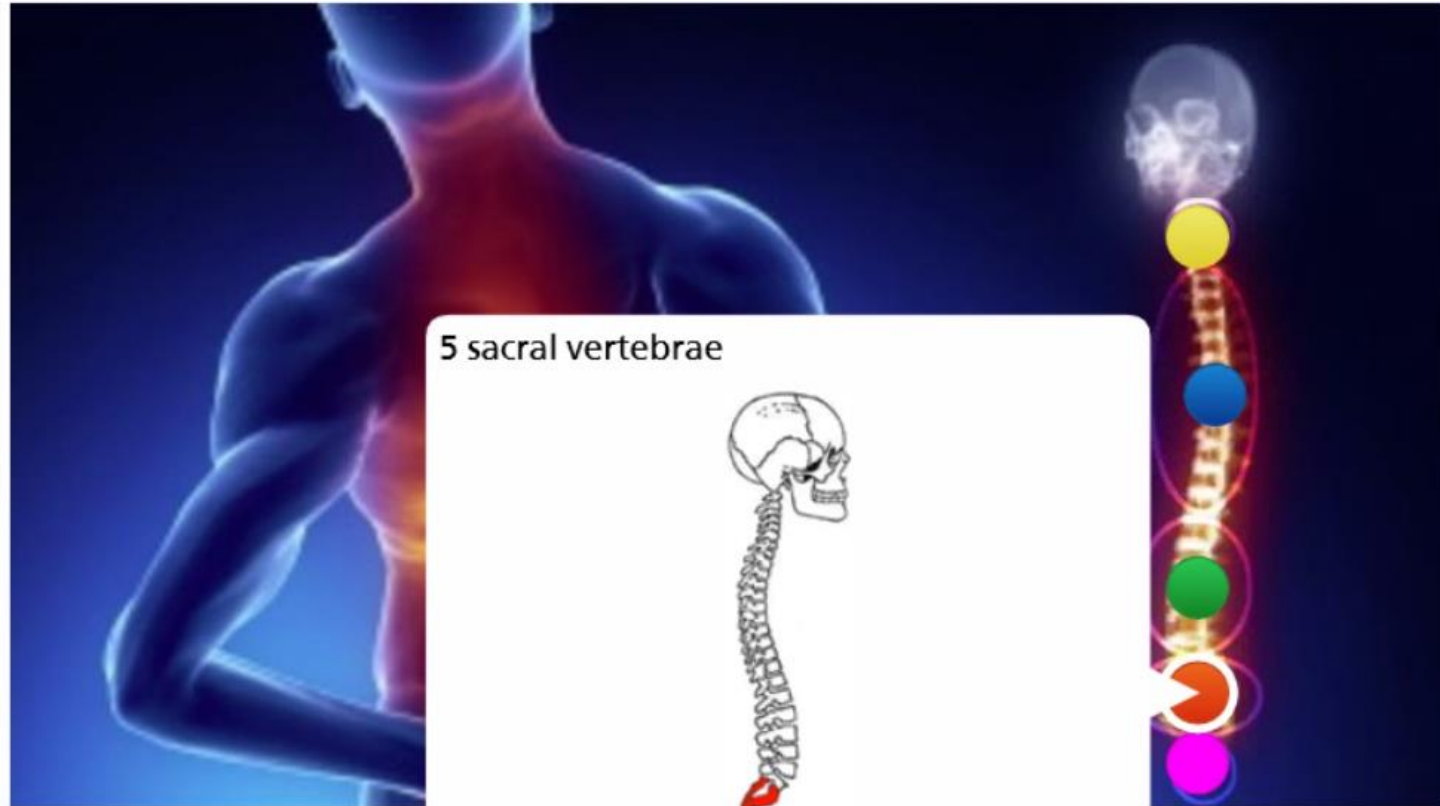
5 lumbar vertebrae



The 5 lumbar vertebrae are the largest and are most prone to injury as they bear the weight of the upper body and facilitate all twisting and bending.

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How your spine is constructed



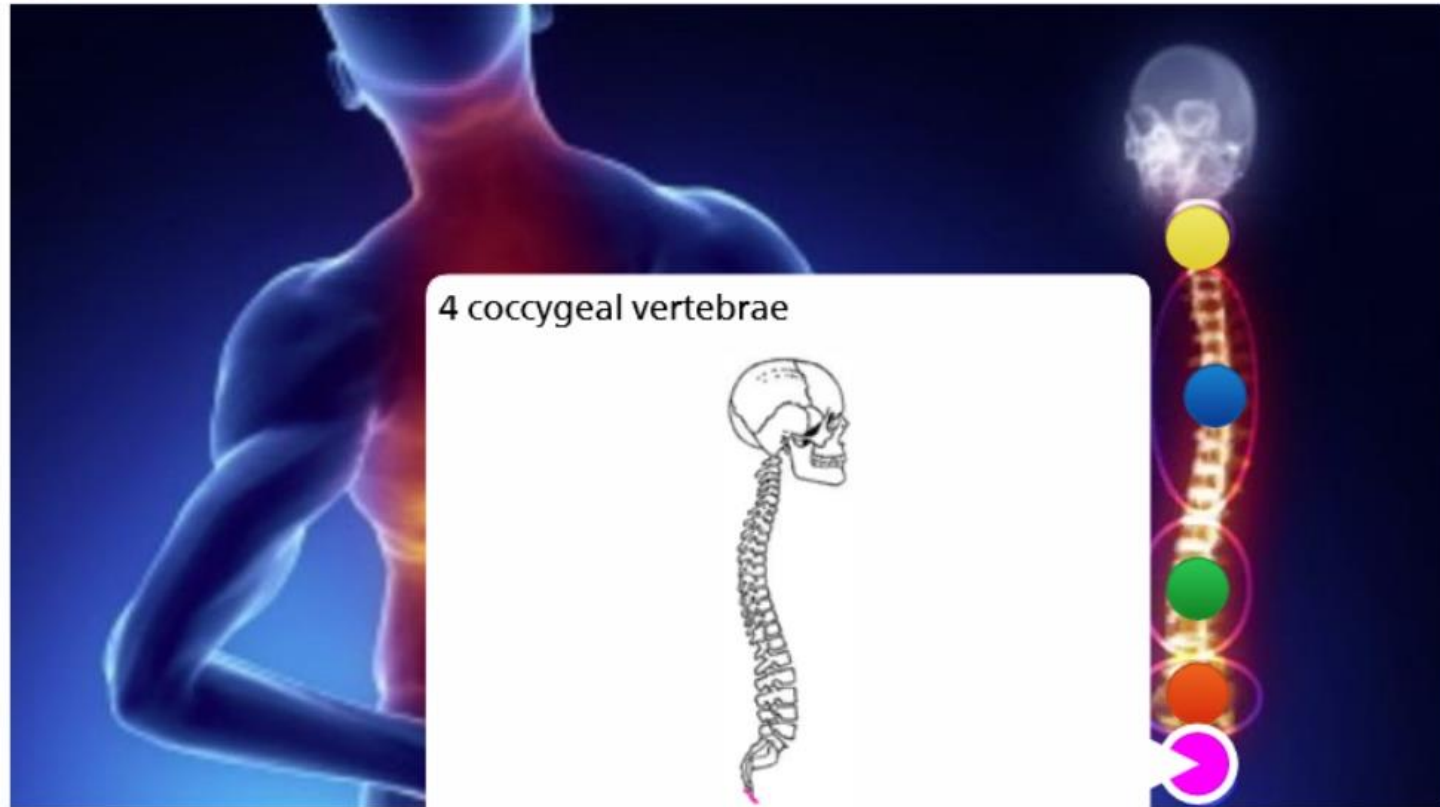
5 sacral vertebrae



The five sacral vertebrae are fused.

