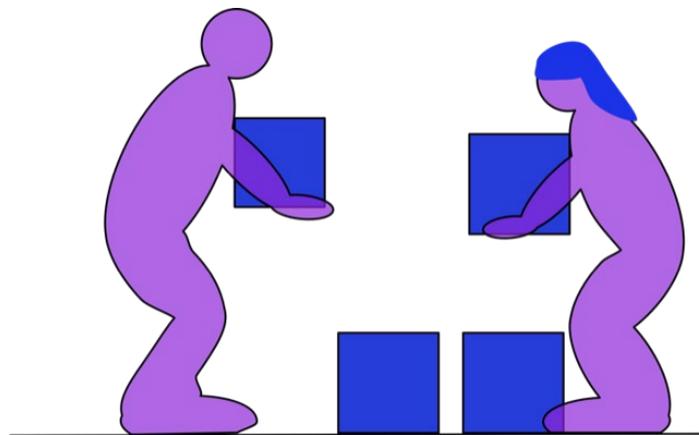


Safety Code of Practice 37

2nd Edition, December 2022

MANUAL HANDLING



Summary			
This Code of Practice establishes the minimum requirements for all Schools and Functions to ensure suitable control arrangements are considered for all Manual Handling activities undertaken by University Staff, Students and others as deemed appropriate by the University of Reading Management.			
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1 INTRODUCTION

This Code of Practice establishes the minimum requirements for Schools and Functions to ensure suitable control arrangements for Manual Handling activities undertaken by University Staff and Students

It aims to minimise the risks from manual handling activities at work. Manual handling includes lifting, holding, carrying, pushing, pulling, and putting down. The health impact of uncontrolled manual handling can include musculoskeletal injuries, repetitive strain injuries and long-term chronic pain and disability.

2 APPLICATION

This Code of Practice applies to manual handling including on campuses, farms, fieldwork sites and at other locations where University staff and students are carrying out work activities. Manual handling includes the movement of stationery, artwork, foodstuffs, animals and people, and the movement of catering, research, display, event, and maintenance equipment. It may also include repetitive actions such as laboratory pipetting and milking tasks.

Responsibilities

HEAD OF SCHOOL/ HEAD OF FUNCTION are responsible for ensuring that appropriate processes are in place to ensure that activities are risk assessed, control measures are implemented, appropriate training is identified and carried out and then compliance is monitored periodically.

They are responsible for ensuring that practical arrangements for school activities are in place and on a regular basis check that they are suitable and sufficient for the manual handling operations being undertaken by their reportees, whether that is University staff, students, contactors etc.

MANAGERS/ SUPERVISORS are responsible for ensuring that all appropriate controls and requirements are in place for the protection of the operative undertaking the manual handling activity.

They should;

- Ensure reportees avoid manual handling at work which involves a risk of injury as far as reasonably practicable.
- Ensure that a manual handling risk assessment and safe system of work if applicable have been carried out for the activity as per the requirements of the University of Reading's Code of Practice 4 on Risk Assessment.
- Ensure that operatives identified to carry out any manual handling task are suitably fit to carry out the task.
- Ensure that the risk assessments, safe systems of work and any other appropriate control measures are communicated to the operatives undertaking the manual handling activity.
- Ensure that operatives undertaking the activity have had suitable and sufficient manual handling training appropriate to the level of risk before they are engaged in carrying out the task.

- Ensure that operatives undertaking the activity are competent in their role, in the task and understand any risks associated and control measures before and whilst carrying out the task.
- Ensure any equipment identified in the risk assessment for the task is provided and in a serviceable condition.
- Ensure any operative required to operate any equipment identified in the risk assessment is suitable competent to operate the equipment.
- Review the safety documentation/ processes post operation and make appropriate changes if required.
- Seek advice from local Health and Safety Co-ordinator when needed.

OPERATIVES are responsible for ensuring that they;

- Fully understand their role in the task that is required of them.
- Follow appropriate risk control measures in place.
- Follow any appropriate safe system of work or risk assessment provided for the task.
- Ensure any manual handling equipment is serviceable and use it if provided. Should they discover it is not serviceable, they must report it to their **Manager/Supervisor**
- Adopt the safe lift techniques that they have been trained to follow.
- Stop if they feel the controls in place are not suitable and sufficient and obtain additional guidance from their **Manager/Supervisor** or local **Health & Safety Coordinator**
- Inform their **Manager/Supervisor** of any health conditions which may impair their ability to undertake the task.
- Take reasonable care of themselves and others effected by the manual handling activity.

HEATH AND SAFETY COORDINATOR is responsible for providing advice on manual handling risk assessment and risk control, when requested, and seeking further assistance from their Liaison Advisor when needed.

HEALTH AND SAFETY SERVICES is responsible for providing advice when requested and providing manual handling training and guidance materials via its webpages. HSS can utilise a range of assessment tools and access specialist services, including from the Occupational Health Service and external ergonomists and human factors specialists when necessary.

Requirements:

- Work and workplaces should be designed to avoid the need for manual handling as far as reasonably practicable.
- All manual handling tasks should be assessed prior to them being undertaken by suitably competent person.
- All manual handling tasks with the potential to cause harm should have a suitable and sufficient risk assessment prepared and documented before the task is undertaken.
- All control measures should be briefed to all those undertaking the task prior to the task taking place.
- All manual handling risk assessments should be reviewed in line with the requirements established in Code of Practice 4 Guide to Health & Safety Risk Assessment
- A maternity risk assessment should be developed for any expectant woman or woman having given birth within the previous 6 months This should include the additional risk of any manual handling activities and be developed in consultation with the individual. For more information, please refer to Code of Practice 57 Maternity

- All equipment identified in the risk assessment should be available, serviceable and used when undertaking the activity.
- Manual handling should be either eliminated or reduced as far as reasonably practicable when any building modifications, changes of use or in the design of new buildings are undertaken.
- Any manual handling injury will be notified to **Health & Safety Services** via the University's accident report system as soon as possible following the incident.

2 COMPETENCE & TRAINING

All **Managers, Supervisors** who are involved with any manual handling tasks or overseeing manual handling tasks should undertake manual handling training and manual handling risk assessment training.

All **Operatives** who are involved with any manual handling tasks should undertake manual handling training.

It is recommended that all **Health & Safety Coordinators**, also undertake manual handling risk assessment training to enable them to assist with any manual handling related queries.

3 REVIEW

Any documentation produced to support manual handling activity should be reviewed;

- Periodically and following significant changes to the activity taking place.
- Following any incident occurring relating to any injury caused by the manual handling activity.

4 RECORDS & RETENTION REQUIREMENTS

Manual handling risk assessments, safe systems of work and training records should be retained for a minimum of 3 years following the activity. date of any reported incident where an injury has occurred.

5 RELEVANT LEGISLATION

- The Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992

6 ADDITIONAL INFORMATION RESOURCES

- HSE Guidance Website - <https://www.hse.gov.uk/msd/index.htm>
- Manual Handling – Manual Handling Operations Regulations 1992 – Guidance on Regulations L23 (Fourth Edition) - <https://www.hse.gov.uk/pubns/books/l23.htm>
- University of Reading Codes of Practice - <https://www.reading.ac.uk/health-safety-services/>
- University of Reading Manual Handling web resources - <https://www.reading.ac.uk/health-safety-services/topics/manual-handling>