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Manual Handling

Document Control:

Policy Owner:	The Director of Health and Safety or equivalent position
Policy Author(s):	Graham Hakes, Senior Health & Safety Advisor
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Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
V1.1	05/03/18	Initial version of document	John Phillips, Director of H&S
V1.2	24/08/22	Review – Minor administrative changes	Mayur Patel, Health and Safety Officer
V1.3	26/06/26	Review – minor amendments, converted responsibilities to a grid, change of template.	Graham Hakes, Senior Health & Safety Advisor

1. Purpose

- 1.1. The Manual Handling Operations Regulations 1992 set minimum standards for protecting individuals from risks arising from manual handling activities including: lifting, lowering, pushing, pulling, carrying, or otherwise moving loads by physical force.
- 1.2. Manual handling injuries account for more than a third of all accidents reported to the Health and Safety Executive (HSE) each year. The purpose of this Policy is to ensure that the University systematically identifies, assesses, and controls risks associated with manual handling activities, thereby reducing the likelihood of injury.

2. Scope

- 2.1. This Policy applies to all manual handling activities undertaken across the University's campuses, including Gibbet Hill, Westwood and Stratford Innovation Campus.
- 2.2. It also applies to work activities managed by the University off-campus and any other locations or activities under the University's control.
- 2.3. This Policy is supported by associated arrangements, instructions, and guidance, which are available on the [University's Health and Safety web pages](#).
- 2.4. Under the provisions of Regulation 26, Safety Regulations, and associated University Health and Safety Policy documents, it is the duty of all staff, students, and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

3. Responsibilities

- 3.1. The table below outlines the key responsibilities associated with this Policy and should be read alongside the detailed role responsibilities set out in the [Leadership and Management of Health and Safety at the University of Warwick](#) documents.

Role	Responsible for
Director of Health and Safety or equivalent position	Advising on legal standards and regulatory requirements. Ensuring relevant policy documentation is maintained on the University website. Arranging monitoring, spot checks, and audits to provide assurance of compliance.
Heads of Departments	Ensuring this Policy is implemented within their respective areas. Ensuring that suitable and sufficient risk assessments are completed, appropriate control measures are implemented, and cooperation is maintained with host employers where applicable.
Departmental Senior Administrative staff	Supporting Heads of Department in meeting their responsibilities under this Policy.
Technical Services Managers	Ensuring that technical activities, equipment, facilities and technical staff are managed safely. Ensuring risks are assessed, equipment is maintained, staff are trained and supervised, and relevant safety arrangements are communicated and implemented.
Supervisors & Managers (including Academic staff e.g. Principal Investigators)	Ensuring that all work activities and research projects under their control are planned, conducted, and supervised safely. Ensuring appropriate risk assessments are completed and that staff and students are competent, trained, and supported, and are recorded in accordance with UK GDPR Regulations.
All staff	Complying with this Policy and all associated arrangements, instructions and guidance. Take reasonable care of their own health and safety and that of others who may be affected by their actions.

RACI Matrix	
Responsible	Director of Health & Safety or equivalent position Heads of Department or equivalent position (e.g. Dean of School, Directors etc.)
Accountable	Vice Chancellor
Consult	Departmental Senior Administrators Technical Services Managers Health and Safety Services
Inform	Supervisors & Managers (including Academic staff e.g. Principal Investigators) All staff

4. Policy Statement

- 4.1. The University's approach to managing manual handling risk follows the methodology endorsed by the Health and Safety Executive (HSE), including the use of HSE tools and guidance where appropriate.
- 4.2. General Risk Assessments must identify tasks involving manual handling and assess the associated risk of injury. Researchers, line managers, and supervisors are responsible for completing these assessments and must consider manual handling risk as part of general risk assessments. The [Manual Handling Decision Tree](#) can support this process where necessary.
- 4.3. Where manual handling is identified as a potential risk, a specific manual handling risk assessment must be completed using the University's Manual Handling Initial Assessment Tool, which will help with the development of further controls to remove or reduce the risk. The preferred approach is to eliminate the need for manual handling wherever reasonably practicable, followed by automation or risk reduction through suitable control measures.
- 4.4. If the initial assessment indicates that significant risk remains, a detailed Manual Handling risk assessment must be carried out. For more information, please contact [Health and Safety Services](#).
- 4.5. Risk assessments must consider tasks characteristics, repetitive movements, and individual capabilities or differences, load characteristics, and the working environment, in line with HSE guidance.
- 4.6. Nominated individuals will be trained as manual handling risk assessors and as manual handling trainers, so that 'on the job' training can be provided to those carrying out manual handling activities in a timely and cost-effective manner.

5. Associated Documents

[Manual Handling at Work \(HSE\)](#)
[Manual Handling - UoW](#)