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How your spine is constructed



4 coccygeal vertebrae



The four coccygeal vertebrae make up the tailbone (coccyx) and are also fused.

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Facet Joints



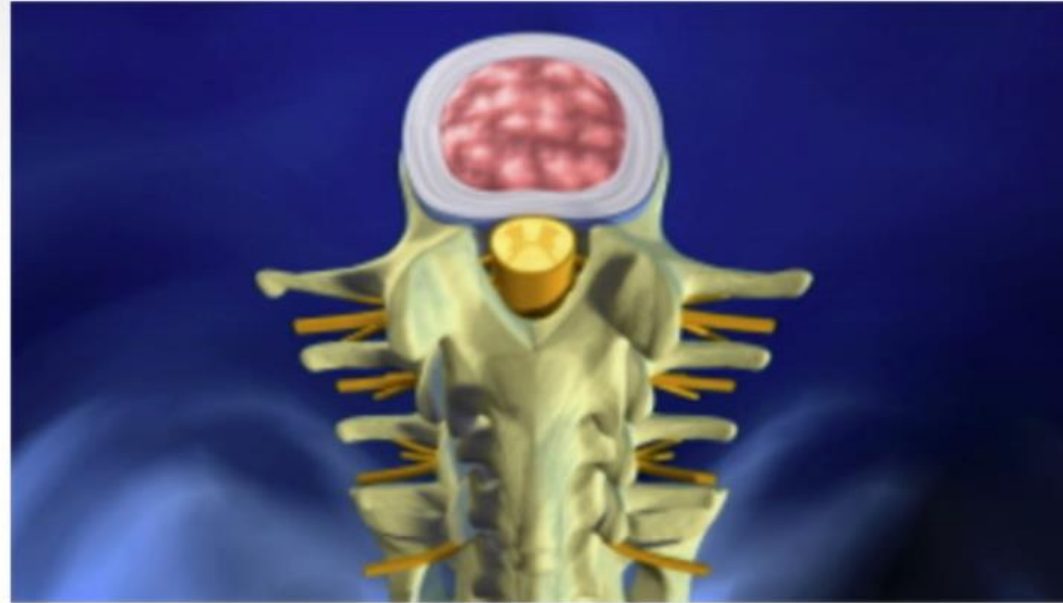
The facet joints link the vertebrae and allow us to bend and twist. Sometimes known as gliding joints, as they stabilise the spine and protect the discs from



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Intervertebral Discs

Intervertebral Discs



The intervertebral discs are a pad of cartilage between adjacent vertebrae. They act as shock absorbers and allows movement of one vertebrae on another.

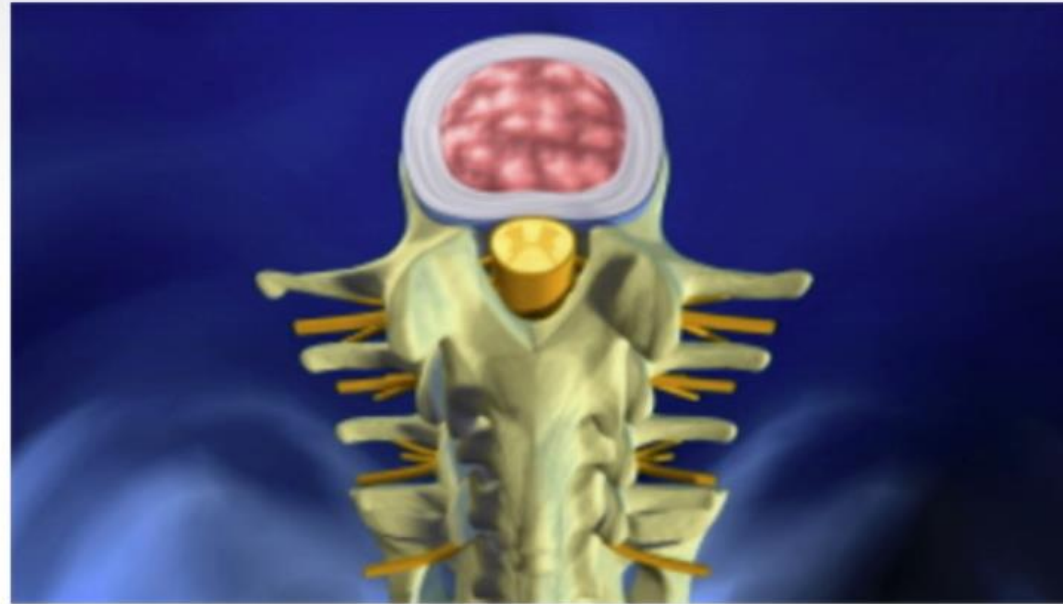
Damage to these is usually due to the result of cumulative



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Intervertebral Discs

Intervertebral Discs



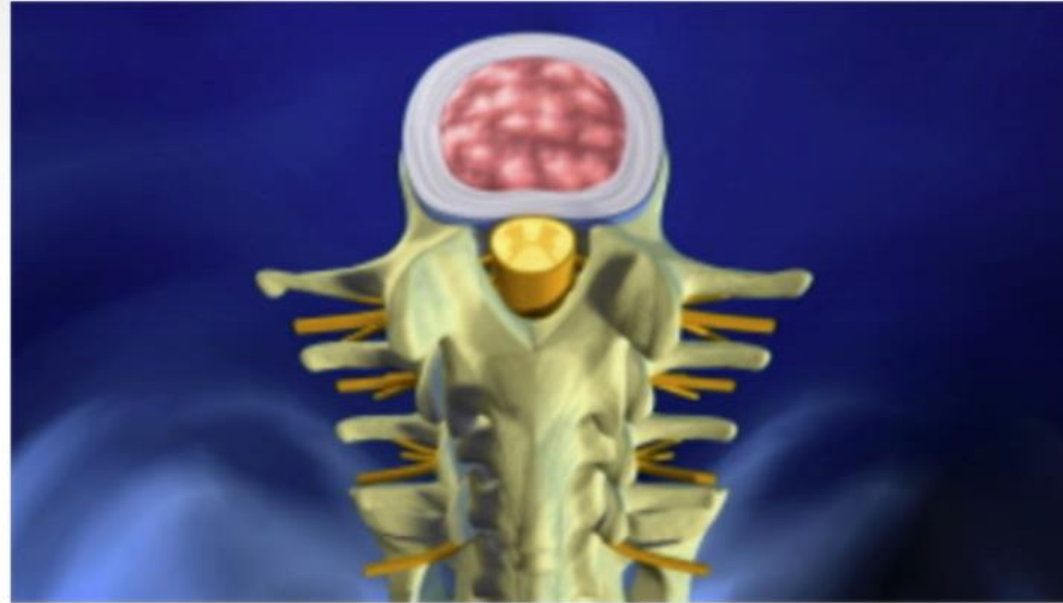
Damage to these is usually due to the result of cumulative affect such as lots of prolonged heavy lifting over a period of time or a continuous repetitive movement.



