

<b>Manual Handling Procedure</b>	
<b>Enabling Policy Statement; Executive Owner; Approval Route:</b>	Our Safety - Chief Operating Officer - Compliance Committee
<b>Is the Procedure for internal use only (Non- disclosable)?</b>	Disclosable
<b>Associated Policy Statements:</b>	N/A
<b>Authorised Owner:</b>	Director of Health and Safety
<b>Authorised Co-ordinator:</b>	Health and Safety Manager (Professional Services)
<b>Effective date:</b>	4 June 2024
<b>Due date for full review:</b>	3 June 2027
<b>Sub documentation:</b>	<a href="#">Manual Handling Guidance Document</a> <a href="#">Manual Handling Initial Assessment</a> <a href="#">Manual Handling Risk Assessment – Lifting and Carrying</a> <a href="#">Manual Handling Risk Assessment – Pushing and Pulling</a> <a href="#">Safe Use of York Trolley</a>

#### Approval History

<b>Version</b>	<b>Reason for review</b>	<b>Approval Route</b>	<b>Date</b>
1.0	New Procedure	University Compliance (Health, Safety and Wellbeing) Committee	4 June 2024

## 1. Purpose

This Procedure sets out the University's management arrangements for manual handling operations. It requires that the potential for harm to staff, students and other persons from manual handling activities is either prevented, or where this is not reasonably practicable, adequately controlled. The arrangements are based on the requirements of the Manual Handling Operations Regulations 1992 (as amended) and accompanying Health and Safety Executive (HSE) Guidance on the Regulations (L23).

In recognition of these legal obligations and the potential adverse health effects to staff and others from undertaking manual handling, the University will firstly avoid hazardous manual handling operations 'so far as reasonably practicable'. Where manual handling operations cannot be avoided, it will assess the risk of injury from hazardous manual handling and implement necessary precautions to reduce the risk of injury to as low as reasonably practicable.

## 2. Scope and Exceptions to the Procedure

This Procedure applies to all manual handling operations undertaken by staff and students on University premises and in connection with University activities.

The Procedure also applies to staff and students working/studying away from the University's premises.

## 3. Definitions and Terminology

*Manual Handling* – According to the HSE, manual handling is defined as the transporting or supporting of a load by hand or bodily force. It includes lifting, lowering, putting down, pushing, pulling, carrying or moving a load.

*Load* – 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.

*Injury* – refers to harm caused by the transportation or support of a load by hand or bodily force. This includes various types of injuries such as musculoskeletal disorders (e.g. sprains and strains, neck and back injuries), slips, falls, crush injuries, cuts, bruises, broken bones, hernias, and occupational overuse syndrome (OOS).

*Mechanical Aid* – in the context of manual handling refers to devices or equipment that assist in manual handling tasks, reducing the physical effort, force, or strain required to move or lift objects or materials.

## 4. Procedural Principles

### 4.1. Commitment

Compliance with the requirements of this Procedure will ensure:

- The University meets its obligations in respect of legislation.
- Exposure to hazardous manual handling activities is either avoided, or where this is not reasonably practicable, an assessment of the risks to the health and safety is undertaken.
- Everyone is aware of their roles and responsibilities.
- The safety and health of staff and students whilst carrying out manual handling activities.
- The safety and health of others (including contractors, visitors, members of the public) is not compromised by those persons carrying out manual handling operations.
- That staff, students and others who undertake manual handling activities are appropriately informed, instructed, and where necessary trained and supervised.

## 4.2. Arrangements

In order to meet the above objectives, the University will:

- Clearly define the organisational arrangements for achieving compliance (*see roles and responsibilities section of this Procedure*).
- Ensure resources are made available to achieve compliance.
- Assess the risks to employees (and others likely to be affected) from hazardous manual handling operations (*see Risk Assessment section of this Procedure*).
- Ensure that individuals undertaking manual handling tasks are provided with information, instruction and training, so that they can understand the potential risks from manual handling, and how they should implement control measures to undertake the task safely.
- Provide and maintain suitable lifting equipment (i.e. mechanical aids) to reduce the risk of injury.
- Ensure the provision of support to staff with known health issues that may be affected by manual handling activities. In such cases, an individual risk assessment will be conducted and, where necessary, advice obtained from the Occupational Health Service.
- Review manual handling management arrangements periodically, or whenever there are changes in relevant legislation, guidance, or University activities.

## 4.3. Risk Assessment

The purpose of a manual handling risk assessment is to identify the elements of the operation that could cause injury and assist in deciding suitable controls to reduce the risk of such harm occurring. However, firstly it must be considered whether hazardous manual handling can be avoided by, for example:

- Eliminating the need to move loads by looking at whether the work can be done in a different way (e.g. can the activity be done safely where it already is by redesigning the task or can products or materials be delivered directly to where they will be used?).
- Considering whether operations can be automated or mechanised to eliminate the manual part of the handling (e.g. can material handling equipment or mechanical aids be used to eliminate or reduce the risks?).

