

## **Ulverston Canoe Club**

### **Manual Handling Policy & Guidance**

Ulverston Canoe Club recognises that good Manual Handling techniques are important in preventing injury to those involved in moving heavy and awkward objects such as canoes and kayaks, particularly in poor weather conditions or over difficult ground. Good technique and teamwork can also protect bystanders from injury from objects being moved.

Because of this it is Club policy to promote good practice, planning, teamwork and communication whenever moving heavy objects including canoes and kayaks.

#### **Guidance**

Useful guidance is published by the Health & Safety Executive although they do seem to change their website regularly – an online search should turn up plenty of useful information.

- We recommend that at least 2 people share the load when carrying or moving canoes or kayaks.
- Check the route to be followed before moving boats or kit.
- Take particular care when carrying boats over rough, wet, steep or otherwise difficult ground.
- Ensure that all involved know how and where the boats are being moved from and to.
- If possible, split loads – empty loaded boats and move the boat and kit separately.
- Lift with your legs; slightly bending / flexing the back, hips and knees is preferable to squatting or stooping and avoid twisting the back or leaning sideways.
- When unloading boats from a trailer work from the bottom to top and only untie boats when they are to be taken off the trailer – this should prevent boats falling from the trailer. When loading boats work from top to bottom and secure boats as they are loaded onto the trailer.
- If you have a previous back injury, try to avoid lifting if you can – ask others to help.

Don't handle more than you can safely manage; there is a difference between what CAN be lifted and what can SAFELY be lifted.

#### **Declaration of Intent:**

This policy was ratified by the club committee and adopted as policy on 17 Aug 2019