

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD					
Manual Handling Operations					
Version Number	Version 1	Date of Approval	14 <sup>th</sup> March 2017	Review Date	Three years from acceptance by UHSC
Author and Lead	Amanda Chapman, Health and Safety Advisor				
Aims	<p>The University is committed to ensuring the health, safety and welfare of all staff, students and visitors. Manual handling operations often involve the movement of heavy or awkward loads that can cause injury if an operation does not go to plan.</p> <p>The University aims to fulfil its duties in this respect by ensuring:</p> <ol style="list-style-type: none"> <li>1) That the need for manual handling is avoided wherever reasonably practicable</li> <li>2) That suitable manual handling equipment is provided where necessary</li> <li>3) That manual handling operations are subject to risk assessment;</li> <li>4) That appropriate control measures are implemented including training of persons where necessary.</li> </ol>				
Scope	<p>This standard applies to all manual handling operations falling, to any extent, under the University's control.</p> <p>The use of lifting equipment that is governed by the Lifting Operations &amp; Lifting Equipment Regulations 1998 (LOLER), such as the use of cranes, winches and slings, is excluded from this standard. There is a separate standard (<a href="#">Lifting Equipment &amp; Lifting Operations</a>) for the use of such equipment.</p>				
Relevant Legislation	<p>The Health and Safety at Work, etc. Act 1974;</p> <p><a href="#">The Manual Handling Operations Regulations 1992</a> (as amended)</p>				
Definitions	<p><b>Manual handling operations</b> involve the transporting or supporting by hand or using bodily force of any load, and include lifting, lowering, pushing, pulling, or carrying. Risks from manual handling can be found across all roles including office-based roles.</p>				
	<p><b>Ergonomics</b> involves 'fitting the job to the person, rather than the person to the job' and takes into account all relevant factors, including the nature of the load, individual capability, the task, and the working environment and requires worker participation. Taking an ergonomic approach is important in order to control the risks from manual handling.</p>				
Responsibility for implementation	Directors and Heads of Department and Line Managers (including Deans and Heads of School acting in their role as a line manager).				
Training availability:	Face-to-face basic training in manual handling technique is available from UHSE				

Standard to meet		Accountability	Reference documents and more information
1	Manual handling is avoided wherever possible	Directors and Heads of Department and Line Managers	
2	All manual handling operations are identified and have been assessed for risk and include consideration of the load, the capability of the individual(s) carrying out the task, the task, and the environment in which the task is being undertaken.	Directors and Heads of Department and Line Managers	<ol style="list-style-type: none"> <li>1. <a href="#">Risk Assessment Standard</a></li> <li>2. <a href="#">Children and Young People Standard</a></li> <li>3. <a href="#">Expectant and Nursing Mothers Standard</a></li> <li>4. <a href="#">Manual Handling Risk Assessment Guidance</a></li> <li>5. A manual handling risk assessment template is available online</li> <li>6. A generic assessment for office workers is available online</li> </ol>
3	<p>Where manual handling cannot be avoided, control measures reduce the risk as far as possible.</p> <p>Control measures:</p> <ul style="list-style-type: none"> <li>▪ Give due regard to the need to find an appropriate ergonomic solution to risk control;</li> <li>▪ Give due regard to the hierarchy of controls when specifying the control measures needed to manage risk;</li> <li>▪ Give due regard to persons who may be more vulnerable to ill health or injury;</li> <li>▪ Give due regard to guidance and authoritative standards;</li> <li>▪ Consider individual skills and competence needed to complete activities safely.</li> </ul>	Directors and Heads of Department and Line Managers	<a href="#">Manual handling Manual Handling Operations Regulations 1992</a> : Guidance on Regulations
4	Where manual handling operations include work at height, the risk assessment and control measures take this additional hazard into account.	Directors and Heads of Department and Line Managers	
5	The Department / Service has identified all persons whose role includes significant manual handling operations and has reviewed the relevant risk assessments to take account of each person's physical capability.	Directors and Heads of Department and Line Managers	
6	All persons engaging in manual handling operations have received training appropriate to the level of their activities and for the manual handling equipment that is provided. Members of staff who only incidentally perform manual handling tasks are provided with appropriate awareness training including knowledge of suitable lifting and carrying techniques.	Directors and Heads of Department and Line Managers; employees	For teams whose roles include significant manual handling, face to face training is available from UHSE on request if there is no departmental trainer.
7	Workers whose roles involve significant manual handling operations are able to take appropriate breaks or have suitable activity changes within their working day.	Directors and Heads of Department	

		and Line Managers; employees	
8	Suitable manual handling equipment such as trolleys, sack trucks, etc. is provided where identified as required by the risk assessment	Directors and Heads of Department and Line Managers	
9	All manual handling equipment is periodically checked ..... including pre-use checks	Directors and Heads of Department and Line Managers; employees	
10	Each manual handling operation is subject to a standard operating procedure that minimises the risks identified in the relevant risk assessment.	Directors and Heads of Department and Line Managers	
11	The underlying causes of significant incidents involving manual handling are investigated. Any necessary remedial actions are implemented and records are maintained.	Directors and Heads of Department and Line Managers	

#### Standard Monitoring and Measurement Criteria

Departmental audits will include a check of local arrangements for manual handling operations risk assessment and control where relevant.

This will include:

- Checks of at least 2 relevant risk assessments and the accompanying standard operating procedures;
- Checks that (people in the department) have received sufficient and suitable training in manual handling operations techniques.

For low-risk departments, checks will be made as part of the scheduled audit process to ensure that the generic risk assessment is being followed. Checks of risk assessments and other records will include checks that:

1.	Suitable and sufficient manual handling operations risk assessments have been completed and recorded, or the generic assessment for office workers is being followed as appropriate.
2.	Manual handling operations risk assessments have been reviewed at suitable intervals and revised where necessary.
3.	All persons engaged in manual handling operations have received suitable and timely training relevant to the manual handling operations they undertake and any manual handling equipment they are required to use.
4.	Control measures, including any additional controls to manage residual risks, have been implemented.