Where risks from hazardous manual handling cannot be avoided the risk assessment should consider:

- The task (description of the task performed).
- Individual's capabilities (stating an individual's ability to perform the task).
- The load (a description of the load(s) involved).
- The working environment (a description of the environmental factors).
- Any materials handling equipment or handling aids used.
- How the work is organised and allocated.
- The pace, frequency and duration of the work.

The risk assessment must also consider the individual requirements of those who may be especially at risk, for example:

- New and expectant mothers.
- People with disabilities, which may make it more difficult to do a particular task.
- Those returning to work after a recent manual handling injury, who may be on a phased return to work.
- Inexperienced new, young or temporary workers.
- Older workers.

The risk assessment also needs to take account of psychosocial risk factors. These may affect

workers' psychological responses to their work and workplace conditions, which may, in turn, make people more likely to develop musculoskeletal disorders. Examples include:

- High workloads.
- Tight deadlines.
- Lack of control over the work and working methods.

Furthermore, the risk assessment process also requires the documenting of:

- Action to be taken to avoid or reduce the risk.
- The name of the person who is responsible for completing the action.
- Date for completion of required actions identified.
- Review date for the assessment.

Findings of the risk assessment should be recorded on an appropriate Manual Handling Assessment Form. The amount of detail required will depend on several factors, including the level of risk and complexity of the tasks being carried out. Using the [HSE simple risk filter\(s\)](#) as a first step will help to distinguish low-risk tasks from those which need a more detailed assessment. The filters will also help to prioritise the more detailed assessments of higher-risk tasks.

To assist with the identification of higher-risk handling operations, the HSE has also produced the [Manual Handling Assessment Charts \(the MAC Tool\)](#) and [Risk Assessment of Pushing and Pulling \(RAPP Tool\)](#) which facilitate the prioritisation of action to control the risks if the tasks fall outside the above simple risk filters.

If the initial assessment establishes that a full (more detailed) risk assessment is required for lifting and carrying or pushing or pulling, templates are available on the [Health and Safety webpages](#)

#### **4.4. Mechanical Aids**

Mechanical aids are devices or equipment that can assist with manual handling tasks. They can reduce the physical effort, force or strain required to move or lift objects or materials. Examples include sack trucks, trolleys, pallet trucks, wheelbarrows, hoists, forklifts, conveyors and vacuum lifters. Where a risk assessment identifies the need for mechanical aids, this equipment must be provided, accessible to those who are required to use it, stored safely, and maintained in an efficient working state, in efficient order and in good repair. Defective equipment must be withdrawn from use and marked accordingly.

Any new equipment that is purchased/acquired must be suitable for the purpose it is used or provided, and must meet relevant safety design standards (e.g., the load weight being moved is within the maximum safe operating limit).

Furthermore, servicing and maintenance of such equipment may also come under the requirements of other legislation, such as the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER).

#### **4.5. Roles and Responsibilities**

4.5.1. Heads of School/Department/Directorate (or other Senior Managers as administratively appropriate) have overall responsibility for:

- Ensuring manual handling operations are avoided when reasonably practicable.
- Ensuring that risks associated with manual handling operations that cannot be avoided are assessed and managed.
- The provision of resources to enable compliance with this Procedure.

4.5.2. Managers (within their area of responsibility) have a duty of care placed upon them to actively implement the requirements of this Procedure. As persons directing the work, they have an essential role in ensuring that any work involving hazardous manual handling is carried out safely and in accordance with the relevant legislation and guidance.

As such they are responsible for:

- Ensuring the risks presented by hazardous manual handling operations are assessed before commencing such activities, and that action is taken to either avoid such activities, or where this is not possible, implement controls to reduce the risk of injury.
- Consulting their staff as part of the risk assessment process, so that a detailed, accurate and representative assessment of the manual handling operation(s) can be achieved.
- Ensuring risks assessment outcomes are actioned, monitored, and communicated to those persons undertaking the manual handling tasks.
- Ensuring their staff are provided with suitable information, instruction and training in relation to the manual handling activities they undertake.
- Ensuring any equipment, such as mechanical aids or personal protective equipment (PPE) is provided, used, inspected and maintained.
- Establishing that, as far as can be reasonably determined, their staff are fit to undertake the manual handling operations required of the role.
- Consulting with Human Resources where a member of their staff reports a condition/situation that could affect their ability to undertake manual handling as part of their work, seeking advice and support from Occupational Health, where necessary.
- Ensuring any incidents, accidents and near misses are reported, investigated, and remedial actions to prevent reoccurrence implemented.

4.5.3. Academic Supervisors, in relation to student projects, are responsible for ensuring that risks associated with manual handling are included within the project risk assessment and that students receive suitable sufficient information, instruction and training as part of the project.

