

MANUAL HANDLING POLICY & RISK ASSESSMENT

Next Gen
Support
Services

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1. INTRODUCTION

In accordance with the requirements of the **Manual Handling Operations Regulations 1992**, where the general risk assessment indicates the possibility of risks to employees from the manual handling of loads, the following hierarchy of measures will be followed::

- **AVOID** hazardous manual handling operations so far as is reasonably practicable; this may be carried out by redesigning the task, by automation or by mechanical means
- **ASSESS** any hazardous manual handling operations that cannot be avoided
- **REDUCE** the risk of injury as far as reasonably practicable for example by providing mechanical aids:
 - Provide training if your assessment shows that it is required
 - Provide information; in the form of notices and warnings.

Manual handling accidents cause a lot of time to be lost and are probably the most common accidents.

Assessments will enable management to plan, introduce and monitor measures needed to ensure compliance with health and safety legislation and to implement best practice.

Assessments will be reviewed when there is a reason to suspect they are no longer valid or where there has been a significant change in the matter to which it relates.

All significant findings of risk assessments will be recorded.

Employees will be consulted on risk assessments that affect their work and will be provided with comprehensible and relevant information on the risks to their health and safety identified by those assessments including the preventative and protective measures.

Anyone undertaking a risk assessment will be adequately trained in the risk procedure and is familiar with the activities involved in the activity being assessed. For some services / sections of Education Services, presenting few or simple hazards, a suitable and sufficient risk assessment will be a very straightforward process based on judgement and requiring no specialist skills or complicated techniques.

For a few intermediate cases specialist advice may be sought in respect of unfamiliar risks, such as those requiring some knowledge of ergonomics or more complex processes and techniques and in these instances the external risk management team will be able to give advice. The depth of risk assessment and time spent on it need not be great it will depend upon the risks posed.

2. DEFINITIONS

Injury; not only to the back but to any part of the body

Load: this must be a movable object for example a television set, a filing cabinet or even a child. This **does not** include an implement, tool or machinery

Manual handling involves the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

3. AREAS OF ACTION PRIORITY AND PROCEDURES

1. Workplace Managers have the responsibility to ensure hazardous manual handling operations are avoided so far as is reasonably practicable.
2. Workplace Managers must make an assessment of any hazardous manual handling operations that cannot be avoided.

3. Workplace Managers must take appropriate steps to reduce the risk of injury arising out of manual handling operations as far as is reasonably practicable. Their effectiveness should be monitored and if the desired effect is not achieved, the situation should be reassessed.
4. Workplace Managers shall ensure that employees are provided with details of the risks and the preventative/protective measures identified by the assessments are put in place.
5. Workplace Managers must ensure that significant findings are recorded.
6. Workplace Managers must review, and if necessary, modify their manual handling assessments whenever there are developments that suggest they may no longer be valid or there has been a significant change in the matters to which the assessment relates.
7. Workplace Managers must monitor steps taken to avoid manual handling or reduce the risk of injury to check that they are having the desired effect in practice.
8. Workplace Managers must ensure that where a risk of injury as a result of manual handling is identified employees are provided with specific information and training on manual handling risks and prevention.
9. Workplace Managers must take into account an individual's pregnancy, recent childbirth or health problem when undertaking a manual handling assessment. If a Workplace Manager suspects that an individual's state of health might significantly increase the risk of injury from manual handling operations, advice should be sought from the external risk management team.
10. Where a manual handling risk has been identified and is not an obvious risk in the role, Workplace Managers should ensure that external risk management has been informed so that this can be taken into consideration as part of pre-employment screening.
11. Employees must be advised to inform managers of any changes of circumstances that may affect their individual capability to undertake manual handling operations, including pregnancy and health problems.