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Intervertebral Discs

Intervertebral Discs



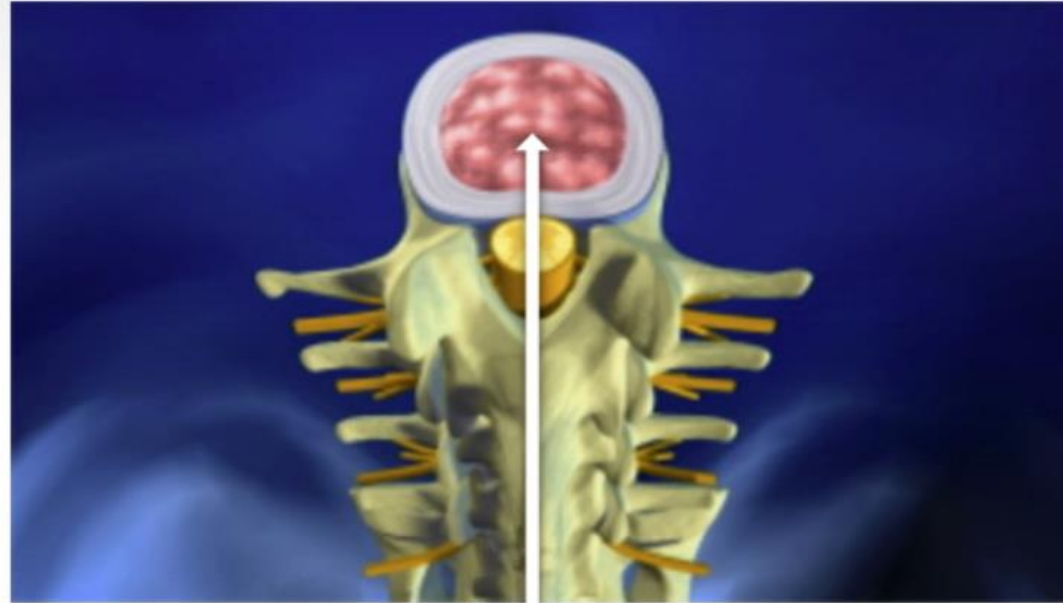
This damage will occur over a period of many years and can result in degeneration of the disc, and can result in a sudden onset of severe and chronic back pain or loss of function after a minor stress such as sneezing, twisting or top heavy bending.



