

MANUAL HANDLING POLICY

1 Scope of Policy

The college is committed to the provision of a healthy and safe working environment.

This policy and its associated procedure are intended to reduce the risk of manual handling injuries.

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury.

In extreme circumstances, these injuries can have permanent effects. The college will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable.

Manual handling definition

The Manual Handling Operations Regulations apply to a wide range of manual handling activities at work.

The regulation defines manual handling as...

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

A load may be either an inanimate object, such as a box or trolley, or an animate object, such as a person or animal.

Incorrect manual handling can cause musculoskeletal disorders (MSDs).

The term 'musculoskeletal disorders' covers...

"..any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back."

These disorders account for more than a third of all work-related illnesses and can occur to any individual in any occupation, including offices, laboratories, libraries and maintenance. Although manual handling injuries can be caused by intense or strenuous activities or unexpected events, such as a fall, often this isn't the case. Unfortunately, most occur as a result of cumulative strain, i.e. gradual wear and tear caused by day to day tasks, with the person not feeling the pain until several hours after the injury. In rare cases, this can result in long-term debilitating sickness.

Where it is not possible to eliminate the risk completely, the College will:

- minimise manual handling activities through ergonomic design of the workplace and the provision of automated or mechanical aids such as trolleys, chutes and conveyors
- maintain equipment provided to assist with manual handling operations
- provide additional personal protective equipment where required for manual handling operations
- carry out a risk assessment for manual handling activities and implement appropriate safe systems of work and controls as required
- assess new manual handling activities as they arise
- ensure that all those participating in manual handling operations have no medical conditions that make them unsuitable for these tasks
- provide employees with appropriate training and guidance on procedures and systems in place for their safety and wellbeing
- ensure employees understand the risks of manual handling

Staff will:

- follow safe working practices and procedures
- use any equipment provided to them for manual handling activities
- return any manual handling aids to their correct storage location after use so that they may be used by others
- declare to their line manager if they are not capable of manual handling activities
- use the correct lifting techniques shown to them in training
- not lift beyond their capabilities
- seek assistance for moving or lifting loads where required
- report any manual handling injuries to their line manager
- report any new manual handling activities to the safety manager

2 References

- i. Health and Safety at Work etc. Act 1974
- ii. Manual Handling Operations Regulations 1992, as amended [Backpain - Advice for employers - Manual handling regulations \(hse.gov.uk\)](#)

3 Key Legal Requirements

- Adopt an appropriate policy
- Assess the manual handling risks within College activities
- Implement appropriate control measures and procedures to bring risks identified down to an acceptable level
- Provide staff with information, training and supervision
- Provide suitable equipment/PPE to aid with manual handling operations

Manual handling risk assessment Examples:
Health & Safety Executive website

www.hse.gov.uk/pubns/ck5.pdf

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Manual Handling Policy
Lead Officer:	Health and Safety Consultant
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