It is essential that Workplace Managers familiarise themselves with the guidelines below or the system implemented within their school or centre before undertaking a manual handling assessment

MANUAL HANDLING ASSESSMENT GUIDELINES

RESPONSIBILITIES

Workplace Managers and supervisors are responsible for ensuring that risk assessments are undertaken for all work activities in their area of responsibility. A meaningful assessment can only be based on a thorough practical understanding of the type of manual handling tasks to be performed, the loads to be handled and the working environment in which the tasks will be carried out. There may be some areas of the assessment for which specialist advice is required, in these cases Workplace Managers and supervisors should contact the external risk management team. There must be consultation with the staff involved in the manual handling activity and relevant safety representatives throughout the process, on the findings and any action plan. They can assist by highlighting difficulties such as the size and shape of the load, how often they are handled or the circumstances in which the handling operations are carried out.

Employees whilst at work are required to make full and proper use of any system of work and/or equipment provided for their use by management in order to reduce the risk of injury during manual handling operations.

RISK OF INJURY

Workplace Managers need to establish whether any manual handling operation is likely to create a risk of injury. The general risk assessment should identify where there is a risk to employees from manual handling operations. At this preliminary stage a judgement should be made as to the nature and likelihood of injury. It may not be necessary to assess in great detail if the operation can be avoided or the risk is clearly of a low order. Workplace Managers should refer to the risk assessment template at **Appendix - B** to determine if any of the following manual handling operation poses an increased risk of injury.

Well-kept records of accidents and ill health can identify accidents associated with manual handling and may yield evidence of links between manual handling and ill health, including injuries apparently unrelated to any specific accident or incident. Other possible indicators of manual handling problems include high levels of absenteeism or staff turnover. Any regular occurrence of back disorders or other relevant ailments should be investigated. However, such indicators are not a complete guide and should be used only to augment other risk assessment measures.

If there is any doubt whether there is a risk of injury resulting from manual handling operations, the external risk management team should be contacted for advice.

ELIMINATION OF MANUAL HANDLING

Once a possibility of injury from manual handling operations has been identified, Workplace Managers must first determine whether it is possible to avoid the manual handling operation in question.

It is necessary to determine whether movement of the loads can be eliminated altogether= whether the operations are necessary or whether the desired result could be achieved in some entirely different way?

Examples include repairing equipment in situ where it is safe to do so or arranging for goods to be delivered to the point of use rather to a central point from which they will require subsequent relocation.

If load handling operations in some form cannot be eliminated entirely then further questions should be asked::

- Can the operations be automated?
- Can the operations be mechanised? (Although this can cause further risks that may need to be addressed.)

4. RISK ASSESSMENT

Where avoidance of a manual handling operation is not reasonably practicable a more detailed assessment needs to be carried out. Generic assessments are acceptable. Management should ensure the assessments adequately reflect the range of operations encountered.

When an assessment is undertaken it should cover the following:

- (a) The task.
- (b) The load.
- (c) The working environment.
- (d) Individual capability.

A pro-forma is provided at the end of this section.

The assessment must be kept up to date. It should be reviewed if new information comes to light or if there has been a change in the manual handling operation, where either of which could have affected the conclusion previously reached. The assessment should also be reviewed if a reportable injury occurs or a member of staff becomes pregnant.

The views of staff can be of particular value in identifying manual handling problems and practical solutions to them. Employees, safety representatives and safety committees should be encouraged to play a positive role in assessment process.

The assessment should identify in broad terms the problems likely to arise during the operations that can be foreseen and the measures that will be necessary to deal with them. These measures should include the provision of training to enable individual employees to cope effectively with the operations they are likely to undertake.

5. RECORDS

The significant findings of the assessment should be recorded and the record kept, readily accessible, as long as it remains relevant. This will be a minimum of three following completion of the activity. A longer period may be necessary if the activity involves the manual handling of service users/pupils.

The assessment need not be recorded if:

- it could easily be repeated and explained at any time because it is simple and obvious= or
- the manual handling operations are quite straightforward, or
- low risk and the time taken to record them would be disproportionate.

6. INDIVIDUAL CAPABILITY

Manual handling injuries are more often associated with the nature of the operation than with variations in individual capability. Therefore, any assessment that concentrates on individual capability at the expense of task or workplace design is likely to be misleading. However, it is an inescapable fact that the ability to carry out manual handling in safety does vary between individuals.

