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**MANUAL HANDLING PROCEDURE****1. Introduction and scope**

- 1.1 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'.  
Accidents associated with manual handling activities account for over a third of all UK workplace injuries which lead to absences from work of 3 days or more.
- 1.2 Injuries arising from manual handling can occur in all types of work and are not restricted only to manual type jobs. Heavy manual labour, awkward postures, awkward handling of loads and previous or existing injuries/medical conditions are all factors implicated in the development of Musculoskeletal Disorders (MSD's).
- 1.3 This procedure is intended to reduce the risk of manual handling injuries at Birmingham Newman University and provide guidance on the measures that should be taken to ensure safe manual handling activities in accordance with current legislative requirements.

**2. Summary of Legal Requirements**

- 2.1 Under Section 2 of the Health and Safety at Work Act 1974, every employer has the duty to provide a safe place of work, a safe environment and safe systems of work, so far as is reasonably practicable. This duty includes the need to minimise risk arising from manual handling tasks. Manual handling operations are covered by the following legislation:
- Health and Safety at Work Act 1974
  - Manual Handling Operations Regulations 1992 (as amended 2002)
  - Management of Health and Safety Regulations 1999
- 2.2 The Manual Handling Operations Regulations describe a hierarchy of measures to be taken to minimise the risk of injury from manual handling operations. Briefly they require the following steps to be taken, so far as is reasonably practicable:
- **Avoid** the need for hazardous manual handling
  - **Assess** the risk of injury from any hazardous manual handling operation that cannot be avoided; and
  - **Reduce** the risk of injury from hazardous manual handling
- 2.3 The primary consideration is to avoid the need for manual handling operations at work that could involve the risk of the person doing it being injured, for example, by eliminating handling completely or by automating or mechanising the task. Where this cannot be done, an assessment must be made which should take into consideration the following factors:
- task
  - load
  - working environment
  - individual's capability.

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- 2.4 From the results of the risk assessment, it will be necessary to take appropriate steps to reduce the risk of injury to the lowest reasonably practicable level.
- 2.5 There is no maximum weight that a person can be required to handle. Tasks should be assessed on the basis of an ergonomic approach to manual handling operations in the workplace, i.e. fitting the task to suit personal abilities and limitations.
- 2.6 The Health and Safety at Work Act requires the provision of suitable training, instruction and information. This includes training in safe methods of lifting and carrying for those employees who undertake manual handling activities.

**3. Arrangements for Securing the Health & Safety of Employees****3.1 Elimination of hazardous manual handling activities**

Birmingham Newman University will ensure that manual handling operations are eliminated, so far as is reasonably practicable. The measures to achieve this include an ergonomic design of the workplace and activity, and the provision of automated or mechanical aids such as trolleys, conveyors, or other lifting equipment.

**3.2 Risk Assessment**

If hazardous manual handling operations cannot be eliminated, an assessment will need to be undertaken. Manual handling assessments should be recorded on all those hazardous activities that may pose a risk of injury to the employee. They do not need to be recorded if:

- It could be easily repeated and explained at any time because it is obvious; or
- The manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.

**3.3 Manual handling risk assessments will require review when there is a significant change in:**

- The activity or process
- The working environment
- The numbers or abilities of personnel
- The nature of the load(s) to be handled

Re-assessment may also be required where accident statistics demonstrate that the original control measures were not suitably effective.

**4. Duties of Line Managers****4.1 It is the responsibility of Line Managers to ensure the following:**

- All manual handling operations carried out by their employees are considered as part of a general risk assessment and arrangements made to ensure a manual handling assessment is undertaken where necessary.

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- Manual handling assessments are undertaken in “higher risk” areas, e.g. Library, Maintenance, Porters, Housekeeping, Marketing and Catering.
- Adequate information is provided to persons carrying out manual handling activities.
- All employees required to carry out manual handling activities receive manual handling training and periodic refresher training.
- Employees adhere to safe systems of work.
- Safety arrangements for manual handling operations are regularly reviewed and monitored
- Special arrangements are made, where necessary, for individuals with health conditions who could be adversely affected by manual handling operations.

