



**Manual
Handling Policy**

October 2024

History of Changes

Version	Description of Change	Authored by	Date
1.1	Update to section 3.2 regarding manual handling injuries	K Drum	03/06/16
2.1	Changed reference from PL's to CLM	K Drum	09/08/19
3.1	Complete review. Changes made: Job title - Curriculum Learning Manager updated to Head of Sector. Health & Safety Committee updated to Health, Safety & Safeguarding Committee. PPE updated to include, " Do not wear/use if damaged, broken or does to fit correctly." U Drive – updated to Health & Safety Tile on Staff Portal.	K Fitzgerald	21/10/2024

1 Introduction

1.1 General Policy Statement

Borders College recognises that as an employer it has a legal duty to avoid manual handling activities, which carry a risk of injury, so far as is reasonably practicable. We achieve this by redesigning the task, through the use of mechanisation and handling aids. Where this cannot be achieved we will assess the risk and implement such measures as are necessary to control it to a reasonable level.

The Manual Handling Operations Regulations 1992 apply to the physical handling of loads by employees including lifting, pushing and pulling.

They place a duty on employers to:

- avoid hazardous manual handling operations where possible
- assess any hazardous manual handling operations that cannot be avoided
- reduce the risk of injury, so far as is reasonably practicable.

The legal definition of 'manual handling' in terms of the Manual Handling Operations Regulations 1992 (MHOR), is "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

The Regulations also require that employees must make full and proper use of any system of work provided by us.

2 Scope

This policy applies to all staff and students, who are required to carry out manual handling activities.

Statistics show that manual handling is one of the most common causes of absence due to injury in the workplace. More than one third of accidents at work, which result in lost time, are caused by manual handling activities.

3 Key Principles

3.1 Risk Assessment

For most departments in the college, Manual Handling assessment forms part

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of the Departmental Risk Assessment. If the Departmental assessment identifies tasks that may be outside the Health and Safety Executive's (HSE) guidelines a specific Manual Handling risk assessment will be undertaken, by the Health & Safety Manager and Head of Sectors. This assessment will identify specific tasks where manual handling can't be avoided and put in place control measures to reduce the risk to the lowest level, reasonably practicable.

Manual handling risk assessments will be reviewed every two years or after a significant change to activities, procedures or personnel in the area covered by the assessment.

Completed assessments will be stored in the H&S Tile on the Staff Portal, where it can be viewed by all staff.

3.2 Risk Control Measures

Where handling aids such as trolleys, pallet trucks and sack barrows have been provided, staff must follow procedures and use the equipment for its intended use. Any defects to equipment should be reported to the 'Facilities' department and if deemed not to be fit for purpose, should not be used till repaired or replaced.

Relevant staff will be trained in safe manual handling techniques and the correct use of mechanical equipment provided. Refresher training will be carried out for those staff whose roles include manual handling on a regular basis.

When Personal Protective Equipment (PPE), such as gloves or safety footwear, has been provided this must be worn. (Do not wear/use if damaged, broken or does not fit correctly).

Staff should assess items that need to be moved and if deemed beyond their individual capability's assistance should be sought. Safe systems of work for manual handling activities can be found in the manual handling section of the Health and Safety Procedures manual.

Any member of staff who has an existing condition or develops any condition that may impact on their ability to carry out manual handling activities, as described in section 1 of this policy, must inform their line manager so that additional control measure can be implemented if required.

If any member of staff has a number of incidents or accidents relating to manual handling activities, they may be referred to Occupational Health as part of our ongoing health surveillance program and to ensure they are not put at risk.

4 Responsibilities

- 4.1 The Health, Safety & Safeguarding Committee have the responsibility for approving this policy.
- 4.2 The Health and Safety Manager has responsibility for updating the Policy.
- 4.3 All staff have the responsibility for implementing the Policy.
- 4.4 All staff and students have a responsibility to abide by the Key Principles of this Policy.
- 4.5 All staff and students have a responsibility to inform their line manager or lecturer if they have a health condition that would increase their risk of injury when carrying out manual handling activities.
- 4.6 New and expectant mothers and others who have a health condition that would put them at an increased risk of injury, are not permitted to carry out manual handling activities.

Specific duties for Managers, Head of sector, lecturers and other employees, are detailed in the Manual handling section of the H&S Procedures manual.

5 Related Documents

- 5.1 Health and Safety Procedures Manual
- 5.2 Health and Safety Policy
- 5.3 Manual Handling Operations Regulations 1992

6 Review

This policy will be reviewed every three years or more regularly if required.

Status: Under review by Health, Safety & Safeguarding Committee
Policy Dated: October 2024
Author: Health & Safety Manager
Review Date: October 2027
Equality Impact Assessed: Yes