As a general rule the risk of injury should be regarded as unacceptable if the manual handling operations cannot be performed satisfactorily by most fit, healthy employees.

As part of an individual's pre-employment health screening, Occupational Health considers whether an individual is able to undertake manual handling and will advise accordingly. However this can only be based on the information provided by the individual. If manual handling is only part of the work to be undertaken and the Disability Discrimination Act applies, reasonable adjustments may need to be considered.

Allowances must be made for pregnancy where the manager could reasonably be expected to be aware of it, i.e. where it is visibly apparent or the employee has informed management that she is pregnant. Particular care should also be taken for individuals who may handle loads during the three months following a return to work after childbirth.

Allowance should also be made for any health problem of which the manager could reasonably be expected to be aware and which might have a bearing on the ability to carry out manual handling operations in safety. If there is good reason to suspect an individual's state of health might significantly increase the risk of injury from manual handling operations, advice should be sought from the external risk management team.

Where a manual handling risk has been identified and is not an obvious risk in the role, managers should ensure that external risk management team has been informed so that they can take this into consideration as part of pre-employment screening.

7. REDUCING THE RISK OF INJURY

Once the assessment has identified a risk of injury, managers must take appropriate steps to reduce that risk of injury to the lowest level reasonably practicable. These should address the risk in a practical and effective manner. Their effectiveness should be monitored and if necessary the situation should be reappraised.

Employees and safety representatives should be involved in any redesign of the system of work and encouraged reporting its effects. They should be encouraged in the development of good handling practice.

It will usually be convenient to continue with the same structured approach used during the assessment of the risk, considering in turn the task, the load, the working environment and individual capability.

Appropriate steps may include::

- Mechanical assistance.
- Improving task layout.
- Changing storage positions.
- Using the body more effectively.
- Improving the work routine.
- Avoiding the need to handle whilst seated.
- Introducing team handling.
- Reducing the load.
- Making the load smaller.
- Making the load easier to grasp.
- Making the load more stable.
- Removing space constraints.
- Improving the nature and condition of floors.
- Working on a single level.
- Improving lighting.
- Using personal protective clothing ; this should be a last resort, when other controls do not provide adequate protection.

8. INFORMATION AND TRAINING

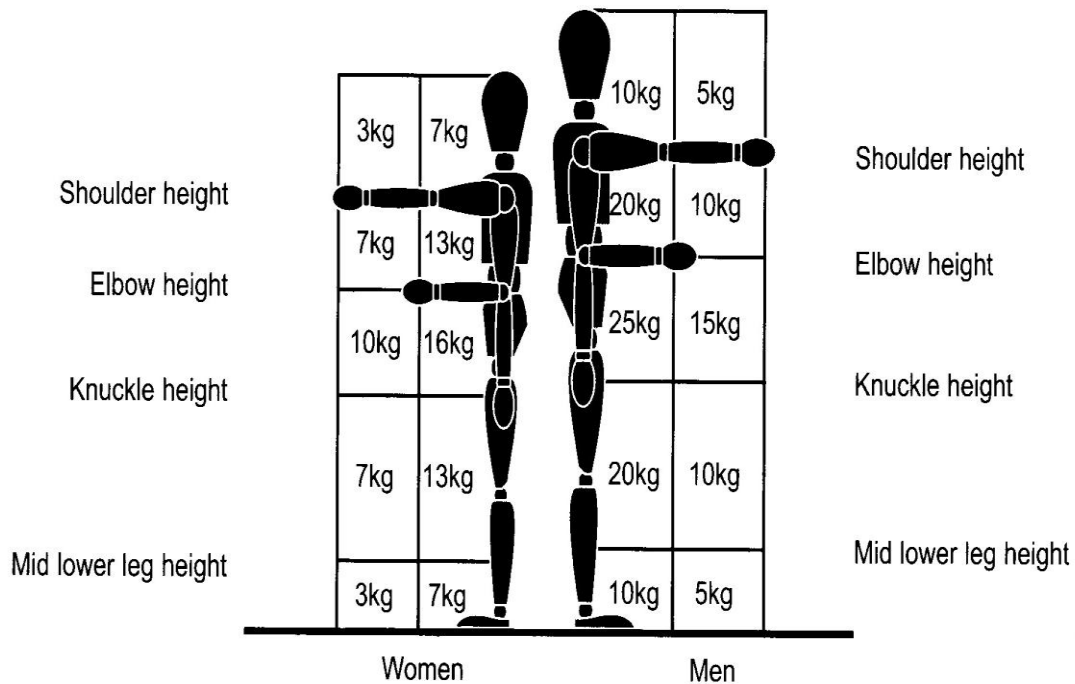
Managers should ensure that all employees involved in manual handling operations receive specific information and training on manual handling risks and prevention. Effective training is an effective part in reducing the risk of manual handling injury but is no substitute for a safe system of work. Employees should understand clearly how manual handling operations have been designed to ensure their safety. Training can be provided by the SLT.

