

Method Statement

Task/Activity	Carry out manual handling tasks	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

The methods to be used when undertaking manual handling tasks

Background / Training Required

Competent in the safe working practices when undertaking manual handling tasks
Manual handling training

Safety Equipment and PPE required

ABM uniform Issued ABM uniform, no standard.		Gloves BS EN 420:2003+A1:2009 general protective gloves	
Suitable protective clothing for prevailing weather conditions (BS EN 342:2004).		Hi visibility BS EN 471:2003 +A1:2007 High visibility clothing (if working externally or potentially interacting with traffic)	
Safety footwear BS EN ISO 20345:2014 Safety footwear			

Tools and Equipment Required

Lifting aids as appropriate (sack barrow, pallet transporter etc.) Refer to specific RAMS for more information.		
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Method of Works/Safe System of Works

Good Handling Techniques

- **BODY WEIGHT:** Use your body weight to best advantage to initiate load movement and then lift, using leg muscles.
 - **CHIN:** Look straight ahead with chin tucked in. This helps to keep back straight and reduce stress on the spine.
 - **ARMS:** Keep close to the body, to minimise the work required of the shoulders, upper back muscles and chest. Carry the load arm's length to prevent strains on the elbows.
 - **GRIP:** Grasp firmly using the palms of the hand and roots of the fingers and thumbs. When lifting box-shaped objects, place one hand on the upper outlet corner and the other on the opposite lower corner. Tilt the load a little, moving the lower hand under the object. Wear protective gloves as required.
 - **FEET:** Pointing towards the direction of travel. Distance between feet should be at least the distance between shoulders. Leading foot at the side of the load, rear foot behind the load and a firm, balanced stance.
 - **BACK and LEGS:** Slightly bend the back, hips and knees at the start of the lift. Do not fully flex the back (stooping) or fully flex the hips and knees (full/deep squatting).
1. Ascertain the characteristics of the load, e.g. weight, centre of gravity and feel confident and able before lifting.
 2. Heavier loads should be stored at around waist height – this is the optimum handling position.
 3. If hand loads are unsatisfactory, use handling aids.
 4. Whenever possible, push or pull as opposed to lifting.
 5. The size of the load should not obstruct your vision.
 6. Lifting whilst seated should be avoided.
 7. Maintain a safe environment through good housekeeping.
 8. Use the handling aids and protective equipment provided.
 9. A load held at arm's length causes up to 10 times more bodily stress than the same load held closer to the body
 10. Lift smoothly in one full dynamic movement.
 11. Twisting actions whilst lifting is particularly hazardous and should not be carried out.
 12. Know the route – steps, doors and floor surfaces before setting off.
 13. When pushing or pulling, make use of the legs and body weight. Lean back against tall stable loads pushing with the legs. Exercise care to allow for restricted vision.
 14. When pushing or pulling, wear shoes / boots with good grip and metal steel cap toes.
 15. Where possible, divide heavy loads or use handling aids.
 16. Team handling calls for adequate space, sufficient handholds and one person in charge.
 17. Always apply common sense. Over-confidence can lead to permanent injury.

IF IN DOUBT, SEEK ASSISTANCE AND / OR ADVICE FROM YOUR SUPERVISOR/ MANAGER OR HEALTH MANAGER.

Emergency Arrangements

Site specific emergency arrangements to be adhered to.
Aware of the location of the first aid kit and available first aiders.
Radio to be carried while completing the task if lone working.
Spill kits will be available to clean up any spillages.

Environmental Impact

