

Manual Handling Policy

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Approved by: College of Management
Council of Trustees

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Introduction

Manual handling operations mean any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of it) by hand or by bodily force. Many people hurt backs, arms, hands or feet lifting everyday loads, not just when the load is too heavy. Up to 2012, around a third of all over-three-day injuries reported to the Health and Safety Executive (HSE) and to local authorities were the result of manual handling activities.

Upper Limb Disorders (ULDs) can happen in almost any workplace where people do repetitive manual handling activities or work in awkward postures for prolonged periods of time or as a result of one-off incidents.

Early symptoms may be temporary muscular aches and pains, but if such work is not properly managed, they can develop into chronic and disabling disorders. Cumulative damage can build up over time causing pain and discomfort in necks, backs, shoulders, arms, hands or fingers.

Most cases could be avoided by the provision of suitable and regularly maintained mechanical aids together with relevant training on using the equipment safely and manual handling.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, in relation to manual handling activities, and to comply with all relevant legislation.

Employer Responsibilities

To ensure that manual handling activities are undertaken safely and that safe systems of work are clearly understood throughout the school, we will:

- identify all manual handling tasks and situations where there is a risk of injury;
- avoid manual handling tasks, wherever practicable;
- assess and reduce unavoidable risks;
- provide employees with adequate information, instruction and training to enable them to perform their work safely;

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- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- identify all manual handling operations and activities undertaken by our employees;
- complete an initial appraisal of all operations to determine if a risk of injury to employees is present;
- avoid, wherever possible, manual handling tasks where there is a risk of injury to employees;
- complete a detailed assessment of each manual handling operation if the risk is unavoidable;
- develop safe systems of work;
- inform all employees involved in manual handling operations of any possible risks and how these can be avoided;
- provide employees with sufficient information, instruction and training on approved, safe manual handling techniques to ensure their health and safety whilst undertaking tasks;
- deliver appropriate training in the use of any mechanical aids employees are expected to use;
- ensure appropriate health checks are made on the individuals performing the tasks, especially vulnerable people, and ensure that employees bring to our attention any changes in their own medical conditions; and
- periodically assess accident records to identify any trends in musculoskeletal injuries and ensure that serious injuries are appropriately reported.

Controls

- Health & Safety Induction and Annual Confirmation
- Manual Handling Briefing
- Manual Handling Activities Register
- General Manual Handling Risk Assessment
- Health Monitoring Form

Information/advice/guidance:

- HSE guide: Manual handling at work
<http://www.hse.gov.uk/pubns/indg143.pdf>

Compliance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (as amended 2002)
- Personal Protective Equipment at Work Regulations 1992 (as amended)

Linked Policies:

- Health and Safety Policy
- Risk Management Policy
- Staff Induction Policy