APPENDIX A

GUIDELINES FOR LIFTING AND LOWERING

These guidelines assume the load is easy to grasp with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position. They take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation as well as the height and reach of the individual handler.

Guideline figures for lifting and lowering::



If the handler's hands enter more than one of the box zones during the operation, the smallest weight figures apply. Where lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made. These figures are for relatively infrequent operations ; up to thirty operations per hour. The figures will have to be reduced if the operation is repeated more often (by 30% when the operation repeated once or twice per minute, by 50% when the operation repeated five to eight times per minute and by 80% when the operation repeated more than twelve times per minute).

Even if the above conditions are satisfied, a more detailed risk assessment should be made when::

- The worker does not control the pace of the work.
- Pauses for rest are inadequate or there is no change of activity, which provides an opportunity to use different muscles.
- The handler must support the load for any length of time.

GUIDELINES FOR CARRYING

Similar guideline figures apply to carrying operations where the load is held against the body and is carried no further than 10m without resting. If the load is carried over a longer distance without resting or the hands are below knuckle height then a more detailed risk assessment should be made. Where the load can be carried securely on the shoulder without first having to be lifted, the figures can be applied to carrying distances in excess of 10m.

GUIDELINES FOR PUSHING AND PULLING

The guidelines assume the force is applied with the hands between knuckle and shoulder height. The guideline figure for starting or stopping the load is a force of about 25kg (i.e. 250 Newtons) for men and 16kg (160 Newtons) for women. The figure for keeping the load in motion is about 10kg (100 Newtons) for men and about 7kg (70 Newtons) for women.

There is no specific limit to the distance over which a load is pushed or pulled provided there are adequate opportunities for rest or recovery.

GUIDELINES FOR HANDLING WHILE SEATED

The basic figure is 5kg for men and 3kg for women. If handling is required away from the body, a more detailed risk assessment should be made.

TWISTING

Twisting will increase the risk of injury. Where the task involves twisting and turning a detailed risk assessment should normally be made. However, if the operation is infrequent and there are no other posture problems, then this filter can be used. In such cases the figures should be reduced if the handler twists to the side during the operation. As a rough guide, the figures should be reduced by about 10% where the handler twists through 450 and by 20% where the handler twists through 900.

Remember - The use of these guidelines does not affect the duty to avoid or reduce the risk of injury where this is practicable. The figure should not be regarded as weight limits for safe lifting. They are an aid to determine if a detailed assessment is required.

APPENDIX B

MANUAL HANDLING RISK ASSESSMENT PRO FORMA

This assessment pro forma is to be used by Workplace Managers and appointed Risk Assessors when undertaking risk assessments. It is to be used in conjunction with the guidance provided within the Health and Safety Management System.

