

Manual Handling Procedure

Document Control

Version	Date Document Reviewed	Publication on Web Site	Date of next Review	Summary of main changes
0.1	April 2016	April 2016	April 2017	<ul style="list-style-type: none"> ○ Conversion from Policy to Procedure ○ Checked for legal compliance ○ Minor changes to update terminology or to reflect current practices
0.2	October 2017	October 2017	October 2018	<ul style="list-style-type: none"> ○ Checked for legal compliance ○ Minor text changes, including removal of ‘Occupational Health Advisor’ under the members of staff section ○ Webpage links embedded into relevant text
0.3	April 2019	April 2019	November 2019	<ul style="list-style-type: none"> ○ Checked for legal compliance
0.4	August 2021	August 2021	August 2022	<ul style="list-style-type: none"> ○ Checked for legal compliance

Manual Handling Procedure

1 Introduction

This procedure forms part of the University's Health and Safety Management System and should be considered in relation to the University's Safety, Health and Wellbeing Policy to ensure that the manual handling risks inherent in the activities of the University are assessed and appropriately managed.

This procedure applies to all Schools and Departments within the University. The aim is to outline the University's procedure for reducing the risk from manual handling activities to the lowest level in so far as is reasonably practicable through the assessment, elimination or control of all manual handling activities and is intended to assist managers and staff in complying with the requirements of the Manual Handling Operations Regulations 1992 (as amended).

2 Accountabilities

Executive Members and Managers

A key role in implementing this procedure lies with the Executive Members and all managers who must ensure all of the following requirements are addressed and implemented within their area of responsibility and control.

Members of Staff

There is a legal obligation for every member of staff within the University to follow any system of work laid down to protect them from manual handling risks and to use any/all mechanical aids provided for their use to control manual handling risks. If further information, advice or assistance is required contact the University Health and Safety Advisor.

3 Procedure

Manual Handling

Manual Handling operations will include any transportation or supporting of any load by hand or use of the body to support/move by force. This will include the lifting, lowering, pushing, pulling, carrying, supporting or movement of any load.

Definitions of certain terms:

Load - a load must be an object that can be moved. This would include everything from animal husbandry, packing in stores, handling patients to moving office furniture.

Manual Handling Operations - This means anything that requires human effort which can be applied directly i.e., push a load, or indirectly such as the use of a sack trolley which may reduce the risk but not the eliminate manual handling completely.

Manual Handling Assessment and Hierarchy of Options

Where a manual handling risk has been identified as part of a general risk assessment and the manual handling activity cannot be avoided, then a more specific and detailed assessment should be carried out and recorded on the [Manual Handling Assessment template](#).

The following hierarchy of options should be considered:

1. Eliminating the need for handling altogether
2. Automation of the task or operation, (this may not be feasible therefore mechanical aids should be investigated and identified).

Bear in mind that the introduction of automation or mechanical aids may reduce the manual handling risks, but they may increase other risks which would have to be assessed under the category of other assessments i.e., general risk assessments.

3. Re-arrange the workplace i.e., heavier items stored at waist height, where possible, or the more commonly used items stored next to the point of use. Consider changing loads.
4. If the above have been considered/implemented, but there are still risks from manual handling then exposed staff should be given training in recommended moving and handling techniques.

[Lifting and Handling guidance](#)¹ provides numerical guidelines to determine when assessments are required.

Records of the results of manual handling assessments should be kept of all significant risks and also of the more complex or difficult tasks/jobs/operations.

Information Required for Assessments

When undertaking an assessment, the information and factors that assessments require to be taken into account may include:-

- Records of accidents and ill health due to or attributed to manual handling operations
- The task
- The load
- The working environment
- The individual capability

Where manual handling is identified as a risk, the School/Department should ensure that

¹ Source: L23, Manual Handling Operations Regulations 1992 (as amended) Guidance on Regulations

an appropriate number of staff are identified and trained as manual handling assessors. Information on available training courses can be found on the [training section](#) of the Health and Safety webpage.

Reducing the Risk of Injury

Where the need for staff to undertake manual handling operations which involve risk of manual handling injuries cannot be avoided, all departments will take appropriate steps to reduce the risks to the lowest level possible bearing in mind the hierarchy of options.

This may include improving the layout of the workplace, the work routine, eliminating/reducing handling while seated, making loads lighter, smaller and easier to handle, improving handles and grips on loads to be handled, improving constraints on posture and consideration of team handling. Ensure only staff with adequate health are used to conduct manual operations. Ensure that any staff member who is suffering from any chronic or underlying medical condition that could be exacerbated by moving and handling activities is referred to Occupational Health for further assessment of fitness to undertake this task.

The Load (Additional Information)

When manual handling operations cannot be avoided and a risk is still present, Managers / Supervisors must take steps to inform staff of the weights of the loads they will be handling and if they are of uneven balance (the centre of gravity is not central to the load) they should not only inform staff, but take steps to have this identified on loads.

Suppliers should clearly display weights of loads that are supplied by them to the University and if any load has an off-centre of gravity then it should be clearly identified.

During training courses staff should be given information on weights handled and any loads that may be handled by them which have an off-centre of gravity should be clearly identified during training.

Reviewing the Assessments

It is important that manual handling assessments are kept up to date and reviewed if an accident occurs, new information comes to light or there are significant changes in the way the operation is carried out.

4 Further Information

A copy of the Manual handling Guidance on the Regulations can be downloaded from the Health and Safety website via the following link <http://www.hse.gov.uk/pubns/books/l23.htm>