

Manual Handling Policy

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1. Introduction

Manual handling related injuries account for a significant number of all accidents reported to the enforcing authorities each year. While these are rarely fatal, major injuries are common and the vast majority result in the employee being away from their work.

The University undertakes a wide range of manual handling activities of both objects and people. This policy therefore describes how to assess these activities and take appropriate actions to minimise the risk of injury .

2. Scope

This policy is applicable to all manual handling operations performed at work by the University's employees.

Manual Handling is defined as:

"Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying, or moving thereof) by hand or bodily force"

3. General Principles

These arrangements incorporate the following preventive principles:

1. **Avoid** - wherever reasonably practicable handling operations which involve a risk of injury. This can often be achieved by good design, redesign, automation, or mechanisation.

2. **Assess – where it is not reasonably practicable to avoid manual handling operations an assessment must be carried out.**

If a previously unforeseen emergency has occurred which has a manual handling element this must be assessed in advance of operation recommencing. This may require further investigation as well as involvement with other agencies.

- a. **Identify if a full assessment is required** - Not every manual handling operation will require an assessment. Many handling operations, for example the occasional lifting of a small light weight object, will involve negligible handling risk. Simple filters, for carrying this out are available in the Appendix of the [Guidance L23](#) – Published by the UK Health and Safety Executive (HSE).
In order to use these filters, the manual handling operation may need to be broken into component steps or tasks such as a specific lift, push or carry.
- b. **Full Assessment – is required** - Where the task / parts of the task fail to meet the assumption of the relevant simple filters in the appendix of HSE guidance L23. Tools such as [MAC & RAPP](#) may also be used

before preceding to assessment where useful and applicable however in practice for the majority of manual handling tasks falling outside of the simple filters, the MAC & RAPP assessment alone will be unlikely to resolve all issues.

3. **Reduce** - Take appropriate steps to reduce the risk of injury to those undertaking manual handling operations to the lowest level reasonably practicable.

Where possible the goal will be to implement controls that either eliminate the need for manual handling or bring the component tasks within the assumptions of the pre assessment filter. Where it is not possible to control task to within these simple filter assumptions then the amount of effort/cost (in money, time, and/or trouble) to eliminate the risk (via engineering controls such as automation / lifting aid) that would be considered reasonable will likely be higher than for tasks where the risks can be adequately reduced, that is to say of more in these instances reconsidering the implementation of more expensive controls to eliminate the risk of injury is strongly advised. If through the assessment process the ideal solution is likely to take time to implement, then an interim solution should be put in place to reduce the risk to an acceptable level.-

4. **Communication & Training** - take appropriate steps to provide those who are undertaking any such manual handling operations with appropriate training, instruction, supervision and information such as where it is reasonably practicable to do so, precise information on;
 - a. the weight of each load,
 - b. the heaviest side of any load whose centre of gravity is not positioned centrally.

4. Responsibilities

The University has, through its H&S Policy Statement, made the commitment to create a safe workplace for its employees, students, and visitors.

6.1 Senior Managers

It is the responsibility of the Board of Governors & Senior Management to ensure that:

- a) This policy is brought to the attention of all staff to whom it may relate
- b) Manual handling operations are avoided where possible;
- c) Manual handling operations that cannot be avoided are assessed to reduce the risk of injury;
- d) Appropriate controls are put in place to manage the risk and meet the legal requirements.
- e) Estates are informed of any lifting equipment to ensure they are enrolled on the inspection regime where relevant.

6.2 Line Managers

- a) Will ensure a relevant risk assessment has been completed prior to the manual handling operation
- b) Information, instruction, and training have been provided to the persons performing the operation
- c) Only allow competent persons to perform the manual handling operations.
- d) Where lifting equipment is to be used only allow the use of this equipment if statutory inspections have been completed and lifting equipment is safe to use.

6.3 Head of School or Department

Each Head of School or Department is to ensure that staff have adequate instruction, training and updating to carry out manual handling activities safely. Additionally, they must ensure that those managers or supervisors who carry out risk assessments are given the necessary training and updating to enable them to carry out that task.