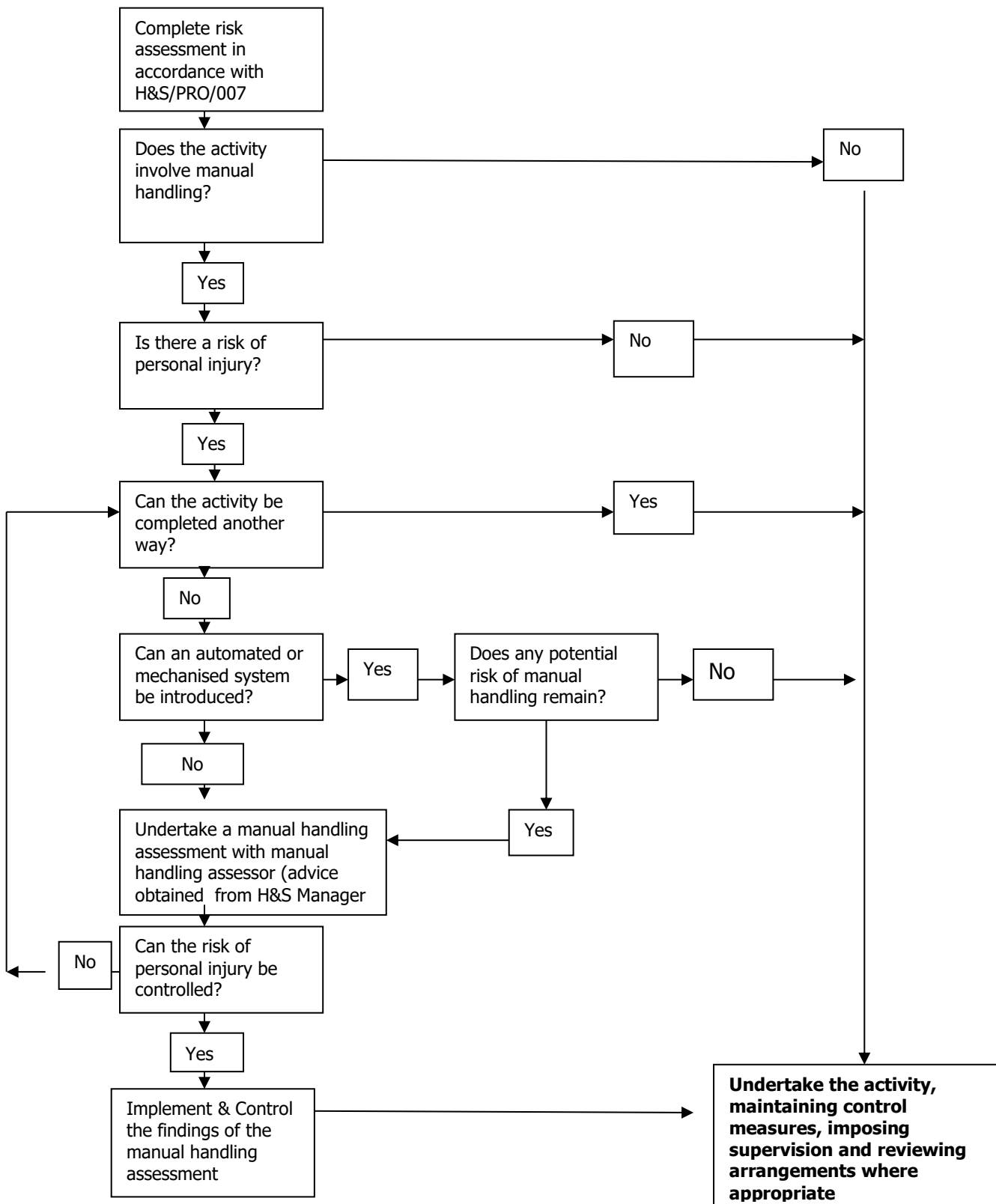
**5. Duties of Employees Undertaking Manual Handling Activities**

- To follow instructions, training and safe systems of work provided in safe manual handling operations
- To report to their Line Manager any personal conditions which may be detrimentally affected by manual handling activities.
- To use equipment which has been provided to minimise the risk from manual handling activities.
- To take care to ensure their activities do not put themselves or others at risk.

**6. Process**

The process for carrying out manual handling assessments is identified in Appendix A – Manual Handling Assessment Process and Appendix B – Factors to be assessed.

