

# Manual Handling Policy

March 2022

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## Version Control History

<b>Version Number</b>	<b>Date of Change</b>	<b>Summary of Revisions Made</b>
1	November 2016	<p>The College has a legal responsibility to comply with the Manual Handling Operations Regulations 1992 (as amended), which place duties on the employer and employees to reduce the hazards to health associated with manual handling of loads to a level so far as is reasonably practicable.</p> <p>This document outlines responsibilities and how this will be managed.</p>
1.1	December 2018	Change of role to Quality Manager and other job title changes to adhere to new structure.
1.2	April 2020	Change of footer to reflect version status, change of owner, lead author, lead editor and next review date. 5.1 Change Chief Operating Officer to Head of Human Resources and Organisational Development.
1.3	March 2022	Amended footer to reflect review date. Amended para 4.2 and inserted additional paragraph at 4.3. 5.2 Inserted communicated at bullet point 3. 5.4 Removed reference to advising and supporting managers on disciplinary and other proceedings. 6 Updated HSE publications.

# Manual Handling Policy

## 1 Purpose

The College recognises its legal responsibilities under the Health and Safety at Work etc Act (HSWA) 1974, the Manual Handling Operations Regulations (MHOR) 1992 (as amended 2002), the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

This document will outline responsibilities and how this will be managed.

## 2 Scope

2.1 This policy applies to all manual handling activities undertaken at or under the control of the College.

## 3 Definitions

### 3.1 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. A load is a moveable object, such as a box or package, a person or an animal, or something being pushed or pulled, such as a roll cage or pallet truck.

### 3.2 Load

A load must be an object that can be moved, it can be animate or inanimate. This would include moving office furniture, handling stationery orders/deliveries, pushing people in a wheelchair, lifting/carrying children, using a hoist to assist people. It also includes materials being supported on a shovel or garden fork.

**Note:** An implement, tool or machine, such as a chainsaw, fire hose or breathing apparatus, is not considered to be a load when in use for its intended purpose.

### 3.3 Manual Handling Operations:

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

### 3.4 Musculoskeletal Disorders:

Musculoskeletal Disorders or MSDs are injuries and disorders that affect the human body's movement or musculoskeletal system ie muscles, tendons, ligaments, nerves, discs, blood vessels, etc.

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**Owner:** Depute Principal

**Lead Author:** Head of HR&OD

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## 4 Key Principles

The College shall:

- 4.1 Avoid the need for hazardous manual handling operations, so far as is reasonably practicable.
- 4.2 Make suitable and sufficient assessments of any hazardous manual handling that cannot be avoided and reduce these risks, so far as reasonably practicable using the College Manual Handling Risk Assessment Form, HS080.
- 4.3 Ensure the risk assessments consider the individuals capability to conduct manual handling operations ie physical ability, previous injury or disability, age (young/old), medical condition, pregnancy or having recently given birth.
- 4.4 Provide equipment to enable manual handling activities to be undertaken safely, this includes any Personal Protective Equipment, and that this equipment is subject to appropriate levels of maintenance, examination and/or inspection.
- 4.5 Provide supervision, instruction, training, (including periodic refresher training), and information to all staff involved in manual handling operations.
- 4.6 Provide safe and ergonomically suitable workplace environments.
- 4.7 Ensure there are procedures in place for managing accidents, incidents, near misses and dangerous occurrences on College premises involving manual handling activities.

## 5 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties are described in detail in the Health and Safety Policy.

Specific duties relating to this policy are detailed below.

### 5.1 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an EIA is carried out on this policy.

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## 5.2 Heads of Departments, Sector Development Directors, Managers

It is the responsibility of all Heads of Departments, Sector Development Directors, and Managers to:

- Ensure that their staff are aware of this Policy.
- Ensure compliance with the Policy.
- Ensure that manual handling risk assessments have been carried out and that any risk reduction/control measures are identified, implemented and communicated, eg training/equipment/PPE, and that risk assessments are reviewed regularly, either annually or, when the work changes significantly, or following an accident or case of ill health.
- Ensure their staff have been trained in safe manual handling techniques before being asked to carry out manual handling tasks where there is a risk of injury, and that they are competent to use any equipment that has been identified to assist them.
- **Note:** Staff that have to assist in moving people will require additional training in the correct techniques of moving and handling people.
- Seek advice from the Health, Safety and Wellbeing Advisor on manual handling tasks/activities, risk assessments and training.
- Ensure all manual handling accidents, injuries and near misses are reported using the Colleges current accident reporting procedures.
- Ensure that there are arrangements in place to ensure that lifting equipment and accessories under their control are subject to statutory maintenance, inspection and/or examination. This would include hoists/slings.
- Seek advice from Human Resources when required eg if an employee makes you aware of any health problems which could affect an individual's ability to carry out manual handling activities, and act on this advice.