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Intervertebral Discs

Nucleus

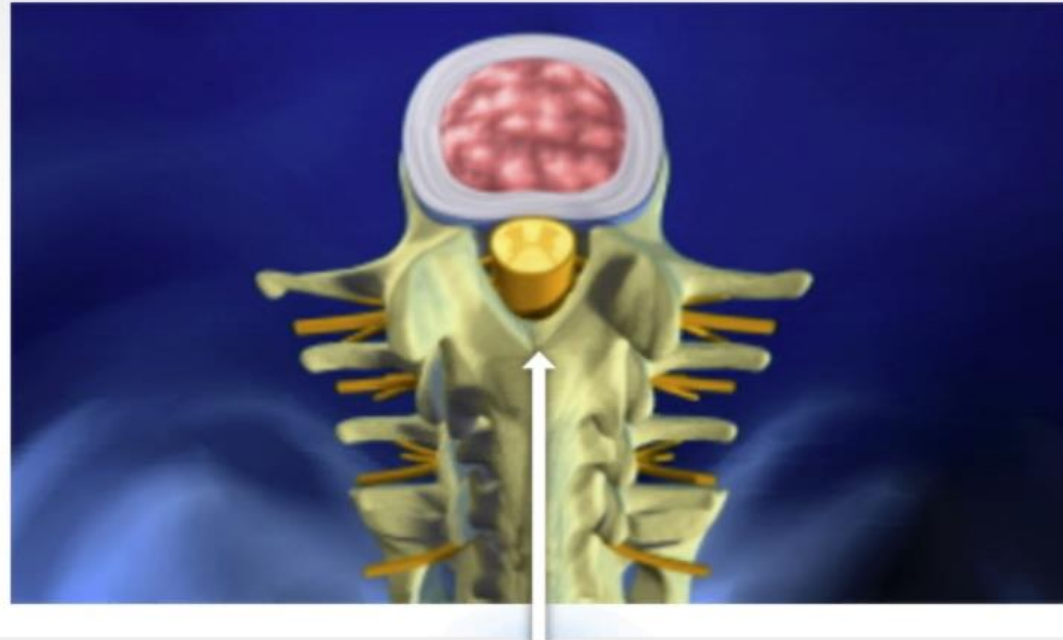


Nucleus

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Intervertebral Discs

Facet Joint

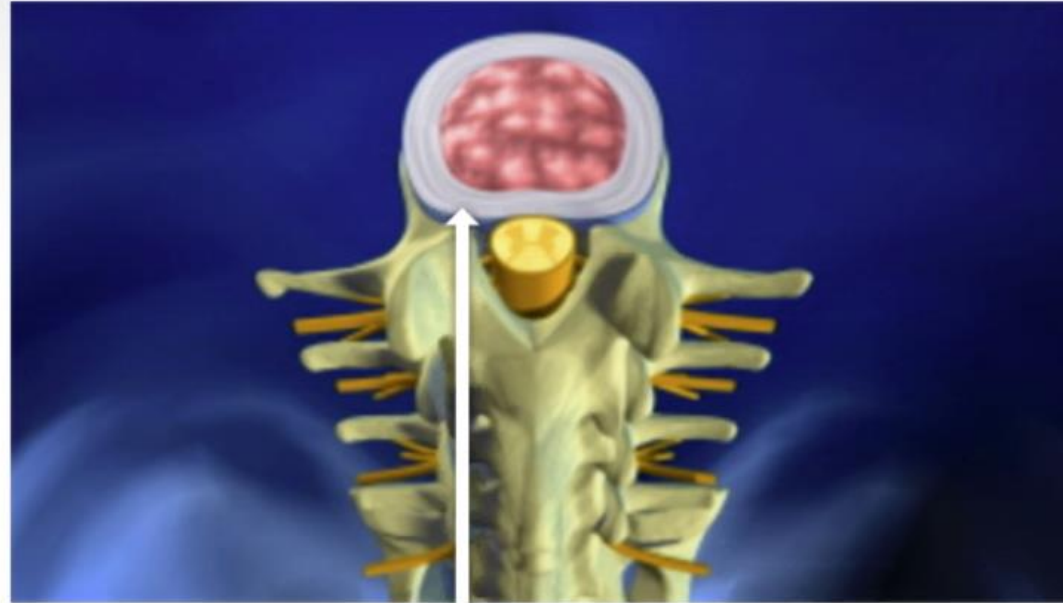


Facet Joint

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Intervertebral Discs

Annulus

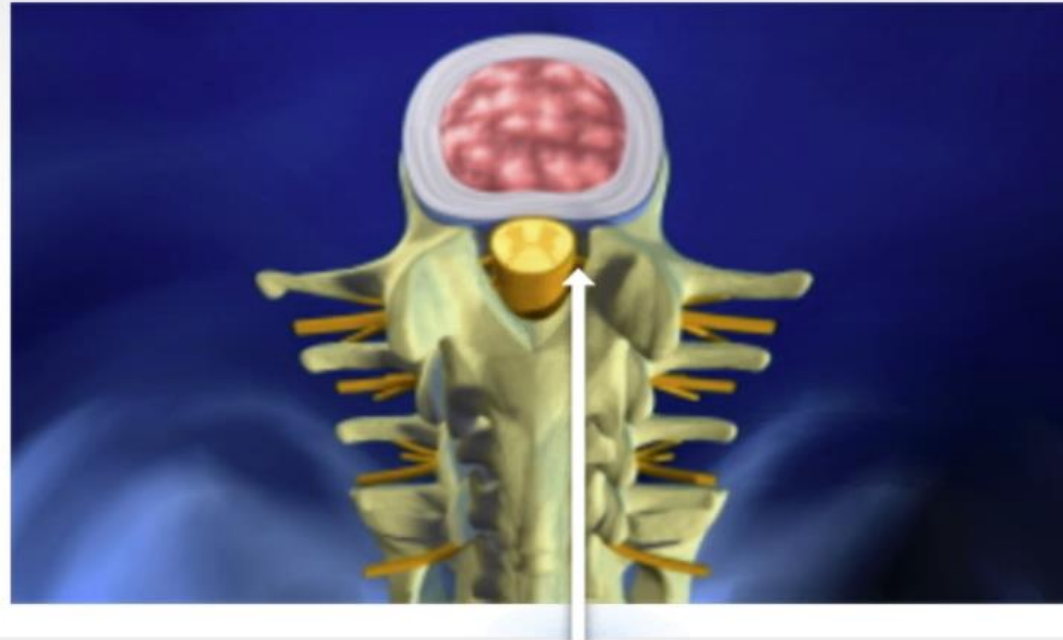


Annulus

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Intervertebral Discs

Opening for Spinal Cord

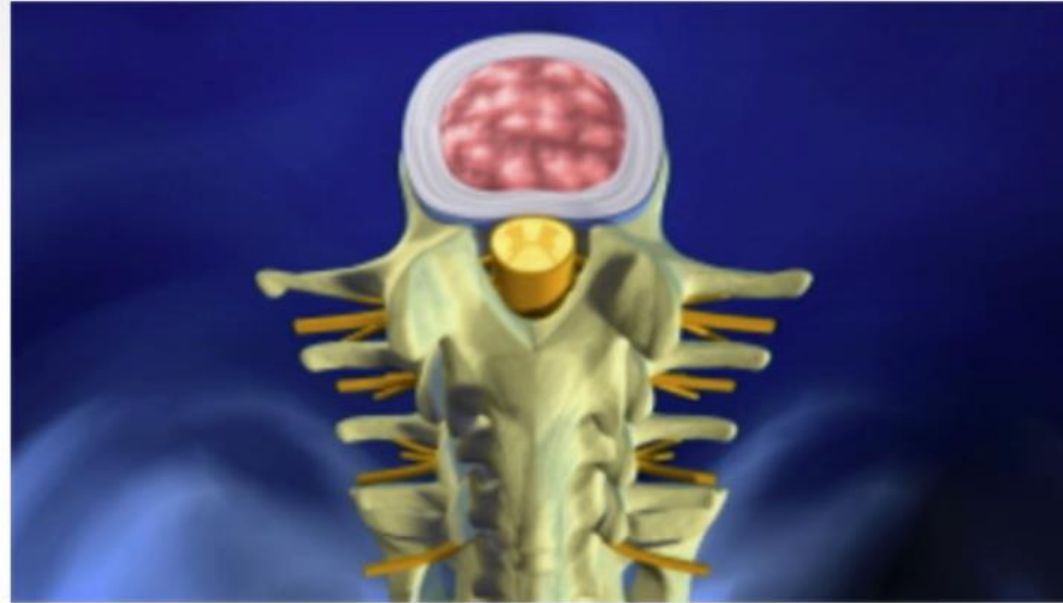


Opening for Spinal Cord

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Prolapsed Disc

Prolapsed Disc



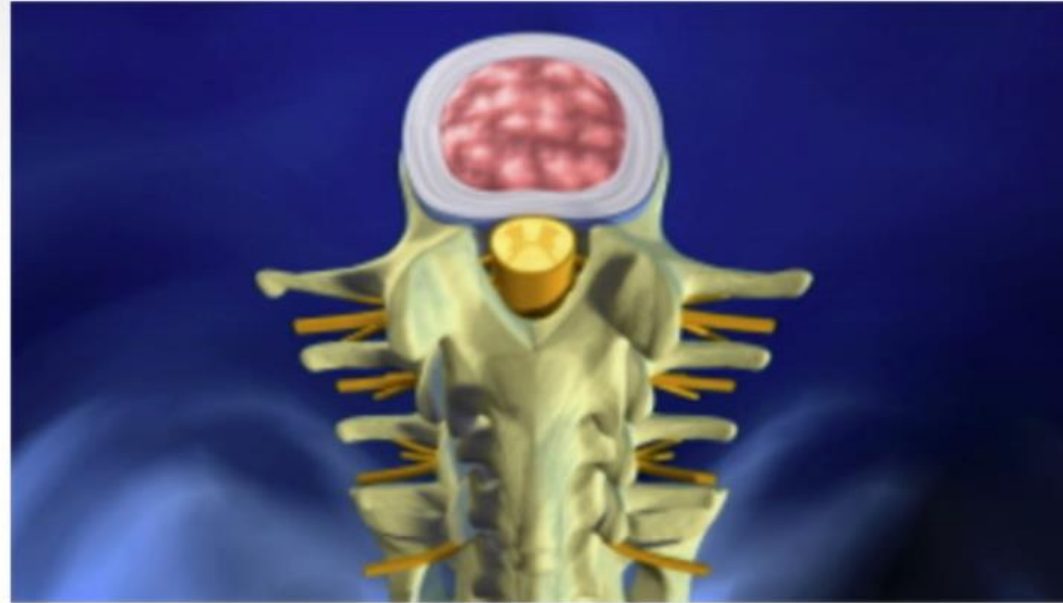
A prolapsed disc is one of the most serious injuries that can occur in the spine.

A tear in the annulus allows part of the nucleus to leak out, putting pressure on the nerve root which can cause pain