**Appendix A – Manual Handling Assessment Flowchart**



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**Appendix B****Factors to be Assessed**

<b>Hazards to Identify</b>	<b>Reduce the Risks</b>
<p><b>The tasks - do they involve:</b></p> <ul style="list-style-type: none"> <li>• Holding loads away from the body?</li> <li>• Twisting, stooping or reaching upwards?</li> <li>• Large vertical movements?</li> <li>• Long carrying distances?</li> <li>• Strenuous pushing or pulling?</li> <li>• Repetitive handling?</li> <li>• Insufficient rest or recovery time?</li> <li>• A work rate imposed by a process?</li> </ul>	<p><b>Can you:</b></p> <ul style="list-style-type: none"> <li>• Use a lifting aid?</li> <li>• Improve workplace layout to improve efficiency?</li> <li>• Reduce the amount of twisting and stooping?</li> <li>• Avoid lifting from floor level or above shoulder height?</li> <li>• Avoid repetitive handling?</li> <li>• Vary the work, allowing time to rest?</li> <li>• Push rather than pull?</li> </ul>
<p><b>The loads - are they:</b></p> <ul style="list-style-type: none"> <li>• Heavy, bulky or unwieldy?</li> <li>• Difficult to grasp?</li> <li>• Unstable or likely to move unpredictably?</li> <li>• Harmful, sharp or hot?</li> <li>• Awkwardly stacked?</li> <li>• Too large for the handler to see over?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Can you make the load:</b></li> <li>• Lighter or less bulky?</li> <li>• Easier to grasp?</li> <li>• More stable?</li> <li>• Less damaging to hold?</li> </ul>
<p><b>The working environment - are there:</b></p> <ul style="list-style-type: none"> <li>• Constraints on posture?</li> <li>• Bumpy, obstructed or slippery floors?</li> <li>• Variations in levels?</li> <li>• Hot/cold/humid conditions?</li> <li>• Gusts of wind or other strong air conditions?</li> <li>• Poor lighting conditions?</li> <li>• Restrictions on movements or posture from clothes or Personal Protective Equipment (PPE)?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Can you:</b></li> <li>• Remove obstructions to free movement?</li> <li>• Provide better flooring?</li> <li>• Avoid steps and steep ramps?</li> <li>• Prevent extremes of hot or cold?</li> <li>• Improve lighting?</li> <li>• Provide protective clothing or PPE that is less restrictive?</li> <li>• Ensure PPE is suitable and sufficient?</li> </ul>
<p><b>Individual capabilities - does the job:</b></p> <ul style="list-style-type: none"> <li>• Require unusual capabilities – above average strength or agility?</li> <li>• Endanger those with a health condition or physical disability?</li> <li>• Endanger pregnant women?</li> <li>• Call for special information or training?</li> </ul>	<p><b>Can you:</b></p> <ul style="list-style-type: none"> <li>• Pay particular attention to those who have a physical weakness?</li> <li>• Take extra care of pregnant workers?</li> <li>• Provide additional information and/or training?</li> </ul>

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Hazards to Identify	Reduce the Risks
<p><b>Handling aids and equipment:</b></p> <ul style="list-style-type: none"> <li>• Is the device the correct type for the task?</li> <li>• Is it serviceable and maintained?</li> <li>• Are wheels on the device suitable for the floor surface?</li> <li>• Do wheels run freely?</li> <li>• Are the handle grips in good order and condition?</li> <li>• Is the handle height between the waist and shoulders?</li> <li>• Are there any brakes fitted and if so, do they</li> </ul>	<p><b>Can you:</b></p> <ul style="list-style-type: none"> <li>• Provide equipment that is more suitable for the task?</li> <li>• Carry out planned preventative maintenance?</li> <li>• Change the wheels, tyres and/or flooring to allow equipment to move more easily?</li> <li>• Provide better handles or handle grips?</li> <li>• Make the brakes easier to use and effective?</li> </ul>

**This Manual Handling Procedure supersedes all previous Manual Handling Procedures and shall be reviewed at no less than 3 yearly intervals.**

<b>Presented to Health and Safety Committee:</b>	<b>22/02/2024</b>
<b>Ratified by University Operational Team:</b>	<b>14/03/2024</b>