Note: It is recognised that some academic supervisors may not be competent to assess or advise on these issues. In such cases, advice and guidance on risk assessment and training requirements should be obtained from the Faculty Health and Safety Manager/Advisor.

4.5.4. Members of staff and students have a responsibility to:

- Work in accordance with the findings of any manual handling risk assessment and any information, instruction or training provided.
- Undertake any training (including refresher training) deemed necessary by the University.
- Use lifting equipment provided and in accordance with any information, instruction and training provided. Such equipment will include machinery and other mechanical aids provided for the safe handling of loads.
- Wear appropriate clothing (that permits good posture, hand and foot grip, etc.) and any personal protective equipment (PPE) provided for the task, undergoing any training once a need has been identified.
- Inform their line manager (or Faculty/Directorate Health and Safety Manager/Advisor) of any concerns relating to manual handling activities.
- Inform their line manager of any concerns that could affect their ability to undertake manual handling operations safely (e.g., pregnancy, pre-existing or new medical conditions).

- Inform their line manager of any broken or faulty equipment.
- Never attempt to manually handle loads that are outside their physical capability or that have been identified as unsafe to handle without specific precautions (e.g., two-person lift, use of a mechanical aid required).
- Where requested, attend appointments associated with occupational health.
- Report any accidents, incidents and near misses to their line manager using the University's incident reporting system.

4.5.5. Health and Safety Managers/Advisors are responsible for:

- Providing advice and assistance on the manual handling risk assessment process and safe manual handling practices.
- Assisting with the investigation of any incidents in relation to manual handling.
- Monitoring their Faculties/Directorates adherence to the requirements of this Procedure and local safe working practices.
- Remaining informed on updates in legislation and current best practice.

4.5.6. Director of Health and Safety is responsible for:

- The provision of advice and guidance on the application of the requirements of legislation and this Procedure.
- Monitoring compliance with the requirements of this Procedure through the health and safety audit programme.
- The provision of manual handling training as part of the central training programme.
- Investigating and reporting incidents under RIDDOR.

## 5. Governance Requirements

### 5.1. Implementation: Communication Plan

The Procedure will be available via the University Procedures pages.

Relevant Health and Safety Committees will be notified, and information disseminated through line management. Faculty Health and Safety Committees will also be informed, as required.

This Procedure and sub-documentation are communicated through training to staff and students.

This Procedure, and relevant supporting documentation are also published on the University Health and Safety intranet site.

### 5.2. Implementation: Training Plan

Communicated through specific relevant training – including inductions, training for those required to risk assess/undertake manual handling operations (i.e., manual handling training course provided by the Central Health and Safety Team, local/departmental level training as established from the risk assessment, and training as part of the curriculum for those students who need to learn lifting techniques and practices as part of the course content.

Additionally, practical guidance will be provided to managers in the form of supporting documentation and risk assessment templates.

### 5.3. Review

The Director of Health and Safety will monitor for required changes and updates. Minor changes will be reviewed by members of the Compliance Management Group and approved by the Compliance (Health, Safety and Wellbeing) Committee. Major changes will also be reviewed by the Compliance Management Group, prior to submission to the Compliance (Health, Safety and Wellbeing) Committee for approval, and if required, noted at the Executive Board.

This Procedure will be reviewed every three years or in line with changes in legislation, if sooner. The Health and Safety Consultative Committee will be consulted during the review process, as required.

#### 5.4. Legislative Context and Higher Education Sector Guidance or Requirements

##### 5.4.1. Applicable Legislation

This Procedure complies with the requirements of the Health and Safety at Work Act 1974, and the Manual Handling Operations Regulations 1992 (as amended), including the accompanying Guidance on the Regulations (L23).

##### 5.4.2. Legislative context

This Procedure sets out to comply with the required 'duty of care' placed upon the University. Under Health and Safety Law a 'duty of care' is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.

The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.

This duty of care cannot be delegated away; instead, the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e., the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision, and feedback.

The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity. In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff, and visitors.

#### 5.5. Sustainability

This Procedure has no impact on carbon emissions or on energy consumption.

### 6. Stakeholder Engagement and Equality Impact Assessment

6.1. An Equality Impact Assessment was completed on **26/01/2024** and is held by the Authorised Co-ordinator.

6.2. Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Review of Procedure v1.0.	N	27 Feb 2024	Kelley Padley, Governance Officer
Members of the Compliance Management	Development and creation of this Procedure v1.0.	N	29 January 2024	Members of this Committee.

Group				
Health and Safety Consultative Committee	Development and creation of this Procedure v1.0.	N	29 January 2024	Members of this Committee.
Equality, Diversity and Inclusion	Development and creation of this Procedure v1.0.	N	29 January 2024	Jo McCarthy-Holland, Equality & Diversity Advisor.
Sustainability	Development and creation of this Procedure v1.0.	N	29 January 2024	Martin Wiles, Head of Sustainability.