6.4 Centre for Professional and Educational Development (CPED)

CPED will provide manual handling training and training for manual handling assessors on request.

6.5 Estates

Estates will ensure that all statutory inspections are completed for University owned lifting equipment and, the results on these inspections are shared with relevant parties and records maintained, where they have been informed that such equipment is in place (i.e. within Schools).

Estates will further ensure with the relevant managers that equipment which fails any inspection is either decommissioned or withdrawn from service until the necessary remedial work has been completed.

6.6 All employees will ensure:

- Manual handling activities are conducted in accordance with the findings of the risk assessments and the training provided.
- Issues of concern regarding the operations are raised with their Line Manager
- Line management are informed of any medical condition, injury or illness which might affect their ability to undertake the manual handling operation (**Note:** New and expectant mothers should complete a separate assessment with their Line Manager)
- Lifting equipment is used safely as per any safe work instructions or procedures and lifting operations are carried out in a safe manner
- Any unsafe equipment, overdue for inspection or not inspected equipment is reported to management

5. Manual Handling Assessment

Risk Assessment guidance and templates are available on the H&S policy webpages: <https://staff.londonmet.ac.uk/employment-support/health-and-wellbeing/health-and-safety/policy-guidance/>

Guidance on assessment of manual handling typically splits the assessment into four parts which is known as the ergonomic approach (i.e.). fitting the task to the worker and not the worker to the task.

The four parts are defined as **T.I.L.E**:

T = Task. Does the activity involve twisting, stooping, bending, sudden movement, pulling or team handling?

I = Individual is the capacity of the worker to carry out the manual handling operation taking into consideration any training, supervision, or personal protective equipment they may require or have. Is the individual pregnant, disabled or suffering from a health problem?

L = Load Is the load heavy, difficult to grip, hot, cold or likely to move or shift?

E = Environment Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

Further information is available online for download on the HSE website:

INDG143 Getting to grips with manual handling – A short guide, HSE Books, 2011
L23 Manual handling.

Manual Handling Operations Regulations 1992 (as amended) by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Guidance on Regulations, HSE Books, 2016

6. Person Handling

Most of this policy is in reference to moving of inanimate loads. The moving and assisting of people to move is recognised as a complex issue. Specific areas where staff are involved with the moving and assisting of people (i.e.) Occupational Therapists must produce a local standard to reflect this.

7. Use of Lifting Equipment

All lifting equipment provided must meet the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations and Lifting Equipment (LOLER) 1998. This will include that work equipment is:

- Constructed or adapted to be suitable for use and for the purpose and conditions in which it is used
- Inspected and maintained in a safe condition for use so that people's health and safety is not at risk

- Receives a pre-use check from the operator before using it

More policy guidance regarding Provision and Use of Work Equipment (PUWER) and Lifting Operations and Lifting Equipment (LOLER) can be found in the Health and Safety pages: <https://staff.londonmet.ac.uk/employment-support/health-and-wellbeing/health-and-safety/policy-guidance/>

8. Records

- A record of all appropriate risk assessments undertaken, along with any revision and associated documentation must be retained for a minimum of 3 years.
- A record of all training provided must be retained for a minimum of 3 years.
- Copies of all risk assessments produced by external agents, contractors and employers operating on University premises or engaged in or affected by any activities will be held by the relevant department.
- A record of all documentation detailing the lifting equipment's conformity with any relevant standard, maintenance requirements etc. will be held by Estates.
- A record of all examination, inspection, testing, and maintenance undertaken on an item of work equipment will be retained by Estates.

9. Information, Instruction & Training

"Lifting & Carrying" eLearning is available on Weblearn in H&S section. Additional training could be requested from CPED.

10. References

These arrangements will be carried out in full compliance with all relevant health and safety at work legislation. The legislation applicable includes the following:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment regulations 1998
- Lifting operations and Lifting Equipment Regulations 1998
- Equality Act 2010

Further references:

- INDG143 Getting to grips with manual handling – A short guide, HSE Books, 2011
- L23 Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations, HSE Books, 2016
- The Guide to Handling of People (2011,6thEdition) Back care <http://backcare.org.uk/>
- Handling Home Care (HSE books, 2002)