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Prolapsed Disc

Prolapsed Disc

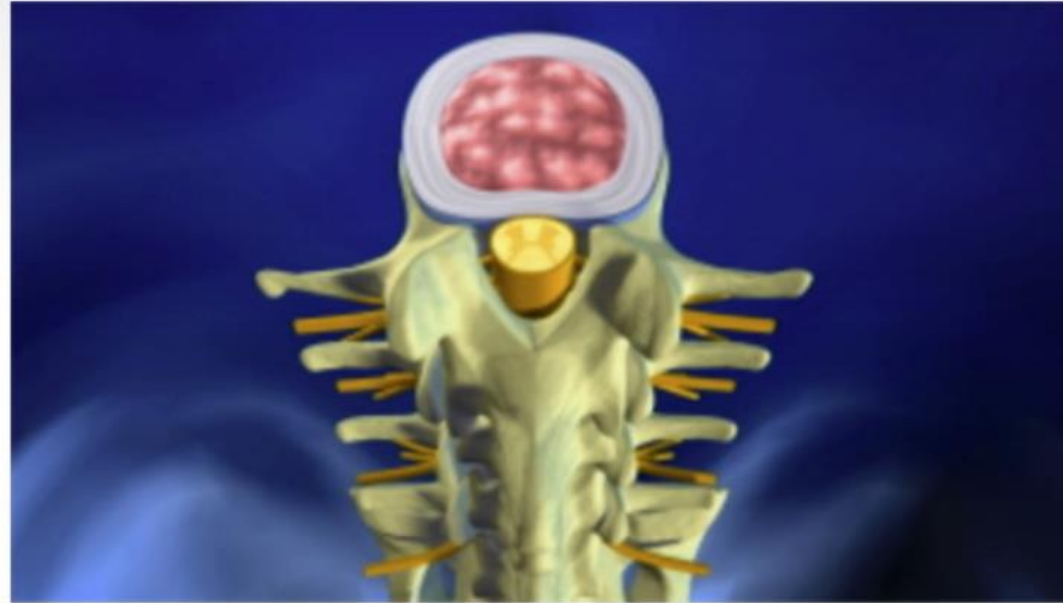


A tear in the annulus allows part of the nucleus to leak out, putting pressure on the nerve root which can cause pain, numbness, weakness in the area supplied by the nerve.

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Prolapsed Disc

Prolapsed Disc



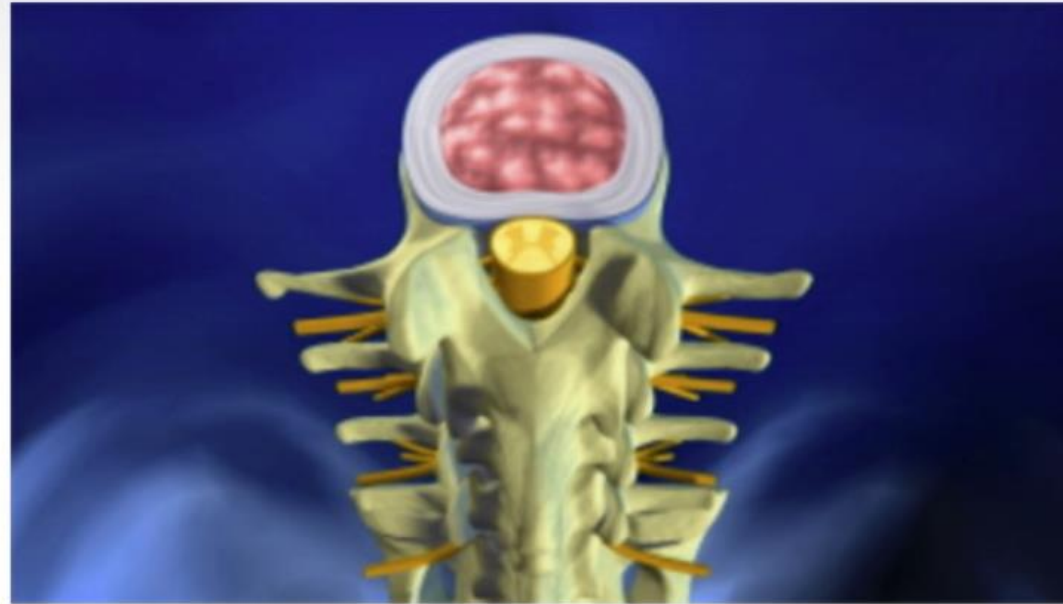
Imagine your disc is a jam doughnut. The jam represents the nucleus of the disc and doughy part represents the annulus of the disc. When pressure is put on the doughnut it changes shape, putting pressure on the jam. If the pressure is too great or is cumulative the jam will escape. This analogy can be



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Prolapsed Disc

Prolapsed Disc



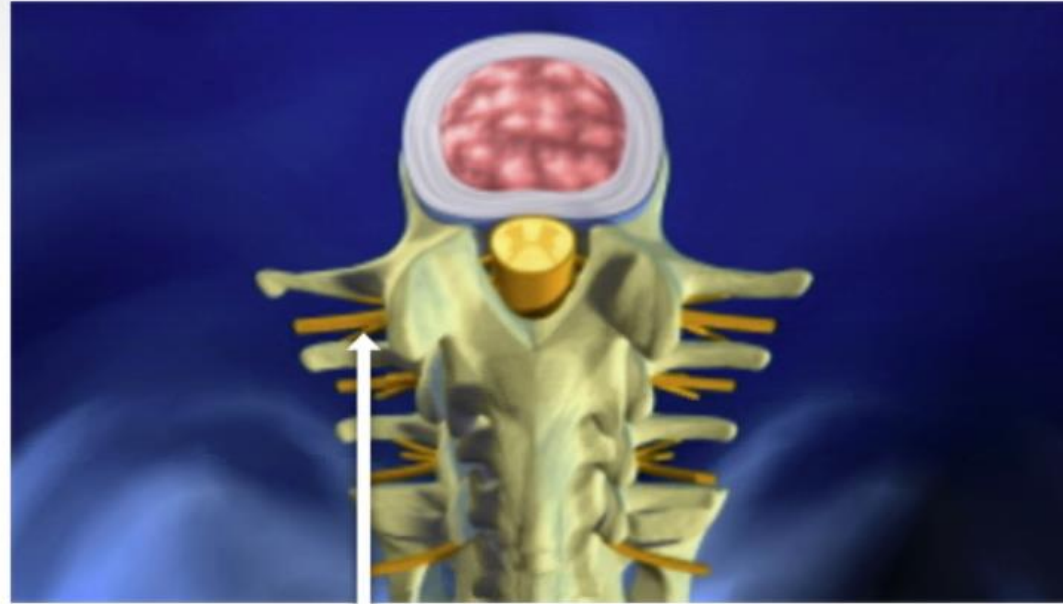
the disc. When pressure is put on the doughnut it changes shape, putting pressure on the jam. If the pressure is too great or is cumulative the jam will escape. This analogy can be applied to a prolapsed disc.



