

Manual Handling Policy

The Manual Handling Operations Regulations 1992 set minimum standards for the protection of individuals from risks related to work activities involving lifting, lowering, pushing, pulling and any other movement of a load by physical force: manual handling injuries account for more than a third of all accidents reported to the Health and Safety Executive (HSE) each year.

This Policy applies to all work activities across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. The Policy also applies to all activities managed by the University at off-campus accommodation properties. This Policy is supported by arrangements, instructions, and guidance, which are available on the University's Health and Safety web pages.

Under the provisions of Ordinance 18, 'Health and Safety in the University', it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with 'The Statement of Health and Safety Policy', together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

Core Principles

1. The University's approach to managing manual handling risk mirrors exactly the approach endorsed by the Health and Safety Executive (HSE), using their tools and risk assessment documents as necessary.
2. General Risk Assessments of work activities should identify where manual handling is required and where it presents a risk of injury. Researchers, line managers and supervisors responsible for carrying out risk assessments should consider manual handling risk as part of all of their general risk assessments, using the Manual Handling Decision Tree where necessary to help inform this process.
3. When manual handling is identified as a potential issue a specific risk assessment must be carried out by researchers, line managers and/or supervisors 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 standard approach should be to try and eliminate, automate or reduce the risk wherever possible.
4. Should the results of such an initial assessment show that the risk is still significant then a detailed Manual Handling Risk Assessment must be carried out. This assessment should only be carried out by trained manual handling assessors: for more information please contact the Health and Safety Department.
5. As per the HSE's requirements, risk assessments must consider tasks, repetitive activities and individual differenced or capabilities, alongside other factors such as the nature of the load and the working environment.
6. Nominated individuals will be trained as manual handling risk assessors and also 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.

Responsibilities

Heads of Departments are responsible for the implementation of this Policy with regard to manual handling activities carried out within their respective departments, and for its communication to their staff as appropriate.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

Review

This policy is dated March 2019. The policy will be reviewed at least annually.

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