



## MANUAL HANDLING OPERATIONS POLICY

<b>Date</b>	<b>Purpose of Issue / Description of Change</b>	<b>Equality Impact Assessment Completed</b>
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<b>Policy Officer</b>	<b>Senior Responsible Officer</b>	<b>Approved By</b>	<b>Date</b>
Head of Health & Safety	Chief Operating Officer	Health & Safety Committee	24 <sup>th</sup> May 2017

This Policy will be reviewed in 2025

## **1. INTRODUCTION**

Manual handling injuries are part of a wider group of 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. Work-related musculoskeletal disorders (WRMSDs) could affect muscles, joints, and tendons in all parts of the body. Most WRMSDs develop over time.

Statistics from the Labour Force Survey (LFS) indicate 470,000 workers suffered from WRMSDs (new or long-standing) in 2020/21, a prevalence rate of 1,420 per 100,000 workers, accounting for 28% of all work-related ill-health cases. Manual handling, lifting, and carrying are some of the prime causative factors in the development of work-related musculoskeletal disorders.

To prevent injuries and the potential long term health impacts associated with manual handling activities, employers must seek to avoid manual handling operations, so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process. If this is not possible, a suitable and sufficient assessment of the risks from hazardous manual handling operations must be prepared with appropriate controls put in place to reduce risks.

## **2. POLICY STATEMENT AND SCOPE**

It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant statutory requirements and good practice, to ensure the health and safety of staff, students, and visitors to the University.

This Policy Standard states the requirements placed on Colleges and Professional Services to ensure manual handling operations, associated with their activities, are carried out safely. It also states the duties and responsibilities placed on staff, students and others when undertaking such tasks.

### **The Policy applies to:**

- All Colleges and Professional Services.
- All staff, students and others undertaking manual handling tasks on behalf of a College, School or Service.

### **The Policy does not apply to:**

- Manual handling operations associated with a contractor's undertakings.

## **3. RELATED POLICIES AND LEGISLATION**

In addition to those general duties in law, the University and its constituent Colleges and Professional Services, have a specific obligation under the Manual Handling Operations Regulations 1992 (as amended), to assess the risks associated with manual handling operations and introduce measures to, so far as is reasonably practicable, eliminate or control risks.

## **4. DEFINITIONS / TERMINOLOGY**

For the purposes of this Policy the following definitions apply:

- Manual Handling Operation: Any transporting or supporting of a load (including the lifting, pushing, pulling, carrying, or moving thereof) by hand or bodily force.

## **5. DUTIES OF THE UNIVERSITY**

The University has a general duty to take all reasonable steps to secure the health and safety of staff, students and / or other persons performing manual handling operations on behalf of a College / School / Professional Service. This includes:

- a. Establish, through this Policy, procedures to comply with legislation to safeguard the health and safety of staff, students and others carrying out manual handling operations as part of a University related activity.
- b. Provide adequate resources to support the implementation of this Policy.
- c. Delegate, in line with the University's management system, the duty to implement this Policy to Deans of College and Directors of Professional Services.

## **6. COLLEGE / PROFESSIONAL SERVICE RESPONSIBILITIES**

Each Dean of College / Director of Professional Service has a duty to manage the risks associated with manual handling operations undertaken by staff, students, and others as part of a College / School / Service activity. As such each College and Professional Service must:

- a. Implement management arrangements to eliminate manual handling operations, or, where this is not possible, reduce the risks arising from a handling task.
- b. Identify all manual handling operations within their area of responsibility.
- c. Dependent on the nature of handling operations (e.g., frequency, complexity), nominate a competent member of staff to act as a local 'Manual Handling Assessor'<sup>1</sup>.
- d. Undertake a preliminary appraisal of manual handling operations utilising the Health and Safety Executive's Risk Assessment Tools (see Further Guidance below).
- e. Arrange for a more detailed Risk Assessment (if the preliminary appraisal indicates one is required), that considers the task to be performed and the varying needs posed by individuals performing the task, e.g., physical capabilities.
- f. Establish controls, as directed by the Risk Assessment.
- g. Purchase suitable mechanical aids, if required by the Risk Assessment.
- h. Inspect and maintain aids as necessary to ensure they remain in good working order.
- i. Provide appropriate instruction, training and supervision to staff, students and others performing manual handling operations to make them aware of the potential risks associated with the task and the correct techniques and equipment to use.
- j. Review the Risk Assessments regularly, with updates communicated as needed.
- k. Ensure handling related accidents and incidents are reported to Health and Safety promptly and investigated accordingly, with action taken where possible, to prevent a reoccurrence of the event.
- l. Maintain records as required, e.g., Risk Assessments, training, inspections / maintenance, and statutory records<sup>2</sup>.

## **7. DUTIES OF STAFF, STUDENTS AND OTHERS**

All staff, students, and others e.g., volunteers performing manual handling tasks as part of a College / School / Service activity must:

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<sup>1</sup> Contact Health and Safety for further information regarding Manual Handling Assessor Training

<sup>2</sup> The Lifting Operations and Lifting Equipment Regulations (LOLER) applies to some lifting aids e.g., pallet trucks. Such items must be notified to the University Insurance Officer to ensure a competent engineer undertakes statutory examinations

- a. Follow all instruction and training provided to ensure their health, safety and well-being when performing the manual handling task.
- b. Use equipment provided to minimise manual handling activities and risks.
- c. Never struggle to undertake a task outside of their physical capabilities and / or training and instruction.
- d. Inform their Supervisor, Line Manager, and H&S Coordinator or directly to Health and Safety, immediately of anything, including illnesses or medical conditions, which could affect their fitness to perform manual handling tasks.
- e. Report any concerns, accidents or incidents to their Supervisor, Line Manager, and H&S Coordinator or directly to Health and Safety immediately.

## **8. EQUALITY IMPACT ASSESSMENT**

Every effort must be made through the risk assessment to support individuals so they are treated equally and can undertake tasks in the same way as their peers. However, in some instances, there may be a requirement to treat an individual differently to ensure their health, safety and well-being when undertaking manual handling operations. This will not always be associated with a protected characteristic but down to an individual's general physical capability to carry out a manual handling operation. In such circumstances the person will be involved in the risk assessment process and where required, advice of Health and Safety will be sought.

## **9. FURTHER GUIDANCE**

Please visit the University's Health and Safety Website for further information and signposting to relevant authoritative guidance, including the Health and Safety Executive's (HSE) 'tools' for identifying and assessing manual handling risks ([HSE Toolkit for MSDs](#)).

## **10. REVIEW AND AUDIT PROCEDURES**

Health and Safety, Campus Services may undertake periodic audits or reviews to assess the effectiveness of and compliance with, this Policy.

Colleges / Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

The Health, Safety and Emergency Management Task Group will review this Policy in accordance with the agreed Review Schedule, with any significant changes considered by the University Health and Safety Committee.

**End.**