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Prolapsed Disc

Nerve

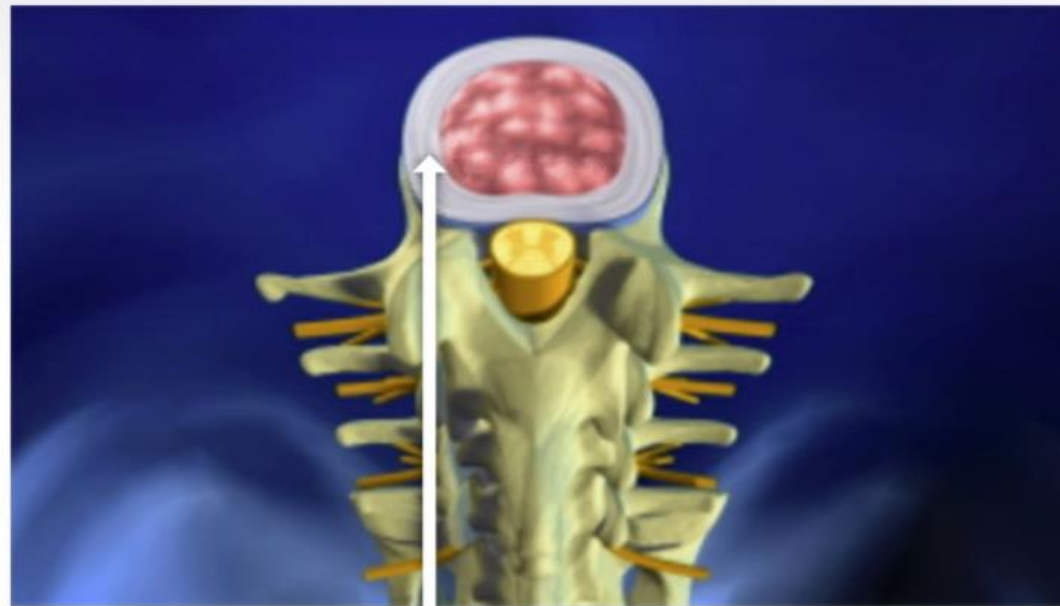


Nerve

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Prolapsed Disc

Fibrous Outer Ring of Disc

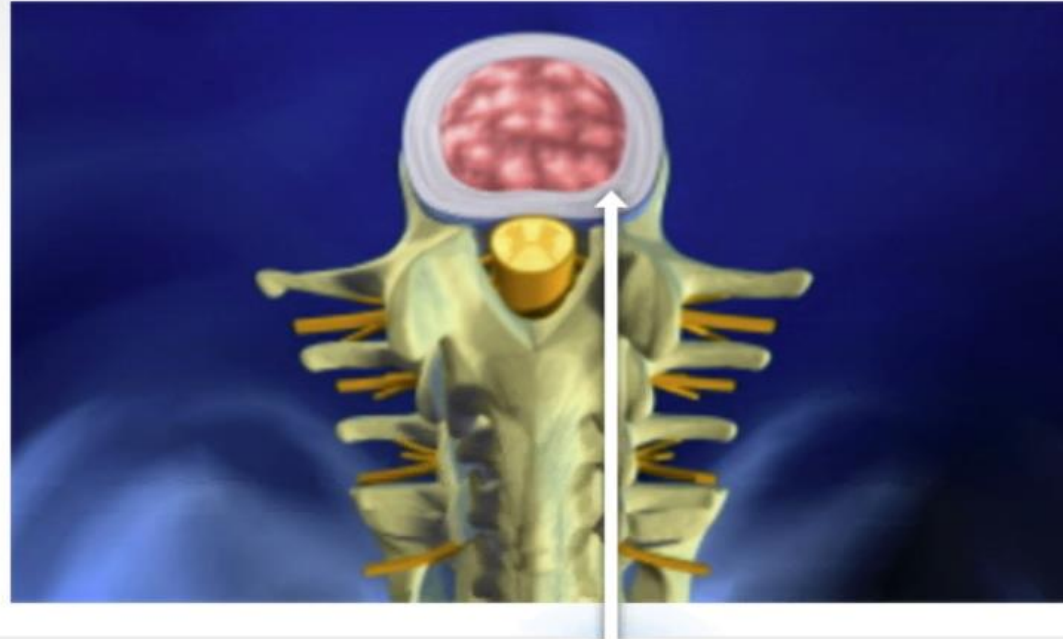


Fibrous Outer Ring of Disc

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Prolapsed Disc

Middle of Disc

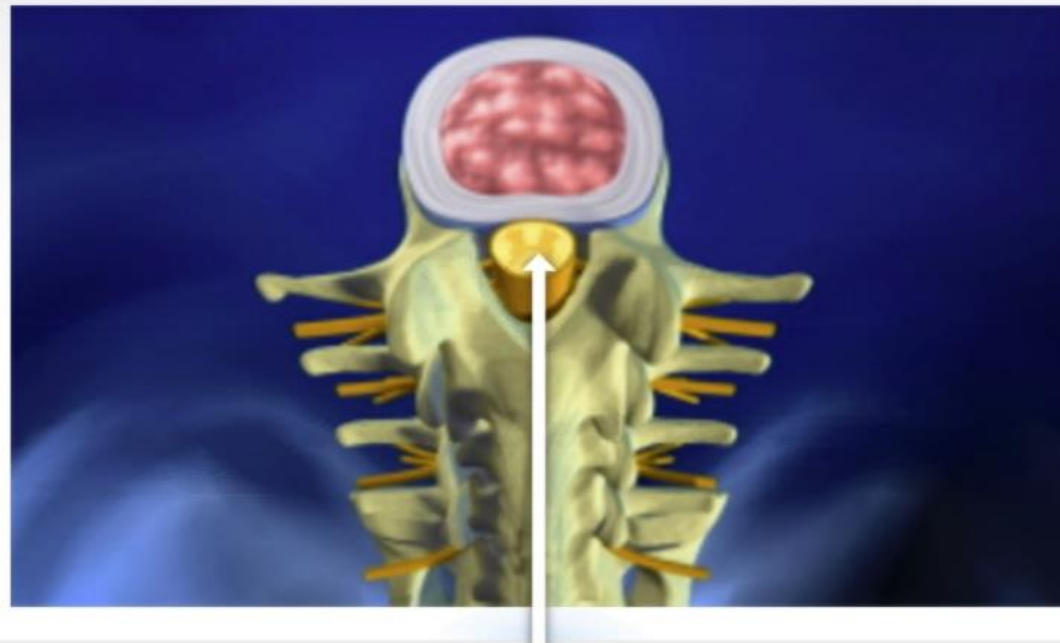


Part of the softer middle disc bulges through the fibrous outer ring and presses on the nerve as it leaves the spinal cord.

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Prolapsed Disc

Spinal Cord

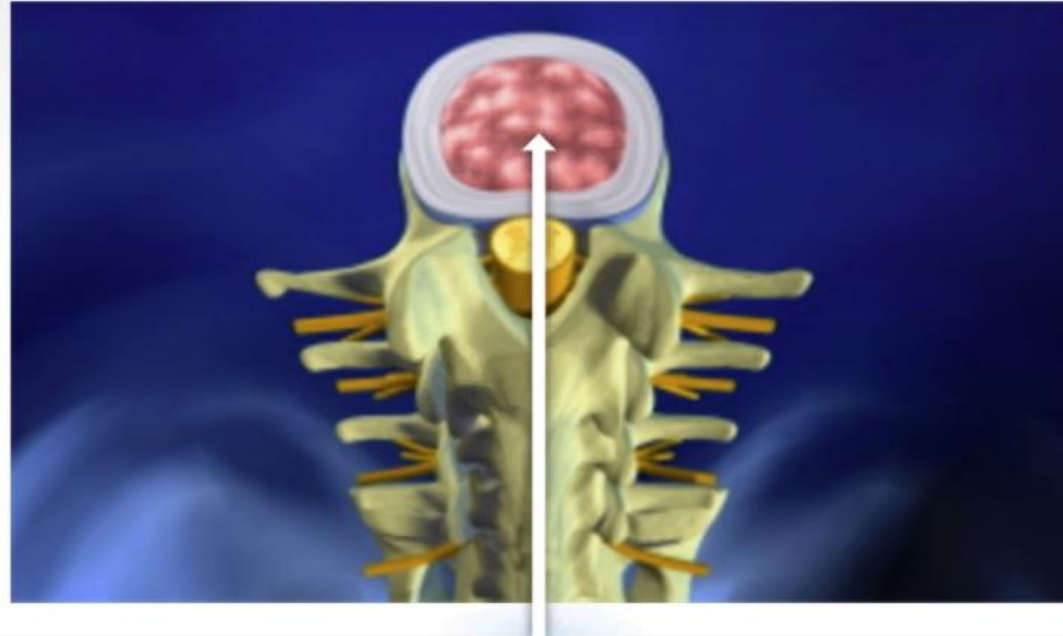


Spinal Cord

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Prolapsed Disc

Middle of Disc (nucleus pulpous)



