

Manual Handling

Date Approved:	01/12/2022	Approved By:	Managing Director		
Next Review Due Date:	01/12/2023	Manual ID Number:	BSA020	Version No:	2
Author and Responsible Manager:	Head of Centre				
Applicable to:	Staff				
Publication:	Staff SharePoint				

Document Control

Version	Date	Author	Notes on Revisions

Contents

Section	Section Title	Page Number
1	Introduction	3
2	Managing Manual Handling Risks	3
3	Assessment of Risk	3
4	Minimising Manual handling Risks	4
5	Assessing and Performing Lifts	4
6	Equality Impact Assessment	5
7		

1. Introduction

This procedure is a guide for staff to follow for safe manual handling practice. All staff are responsible for following steps detailed in this procedure for any manual handling activities.

Taking into consideration manual handling is an activity that involves lifting, pushing, pulling, carrying, moving, holding, or restraining. It also included constant and awkward postures or repetitive movement. Good manual handling techniques can help to prevent injury.

Individuals of any age or gender have differing physical abilities.

2. Managing Manual Handling Risk

Lecturers identify work activities that involve manual handling and things that may pose a risk to employees and students. Risks are assessed and treated. The manager ensures monitoring and review of all manual handling systems and procedures on a regular basis.

3. Assessment of Risk

Each manual handling job is broken down into individual tasks to assist in identifying the range of potential manual handling hazards.

Manual handling hazards are considered through employee consultation, reviewing incident reports and workers compensation records, and through observation.

Head of Service and staff observe and record:

- How workers may become injured.
- Workplace and workflow design.
- How tools are stored and accessed.
- How and where equipment is used.
- How workers perform their tasks.
- Tasks that require awkward postures and movement and/or that are forceful or repetitive.

When assessing manual handling risks, consider the following:

- Characteristics of the load
- Worker posture and position
- Duration and frequency of manual handling
- Load location and distance to be moved
- Workplace and workstation layout
- Staff members health, skills and experience
- Needs of the staff members
- Available equipment and resources to assist moving load
- Work environment

4. Minimising Manual Handling Risk

The lecture ensure work practices are designed to minimize risk and be consistent with the safe handling of objects

All objects, work practices and the working environment are designed, constructed, and maintained to eliminate risks arising from manual handling.

The work health and safety regulation establish a hierarchy of controls to minimise risk as outlined below:

- Isolate the hazard from the person
- Substitute the hazard with a lesser hazard, for example use two x 10kg bags instead of one x 20kg
- Minimise the risk by engineering means, for examples ensuring staff have adjustable workstations to avoid unnecessary reaching or bending.
- If one measure does not control the risk, a combination is used.
- Provide personal protective equipment (PPE) to assist with the move
- If one measure does not control the risk, a combination is used

Where it is not practical to eliminate manual handling risks, the lecturer designs the work activity to control these risks and, if necessary:

- Modify the design of objects or the work environment considering work design and work practices.
- Provide mechanical aids or as a last resort using team lifting.
- Ensure staff are trained in manual handling techniques, appropriate use of aids and team lifting procedures.

5. Assessing the Lifts

Before undertaking to lift an object, assess the start and finish heights and ensure clear pathways. For objects over 16kg use mechanical aids or, as a last resort use two or more people. For large (awkward) objects or even lights ones, use mechanical aids or 2 people to lift. Consider your own capacity (any existing injuries or recovering from an illness).

6. Performing a lift

- In preparation for lifting an object, warm up the muscles by stretching and then test the weight of the load.
- Begin with a smaller load using a whole hand grip.
- For better balance, use a wide base of support and position yourself with your feet shoulder length apart.
- Use smooth motion and hold the load close to your body.
- Maintain the natural curve of the spine as you move through the lift.
- Use hip and knee joint to bend to the object rather than bending the spine in exaggerated curves. Do not twist or bend the back sideways.

There is equipment (Lifting apparatus) available to assist staff to move or lift heavy items. The equipment is stored in the workplace.

7. If discomfort occurs

Following the lift or move, report any discomfort you feel to your direct point of call.

- Apply ice initially to the area and try to rest of area. Apply heat, stretches and massage to the area, keeping active to hasten recovery.

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Author and Date: Dionne McCann Nov 2020	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision (Tick as appropriate) Expected Implementation Date: Nov 20 What is the Review Date: Every 2 Years
Equality and Diversity. Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews
Is this policy of a high/medium or low risk? :	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low