



Document Title:	Manual Handling Policy & Procedure
Audience:	All staff
Document Date:	October 2019
Document Revision Date:	October 2022
Document Location:	N Drive: HR/AllUsers/Policies and Procedures PeopleHR / Company Documents

## 1. Introduction

As a responsible employer Royal Holloway Students' Union (RHSU) is committed to the provision of an environment in which we reduce the risk of injury as far as reasonably practicable from a Manual Handling task in accordance with the relevant statutory provisions; Management of Health and Safety at Work Regulations 1999 and Manual Handling Operations Regulations 1992, as amended.

The purpose of this Policy, together with training provided, is to enable comprehensive management action to be taken to control potential hazards and risks at departmental levels. The requirements of this Policy are based on the principle that staff shall not undertake manual handling tasks having the potential to cause harm, unless they have been risk assessed. Appropriate risk assessment training will be provided to any staff undertaking risk assessments. Where a risk assessment has identified a task or activity to be necessary, RHSU is committed to ensuring that sufficient information, instruction, training and equipment is provided.

## 2. What is Manual Handling?

Manual handling is the transportation or supporting of a load. This includes lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box or trolley.

## 3. Employer Responsibilities

The Manual Handling Regulations require employers to:

- i. **Avoid** the need for hazardous manual handling, so far as is reasonably practicable. Line managers should undertake a review of manual handling tasks to establish, in the first instance, whether these need to be undertaken or whether less hazardous options are available.
- ii. **Assess** the risk of injury from any hazardous manual handling that can't be avoided through a risk assessment. Most assessments will require just a few minutes observation to identify ways to make an activity easier and less risky. It will identify any existing controls and whether they are adequate.
- iii. **Reduce** and control the risk of injury from hazardous manual handling, so far as is reasonably practicable, from the information gathered from the risk assessment. This may include the provision of information, instruction and training; or the provision of equipment (i.e. sack truck).
- iv. The risk assessment should be recorded and should focus on controls. Line managers should review the risk assessment on an annual basis or more frequently if the assessment has identified this to be necessary.

## 4. Employee Responsibilities

All staff have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions. This includes a responsibility not to undertake any manual handling activities that may cause themselves or others harm.

Employees must not use any device or aid to manual handling without the appropriate training and must refer back to their induction and training before undertaking any new Manual Handling tasks. Additionally staff must immediately bring instances having the potential to cause harm to the attention of their immediate line manager.

The most likely occurrences of manual handling for RHSU employees include but are not limited to:

- The receipt, storage and movement of stationary and other office equipment
- The receipt, storage and movement of uniform or clothing
- The receipt, storage and movement of stock within Trading Operations
- Moving paper records into archive storage
- Rearranging office furniture and equipment
- Moving marketing display boards
- Handling loads at outside events
- Movement and transport of sporting equipment
- Receipt and movement of deliveries for RHSU

Employees should use aids which are available to reduce the risk of injury, e.g. trolley, lifts.

Employees should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities. The assistance of other employees should be sought for moving large quantities or living heavy or awkward loads.

Any employee feeling a strain should stop immediately and record the incident via the Accident / Incident Report form.

## **5. Training**

All employees will receive manual handling training on commencement of their employment with the Students' Union. For permanent staff this will be via the completion of an online manual handling training module which will provide appropriate knowledge of the risks and safety measures associated with manual handling tasks. For those staff whose jobs may incorporate increased manual handling responsibilities (for example in Trading Services) more specific and practical training will be provided.

For student staff, training will be via a manual handling DVD at the commencement of their employment, with more practical examples provided during on the job training (i.e. in bar and security).

Where specific training is required to operate mechanical lifting or pulling equipment this will be provided by a competent person within RHSU. This may include but is not limited to:

- Pallet trucks – manual and electric
- Cage puller – electric

Refresher training will be provided regularly for all staff, and may be delivered online or in person, where appropriate a practical assessment will be requested to confirm understanding by staff.

## **6. Monitoring**

The implementation of this policy and procedure will be monitored at organisational level. Any accidents or near misses in relation to manual handling will be recorded centrally and will be reported to the Health & Safety Committee on a termly basis. Corrective action will be taken where necessary.