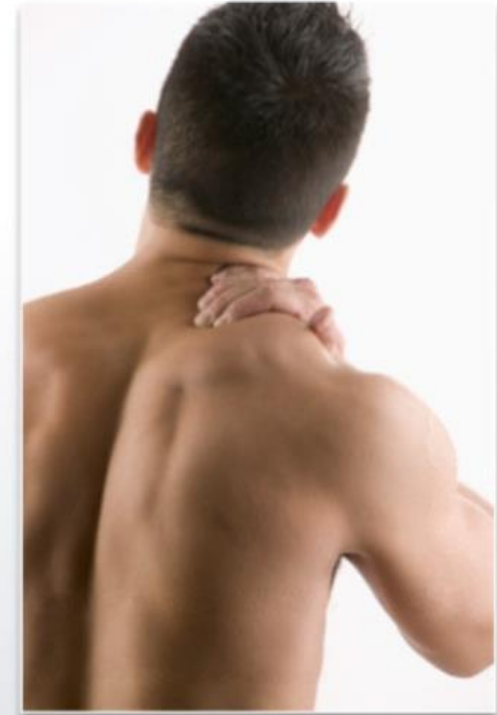
Middle of Disc (nucleus pulpous)

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The Spine Support System

Whilst injury to the spinal column is serious and can potentially cause life long problems, these injuries tend to be far fewer than the injuries we see each year to the muscles and ligaments.

There are hundreds of muscles in the back but they are designed for flexibility and movement, not for strength. Our muscles work in two separate ways, dynamic and static. Our back muscles are mainly made up of static muscles, they are there to provide support and flexibility. If we try to use them for lifting weights or over stretch them it will usually result in a form of strain or sprain. This maybe minor, resulting in simple backache or quite major, resulting in loss of movement, function and pain.



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Muscle Care

Good posture

Over use

Sitting

Using your legs

Exercise

Good posture

Maintaining good posture when standing, sitting and lying down (remember, a good mattress is essential to good back care).

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Muscle Care

Good posture

Over use

Sitting

Using your legs

Exercise

Over use

Do not over use your muscles. A muscle can be worked hard for about 15 minutes and will then tire. Therefore, change your activities in 15 minute cycles, especially when gardening, doing housework or at work.

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Muscle Care

Good posture

Over use

Sitting

Using your legs

Exercise

Sitting

Do not sit for too long in one position and take regular breaks on long journeys, check if your lumbar area is well supported.

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Muscle Care

Good posture

Over use

Sitting

Using your legs

Exercise

Using your legs

Ensure when you are doing manual handling tasks you use the large powerful, dynamic muscles in the legs to do the work.

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Muscle Care

Good posture

Over use

Sitting

Using your legs

Exercise

Improve the general health of these muscles by strengthening them.

Try simple exercise, walking and swimming regularly and exercising the abdominal muscles to help the support system.

Exercise

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Treatment of Injury



If you have an injury, ensure that you follow a regime of exercise, rest and movement. Do not stop moving or take to your bed, this will not help the healing process or the circulation and is very likely to prolong the problem.

Consult a Doctor if simple measures do not help or if your pain or loss of function gets worse.

Your doctor may prescribe medication which will help the pain and any muscle spasm, enabling you to move more freely and assist the healing process.

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Legislation

The legislation relating to manual handling is as follows:



- Health & Safety at work act 1974 (HSWA).
- Management of Health and Safety at work Regulations (MHSW) 1999.
- Manual Handling Operations Regulations (MHOR) 1992 As Amended.
- Provision and Use of Work Equipment Regulations (PUWER) 1998.
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

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Employers Responsibilities

Employers have responsibilities under Health and Safety legislation to provide the following:

- information, instruction, training, supervision and monitoring of employees
- provision and maintenance of equipment and safe systems of work
- maintenance of a safe and healthy working environment.

Under the Manual Handling Operations Regulations (1992) As Amended employers must also:

- **avoid** hazardous manual handling activities as far as is reasonably practicable
- **assess** any hazardous manual handling operations that are not avoidable
- **reduce** the risk of injury as far as is reasonably practicable
- **review** assessments to ensure they are valid, current, suitable and sufficient.

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Avoid manual handling...

Your employer should look at the manual handling tasks that you are expected to carry out as part of your working day and to **avoid** those which may involve a risk of you being injured.

What does '**avoid** manual handling' mean?

- eliminate by a change of practice. An example of this would be how/where supplies are delivered
- provision of equipment. An example of this would be to put in a conveyor belt
- design of the working environment. An example of this would be storage.

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What if manual handling cannot be avoided?

Assess

Where it is not possible to **avoid** the task, an **assessment** of the level of risk to the employee should be carried out. This involves looking at all the hazards and deciding how **likely** it is that the hazard will actually cause harm and how **serious** is the injury likely to be. What controls or measures do I need to put in place to **reduce** the likelihood and seriousness of the injury to the lowest reasonably practicable level.

Reduce

What do we mean by **control measures**?:

- To provide equipment (e.g. a trolley).
- To break down the load (e.g. unpack reams of paper from the box rather than lifting the whole box).
- To provide assistance (e.g. when large supplies arrive provide more than one person to unpack.)

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Employees responsibilities:

As an employee you also have responsibilities. You must:



- take reasonable care of your own safety and that of those affected by your actions
- co-operate and comply with your employer to enable him/her to fulfil his/her health & safety duties
- use equipment provided and follow safe systems of work
- report your concerns.

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Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

Accident

Hazard

Load

A Risk

Mechanical Means

Control Measure

Hazardous Moving and Handling Tasks

Hazardous Moving and Handling Tasks - Work activities where there is the potential for individuals to be injured or for their health to be affected.

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Risk Assessment

Hazardous Moving a...

Ergonomics

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Accident

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Control Measure

Ergonomics

Ergonomics - The aim of an ergonomic approach is to fit the task to the worker rather than the worker to the task

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Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

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Hazard

Load

A Risk

Mechanical Means

Control Measure

Risk Assessment

Risk assessment - An assessment of the risks of injury or ill health caused by moving and handling taking into account the five factors involved.

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Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

Accident

Hazard

Load

A Risk

Mechanical Means

Control Measure

Accident

Accident - An unforeseen occurrence.

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 - 24.6. Hazard

Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

Accident

Hazard

Load

A Risk

Mechanical Means

Control Measure

Hazard

Hazard - The potential to cause harm.

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 - 24.7. Load

Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

Accident

Hazard

Load

A Risk

Mechanical Means

Control Measure

Load

Load - the object that is to be moved or handled. This includes any person or animal.

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 - 24.6. Hazard
 - 24.7. Load
 - 24.8. A Risk

Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

Accident

Hazard

Load

A Risk

Mechanical Means

Control Measure

A Risk

A Risk - The likelihood and the seriousness of the injury.

