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Engineering UTC Northern Lincolnshire

# Manual Handling Policy

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***Anesta McCullagh***

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| **Author (name & job title):** | Anesta McCullagh, Principal |
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## Document History

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## 1. DEFINITION

Manual Handling Operations means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

## 2. RATIONALE

**2.1** There is a legal requirement for the organisation to have a Health and Safety policy that includes a manual handling statement.

**2.2** Manual Handling is frequently carried out by staff employed across the college (here after referred to as 'the organisation'). Manual Handling causes a known risk of muscular-skeletal injuries.

**2.3** This policy has been adapted to provide clarity and consistency of manual handling guidelines within the organisation.

## 3. OBJECTIVES

**3.1** The organisation will comply with the requirements of the law as stated in:-

- The Health & Safety at Work Act 1974
- The Manual Handling Operations Regulations 1992
- All other legislations, or parts thereof, relating to manual handling and provision and maintenance of equipment
- Follow the Manual Handling policy

**3.2** The organisation will prevent musculo-skeletal injury to staff as a result of manual handling by reducing the risk to the lowest level possible.

**3.3** The assessment and reduction of risks from manual handling aims to achieve:-

- A safe working environment
- Suitable and sufficient equipment to reduce manual handling risk
- Well trained staff who take care of their own health and safety and that of others

## 4. MANUAL HANDLING RISK MANAGEMENT SYSTEM

**4.1** Measurement of the health of staff

The following will be taken into consideration which may affect individual capabilities of employees:

- General Physical Capability

A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit and healthy employees. An employee can decide whether or not they can manage the tasks to be performed. However, the Principal has a duty to ensure the employee is physically capable of completing the task without injury.

- People with Health Problems

Conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Disability Discrimination Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily.

- New and Expectant Mothers

The law requires employers to make allowances for pregnant women and those at high risk after childbirth, for about six months, to prevent injury from the physical work involved in manual handling procedures. A risk assessment must be carried out on the expectant mother and reviewed monthly as long as the expectant mother continues to work.

- Young workers

Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision are needed.

Accidents and incidents occurring at work that result in muscular-skeletal injury will be thoroughly analysed.

**4.2** Avoidance of risk

The organisation will eliminate, as far as is reasonably practicable, the need for its employees to carry out any manual handling tasks that involve the risk of injury.

**4.3** Assessment of risk

The risk to staff will be assessed and documented where manual handling operations cannot be avoided. The risk assessment will consider:

- Task
- Load
- Individual capacity
- Environment
- Other factors

**4.4** Reduction of risk

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when this should be organised and implemented by.

The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

## 5. RISK MANAGEMENT PROCESS

**5.1** Responsibility for assessment

The Principal has the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the college which are regularly reviewed.

**5.2** Manual Handling Adviser(s)

The Principal will ensure a competent person or persons are trained to carry out risk assessments. The manual handling adviser will also train in safe systems of work and monitor for good practice.

## 6. REDUCING THE RISK

**6.1** A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable".

**6.2** Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advise will be sought if necessary.

**6.3** Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

## 7. INFORMATION AND TRAINING

The organisation will ensure all employees receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislations, policies and procedures they must follow to reduce the risk of injury
- Inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling
- The Principal is responsible for ensuring all employees attend training sessions

## 8. RESPONSIBILITIES

**8.1** The Principal along with the manual handling advisers will ensure:

- Manual handling risk assessments have been carried out and updated as necessary or at yearly intervals
- Following risk assessments, a remedial action plan has been documented and acted upon in the given timescales
- Employees are monitored to check safe systems of work are being followed
- All employees have manual handling training and records of attendance are kept
- Manual handling accidents and incidents are fully investigated and followed up as necessary
- Liaison with OTs and Physiotherapists to give a multi-disciplinary approach to manual

**8.2** Employees must:

- Be aware of their responsibilities under the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992
- Attend manual handling training sessions provided by the organisation
- Seek assistance and extra training if their level of knowledge is insufficient for a new situation
- Be aware of their individual capabilities for manual handling and not exceed it
- Report all manual handling accidents, injuries or near misses using the accident/injury reporting system complying with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995