## 5.3 Head of Estates

Head of Estates shall ensure:

- That this policy is brought to the attention of any contractors he/she engages to conduct College business.
- That there are arrangements in place to ensure that lifting equipment and accessories under their control are subject to statutory maintenance, inspection and/or examination, this would include forklift trucks, pallet trucks etc.

## 5.4 Human Resources (HR)

Human Resources shall:

- In conjunction with the Health, Safety and Wellbeing Advisor arrange training as is necessary.
- Refer employees to Occupational Health as is necessary.

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## 5.5 Occupational Health Provider

The College Occupational Health Provider will:

- Carry out health checks as agreed with HR.
- Advise on the fitness of employees for work ie carry out individual assessments on employees when requested by HR eg this could be when an employee returns to work following time off with a condition or injury, which may affect their manual handling abilities. This will also include advising HR on the appropriate course of action if an employee is considered to be permanently at risk if they return to their post.
- Advise the employee to attend their GP for referral onto specialists when necessary.

## 5.6 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor shall:

- Identify appropriate training for employees in conjunction with HR (CPD) when requested and deliver training in safe manual handling techniques.
- Advise employees on manual handling risk assessments and suitable control measures.
- Promote awareness of safe manual handling techniques.
- Liaise with HR Department on risk assessments for employees that have either been absent from work due to a manual handling injury, surgery or any other reason where their ability to lift safely has been compromised ie musculoskeletal problems.
- Investigate accidents, incidents, near misses and dangerous occurrences involving manual handling and produce a report for the Senior Management Team.

## 5.7 All College Employees:

- Shall familiarise themselves and comply with this policy.
- Shall seek advice from their manager if they develop musculoskeletal disorders, which affect their work, the manager will in turn seek advice from Human Resources.
- Shall make full and proper use of any lifting equipment and accessories provided for their safety, and for the safety of others who are affected by a manual handling activity.
- Shall wear appropriate clothing and footwear that do not constrain movement/posture when manual handling, and use personal protective equipment provided.
- Shall take reasonable care for their own safety, and that of others when carrying out manual handling activities and observe the techniques of safe manual handling.
- Shall report any defects in manual handling equipment/accessories to their manager.
- Shall not use any defective equipment or allow it to be used by anyone eg contractor/student/visitor.

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- Shall attend any training when required to do so.
- Shall assist in the risk assessment process – and report any shortcomings in manual handling risk assessments to their line manager.
- Shall report any accidents, incidents, near misses and dangerous occurrences involving manual handling as per the College's current accident reporting procedure.
- Shall ensure, where appropriate that students are aware of this policy.

#### 5.8 **Students:**

- Shall seek advice from their Personal Academic Tutor/Lecturer if they develop musculoskeletal disorders, as a result of a College related manual handling activity.
- Shall make full and proper use of any lifting equipment and accessories provided for their safety, and for the safety of others who are affected by a manual handling activity.
- Shall wear appropriate clothing and footwear that do not constrain movement/posture when manual handling, and use personal protective equipment provided.
- Shall take reasonable care for their own safety, and that of others when carrying out manual handling activities and observe the techniques of safe manual handling.
- Shall report any defects in manual handling equipment/accessories to their PAT/Lecturer/Technician.
- Shall not use any defective equipment or allow it to be used by anyone eg contractor/student/visitor.
- Shall attend any training when required to do so.
- Shall report any accidents/incidents involving manual handling to their PAT/Lecturer.

#### 5.9 **Contractors and their Staff**

Persons working with or on behalf of the College are also required to comply with this Policy and:

- Shall make full and proper use of any lifting equipment and accessories provided for their safety, and for the safety of others who are affected by a manual handling activity.
- Shall take reasonable care for their own safety, and that of others when carrying out manual handling activities.
- Shall not use any defective equipment or allow it to be used by anyone.
- Shall report any accidents, incidents, near misses and dangerous occurrences involving manual handling to the Estates Department as per the College's current accident reporting procedure.

#### 5.10 **Quality Manager**

Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the website.

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## 6 **Linked Policies/Related Documents**

Asbestos Policy  
CoSHH Policy  
Electrical Safety Policy  
Health and Safety Policy  
Lone Working Policy  
Smoking Policy  
Working at Height Policy  
Safeguarding Policy and Procedure  
Manual Handling at work – A brief guide HSE INDG143 (rev4)  
Managing Upper Limb Disorders in the Workplace – A brief guide HSE INDG171 (rev3)  
Manual Handling Assessment Charts (the MAC tool) – HSE INDG383 (rev3)  
Making the Best Use of Lifting and Handling Aids – HSE INDG398 (rev1)

## 7 **Relevant Legislation**

Health and Safety at Work etc Act 1974  
Manual Handling Operations Regulations 1992 (as amended 2002)  
Lifting Operations Lifting Equipment Regulations 1998  
Management of Health and Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
Workplace (Health, Safety and Welfare) Regulations 1992  
Work at Height Regulations 2005  
Control of Noise at Work Regulations 2005  
Control of Substances Hazardous to Health Regulations 2002

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