- 5. Learning Outcomes
- 6. What do we mean by manual h...
- ▶ 7. What can cause back pain?
- 8. Back care facts
- 9. Most common injuries
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 - 24.9. Mechanical Means

Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

Accident

Hazard

Load

A Risk

Mechanical Means

Control Measure

Mechanical Means

Mechanical means - undertaking the moving and handling activity using suitable equipment to replace human effort.

- 6. What do we mean by manual h...
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Risk Assessment

Hazardous Moving a...

Ergonomics

Risk Assessment

Accident

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A Risk

Mechanical Means

Control Measure

Control Measure

Control measure- a process of putting measures in place that reduce the likelihood of injury.

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- 27. Learning Complete
- 28. Learning Check

Hazard and Risk Identification

Load

Individual Capabilities

Task

Environment

Equipment

Load

- What is being moved or handled?
- What other risk factors should we consider?
- Is the load heavy?
- Is the load bulky and unwieldy?
- Is the load difficult to grasp?
- Is the load unstable/ unpredictable?
- Has the load sharp edges?
- Is the load hot?
- Does the load contain hazardous contents?
- Where is the load centre of gravity?

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Hazard and Risk Identification

Load

Individual Capabilities

Task

Environment

Equipment

Individual Capabilities

The physical capabilities of the individual/s undertaking the task.

- Does the task require unusual strength?
- Does the task require the handler to have special knowledge or training?
- Does the task put at risk those who might be pregnant, have an existing health problem or have a disability?
- Does the individuals clothing or footwear restrict movement?
- Is the individual carrying out more than one activity at a time?
- Is the handler undertaking repetitive moving and handling activities?

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Hazard and Risk Identification

Load

Individual Capabilities

Task

Environment

Equipment

Task

Does the task:

- Involve holding the load away from the trunk of the body?
- Involve bending and twisting?
- Involve reaching upwards?
- Involve carrying long distances?
- Involve strenuous pushing /pulling?
- Involve the person maintained in a static posture
- give you enough time to complete the task safely?
- Involve team handling?
- Involve repetitive handling?

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Hazard and Risk Identification

Load

Individual Capabilities

Task

Environment

Equipment

Environment

The conditions in the place where the moving and handling will take place.

- Are there any space constraints that prevent the handler maintaining a good posture?
- Is the floor surface uneven, slippery, unstable or rutted?
- Are there variations on floor levels?
- Are there extremes of temperature?
- Are there poor light conditions?
- Is it noisy?
- Does weather affect moving and handling?

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Hazard and Risk Identification

Load

Individual Capabilities

Task

Environment

Equipment

The use and safety checks of the equipment.

- Is it suitable for its use?
- Do I know how to use it have I been trained?
- Is it regularly maintained?
- Is it accessible?
- Enough staff?
- Do I have suitable/correct personal protective clothing?
- Is there enough provision?

Equipment

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7 Safe Principles

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Stop, think, plan.

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Step 2



Maintain good posture.

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Adopt a balanced stance.

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Bend knees.

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Good grip.

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7 Safe Principles

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Hold the load close.

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7 Safe Principles

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Move feet.

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29. Well Done!

Learning Complete

- You have now completed the learning section of this e-Learning module.
- When you click the 'Next' arrow - you will be taken to the test section.
- It is not compulsory to 'pass' the quiz, however we recommend that you should be achieving the 'pass mark' if you completely understand this subject.

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What do we mean by manual handling?

- The transporting or supporting of a load including the lifting, putting down, pushing, pulling, carrying and moving thereof by hand or bodily force.
- Picking things up
- Moving equipment at work
- Pushing a trolley around the supermarket.

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What percentage of adults suffer back pain annually?

- 70% - 80%
- 40% - 50%
- 30% - 40%

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What percentage suffer a reoccurrence during their lives?

- 40%
- 80%
- 60%

SUBMIT

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What is the function of the spine?

- To enable us to pick things up
- To offer support, flexibility and protection of the spinal cord
- To keep the head away from the buttocks
- To make us taller than other primates

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What are your employers legal responsibilities under the Manual Handling Operations Regulations?

- None, it's up to the Health and Safety Executive
- None, it's up to the workers
- Avoid, assess and reduce the risks
- Stop people doing things

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What are your legal responsibilities as an employee?

- To take reasonable care of my safety, use equipment provided, follow safe systems of work and report my concerns.
- That's what I have Health and Safety for
- It's the managers responsibility
- None, it's nothing to do with me

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What is a load?

- Large objects
- Any object which is to be moved
- Anything heavy
- Boxes

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How many safe principles are there?

- 7
- 6
- 5

SUBMIT

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What are the seven safe principles?

- Stop, think, plan. Balanced position. Bend knees. Good posture in my back. Good grip. Hold the load close. Move feet
- Stop, think, plan. Balanced position. Bend knees. Bend back. Loose grip. Hold the load close. Move feet.
- Stop, think, plan. Balanced position. Bend knees. Bend back. Good position in back. Good grip. Hold the load at arms length. Twist back.
- Stop, think, plan. Balanced position. Straight knees. Bend back. Good grip. Hold the load close. Move feet.

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QUIZ RESULTS

Congratulations, you passed.

Your Score:

100%

Passing Score:

80%

REVIEW

PRINT

FINISH

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28. Learning Check
29. Well Done!

What do we mean by manual handling?

- ✔ The transporting or supporting of a load including the lifting, putting down, pushing, pulling, carrying and moving thereof by hand or bodily force.
- Picking things up
- Moving equipment at work
- Pushing a trolley around the supermarket.

Correct



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What percentage of adults suffer back pain annually?

- 70% - 80%
- ✔ 40% - 50%
- 30% - 40%

Correct



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What percentage suffer a reoccurrence during their lives?

- 40%
- ✔ 80%
- 60%

Correct



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What is the function of the spine?

- To enable us to pick things up
- ✔ To offer support, flexibility and protection of the spinal cord
- To keep the head away from the buttocks
- To make us taller than other primates

Correct



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What are your employers legal responsibilities under the Manual Handling Operations Regulations?

- None, it's up to the Health and Safety Executive
- None, it's up to the workers
- Avoid, assess and reduce the risks
- Stop people doing things

Correct



SUBMIT

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What are your legal responsibilities as an employee?

- To take reasonable care of my safety, use equipment provided, follow safe systems of work and report my concerns.
- That's what I have Health and Safety for
- It's the managers responsibility
- None, it's nothing to do with me

Correct



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What is a load?


- Large objects
- ✔ Any object which is to be moved
- Anything heavy
- Boxes

Correct



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How many safe principles are there?

-  7
- 6
- 5

Correct



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What are the seven safe principles?

- Stop, think, plan. Balanced position. Bend knees. Good posture in my back. Good grip. Hold the load close. Move feet
- Stop, think, plan. Balanced position. Bend knees. Bend back. Loose grip. Hold the load close. Move feet.
- Stop, think, plan. Balanced position. Bend knees. Bend back. Good position in back. Good grip. Hold the load at arms length. Twist back.
- Stop, think, plan. Balanced position. Straight knees. Bend back. Good grip. Hold the load close. Move feet.

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Well Done!

Thank you for completing this eLearning.

You should now have an understanding of **Moving and Handling**.

You can revisit this module at any time.

We hope that you have enjoyed this simulation and that it has achieved its aims. We would appreciate it if you would spend a few minutes to provide us with some feedback to help us improve our services:

[FEEDBACK](#)

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