

Manual Handling Policy			
Policy✓	Code of Practice...	Guidance...	Procedure...
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
Chairman Eliot Glover	Date	29 th November 2021	Review date 2024
The purpose of presenting this document to the University Health & Safety Committee			
Standard 3-year review✓	Changes in practice and/or legislation...	New policy document...	

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1. Purpose

This policy sets out how the University will comply with the requirements of the Manual Handling Operations Regulations 1992 (as amended) in order to prevent or minimise any significant risks arising from manual handling activities.

2. Definition

“Manual handling” means any transporting and/or supporting of a load by hand and/or by bodily force and includes lifting, lowering, pushing, pulling, carrying or moving. “Load” includes people.

3. Responsibilities

3.1 Deans of College, Directors and the Heads of Departments

Deans of Colleges, Directors of Institutes and Directors in general are responsible for implementation of this Policy, along with health and safety policies in general within their area of responsibility.

3.2 Line Managers, Supervisors and Principal Investigators

Individual line managers and supervisors of staff whose work involves manual handling have specific responsibility for ensuring compliance in respect of those they manage and supervise.

These responsibilities include (but are not limited to):

- (a) risk assessment;
- (b) ensuring that all necessary control measures are properly in place; and
- (c) distributing and explaining any assessments to all involved in the activity concerned.

The Risk Assessment Policy provides additional detail on responsibilities and can be found [here](#).

Supervisors have the additional specific responsibility of ensuring that those they supervise are given any necessary instruction and training in the use of any control measures required.

4. Hierarchy of Risk Reduction

Where reasonably practicable, the need for staff to undertake manual handling tasks which involve any significant risk of injury shall be avoided. Where avoidance is not reasonably practicable, the risks involved shall be assessed, involving the staff concerned, in order to determine appropriate means of reducing those risks. The following hierarchy of risk reduction shall be applied:

- a) Elimination or mechanisation of the task - or, failing that,
- b) The use of mechanical aids - or, failing that,
- c) Training of the staff concerned to ensure that they have an adequate understanding of the risks and of safe handling techniques to minimise those risks.

5. A Standard Template

The Appendix contains the standard Brunel template for manual handling risk assessment which in particular takes account of each of the following:

- the nature of the task itself;
- the characteristics of the load(s) involved;
- the working environment in which the task is carried out; and
- the individual capabilities of the staff involved.

6. Information, Instruction and Training

All staff whose work involves manual handling where there is any significant risk of injury will be given appropriate information, instruction and training, which will include instruction and training in the use of any special equipment provided. In particular, staff shall be briefed on and given individual copies of risk assessments related to the manual handling tasks they carry out.

7. Control Measures

Managers, supervisors and staff are responsible for ensuring that correct procedures are adopted and the correct equipment properly used and maintained.

All managers and users are responsible for ensuring that any defective equipment is immediately taken out of service and reported to the relevant supervisor or manager.

Lifting equipment is subject to the Lifting Operations and Lifting Equipment Regulations 1998 on which guidance is available from the Health, Safety and Environment Office and the Estates' Chief Engineer.

8. Review and Record Keeping

Assessments should be routinely reviewed every two years, and at once in the event of any accident, change of procedure, or other indication that an existing assessment is inadequate. Copies of assessments, records of training sessions, and records of any statutory examinations and inspections should be retained on School or Department files for at least five years after cessation of the activity concerned.

9. Guidance

Guidance on all aspects of this policy, including in particular guidance on manual handling risk assessment and on the provision of manual handling training, is available from the Health, Safety and Environment Office.

Appendix – Manual Handling of Loads – Assessment Checklist
Section A – Preliminary

* Circle as appropriate

Task Description:	Is an assessment needed?
School / Dept.:	Yes / No *

If “Yes” continue. If “No” the assessment need go no further.

Operations covered by this assessment (detailed description): Location(s): Personnel involved: Date of assessment:	Diagram or other information:
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Section B – See over
Section C – Overall Assessment of the risk of injury

Low / Medium / High *

Section D – Remedial Action to be taken:

Remedial steps to be taken - in order of priority: 1. 2. 3. 4. 5. 6.	Target date:
Date for reassessment:	
Assessor’s name:	Signature:

Section B – More detailed assessment, where necessary:					
Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (make notes in this column in preparation for possible remedial action)	Possible remedial action (possible changes to the system or task, the load, workplace or environment; training required)
	Low	Med	High		
The tasks – do they involve: <ul style="list-style-type: none"> • Handling loads away from the trunk? • Twisting? • Stooping down or reaching up? • Excessive lifting or lowering distances? • Excessive carrying distances? • Excessive pushing or pulling? • Precise positioning of loads? • Sudden movement of loads? • Frequent or prolonged handling? • Insufficient rest or recovery? • A work rate imposed by a process? • Handling while seated? 					
The loads – are they: <ul style="list-style-type: none"> • Heavy? • Bulky or unwieldy? • Difficult to grasp? • Unstable or unpredictable? • Intrinsically harmful (e.g. sharp or hot)? 					
The working environment – are there: <ul style="list-style-type: none"> • Constraints on posture? • Poor floors? • Variations in levels? • Extremes of temperature or humidity? • Poor ventilation or sudden air movements? • Poor lighting? 					

<p>Individual capability – does the job:</p> <ul style="list-style-type: none"> • Require unusual capability? • Hazard those who are pregnant or who have a disability or a health problem? • Call for special information or training? 					
<p>Other factors - is movement or posture hindered by clothing or by personal protective equipment?</p>					