

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 and students.

3. Legislation

The Manual Handling Regulations define manual handling as:

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

Under these regulations, the University has a legal duty to:

- Wherever reasonably practicable **avoid** handling operations which involve a risk of injury. This can often be achieved by good design, redesign, automation, or mechanisation.
- **Where it is not reasonably practicable to avoid manual handling operations an assessment must be carried out.**
If a previously unforeseen emergency has occurred that involves manual handling, an assessment must be completed before the operation can resume safely.
 - a. Identify if a full assessment is required - Not every manual handling operation will require an assessment. Some tasks, for example the occasional lifting of a small light weight object, are unlikely to cause harm and may not require further action.
 - b. To help decide whether an assessment is needed, simple filters, for carrying this out are available in the appendix of the HSE guidance [L23 \(fourth edition\)](#).
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.
 - c. When the task, or parts of the task fall outside the simple filters in the appendix of HSE guidance [L23 \(fourth edition\)](#) a full manual handling

assessment is required.

Assessment tools such as [MAC & RAPP](#) (Manual Handling Assessment Charts and Risk Assessment of Pushing and Pulling) can be helpful, but a more detailed assessment will likely be necessary.

- **Reduce** - Take appropriate steps to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable. Where possible the aim should be to eliminate the need for manual handling altogether.
If a task can't be adjusted to meet the simple filter assumptions then more significant control measures should be considered such as engineering solutions like automation or lifting aids.
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 in the meantime
- **Communicate and Train** - 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:
the weight of each load,
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.

4.1 Deans and Directors

It is the responsibility of the Deans and Directors to ensure that:

- This policy is brought to the attention of all staff to whom it may relate
- Manual handling tasks that can't be avoided and might cause injury, are assessed to reduce the risk
- Appropriate controls are put in place to manage the risk and meet the legal requirements
- Estates are informed of any lifting equipment to ensure they are enrolled on the inspection regime where relevant

Deans and Directors also responsible to ensure that staff have adequate instruction and training 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 to enable them to carry out that task.

4.2 Line Managers

- Where manual handling operations cannot be avoided, a suitable risk assessment must be completed and steps taken to reduce the risk as far as reasonably practicable
- Information, instruction, and training have been provided to the persons performing the operation
- Only allow competent persons to perform the manual handling operations
- 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

4.3 Staff Learning and Development (L&D)

Learning and Development will provide manual handling training and training for manual handling assessors on request.

4.4 Head of Estates Operations

The Head of Estates Operations will ensure that all statutory inspections are completed for University owned lifting equipment. They will also ensure the results on these inspections are shared with relevant parties and records maintained, where they have been informed that such equipment is in place (ie within Schools). They are also responsible for advising relevant managers that equipment which fails any inspection is either decommissioned or withdrawn from service until the necessary remedial work has been completed.

4.5 All employees and students 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 Supervisor/Line Manager
- Supervisors/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 Supervisor/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 (ie) 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:

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

[Manual handling at work A brief guide 01/20 INDG143\(rev4\)](#)

6. Person Handling

Most of this policy is in reference to moving of inanimate loads. The task of moving and assisting people is recognised as complex and requires careful consideration. Specific areas where staff may be involved with the moving and assisting of people include using evacuation chairs.

Training in use of evacuation chairs is available to both staff and students, including practical demonstrations to ensure they are competent and capable in using the equipment safely.

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 Oracle. Additional training can be requested from L&D.

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