<p>1. Workplace:</p>	<p>2. Areas Covered:</p>
<p>3. Date of Assessment:</p>	<p>4. Date of Next Review:</p>
<p>5. Foreseeable Hazard(s):</p> <p>Space constraints. Doors and other obstacles. Poor storage of equipment. Using damaged or defective including wrong type of equipment e.g. hoist. Load, environment, tasks and individual capability.</p>	<p>6. Risks arising from the hazards identified:</p> <p>*Severity</p> <p>(1) No injury to persons. (2) Minor Injury. (3) Major Injury. (4) Serious/ Long Term Injury. (5) Death / Permanent Disability.</p> <p>**Frequency</p> <p>(1) Most unlikely to occur. (2) Remote Chance. (3) Probable Chance. (4) Definitely Occur.</p>

<p>7. The Total Risk Factor (*S x **F)</p>	<p>Total: ((e.g. (2 x 2 = 4</p>
<p><u>Risk Rating</u></p> <p>1;2 3;5 6;9 10;15 16;20</p>	<p><u>Action Required</u></p> <p>Monitor Take further action if reasonable practicable Take action to REDUCE RISK further Take IMMEDIATE action Prohibit activity ; implement immediate control measures.</p>

8. Who are exposed to the risks?

STAFF		CONTRACTORS	
PUPILS		MEMBERS OF THE PUBLIC	
VISITORS		OTHERS (Porter, Cleaners, Agency Staff etc)	

9. Existing Control Measures in Place.

Read and adhere to Schools Health Safety Manual Handling Policy and Guidance.

10. Additional Controls that can be taken to reduce the risks further

IMMEDIATE (WITHIN 7 DAYS)	ACTION BY
Identify all hazardous manual handling tasks.	Workplace Manager/H S Adviser
Identify persons who may be especially at risk.	Workplace Manager
SHORT TERM (WITHIN 28 DAYS)	ACTION BY
Arrange and provide training for staff who are required to undertake tasks that involve lifting and handling.	Workplace Manager
Arrange joint consultation between Workplace Manager, Occupational Health and member of staff concerned.	Workplace Manager
Determine remedial action required and dates for action.	Workplace Manager/Occupational Health/Staff involved.
Provide written procedures to ensure that lifting and handling activities are carried out safely and that safe systems of work are implemented.	Workplace Manager/H S Adviser
MEDIUM TERM (WITHIN 6 MONTHS)	ACTION BY
Review storage allocated.	Building Officer.
LONG TERM (OVER 12 MONTHS)	ACTION BY
Provide reminders and raise staff awareness on procedures to work safely.	Workplace Manager
Arrange refresher training.	Workplace Manager/H S Adviser

ASSESSORS COMMENTS

Consider whether specialists advice in respect of equipment and/or use of equipment is required.

ASSESSMENT COMPILED BY

WORKPLACE MANAGER ACKNOWLEDGING FINDINGS

MANAGER'S SIGNATURE

DATE

MANUAL HANDLING ASSESSMENT

Section A – Preliminary:

<p>Operations covered by this assessment:</p> <p>Location:</p> <p>Personnel involved:</p> <p>Date of assessment:</p>	<p>Diagrams (other information)</p>
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Section B - Detailed analysis:

Questions to consider:	If “Yes” tick in front. Depending on amount of Yes, select adequate Risk Level	Problem occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to systems/tasks, load, workplace/space, environment. Communication that is needed)			
The Tasks G do they involve:						
Holding loads away from trunk?						
Twisting?						
Scooping?						
Reaching upwards?						
Large vertical movements?						
Long carrying distances?						
Strenuous pushing or pulling?						
Unpredictable movement of loads?						
Repetitive handling?						
Insufficient rest or recovery?						
A work rate imposed by a process?						
Risk Level 1	<table border="1" style="display: inline-table; width: 100%;"> <tr> <td style="background-color: #008080; color: white;">Low</td> <td style="background-color: #FFA500; color: white;">Med</td> <td style="background-color: #FF0000; color: white;">High</td> </tr> </table>	Low	Med	High		
Low	Med	High				

Questions to consider:	If “Yes” tick in front. Depending on amount of Yes, select adequate Risk Level	Problem occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to systems/tasks, load, workplace/space, environment. Communication that is needed)			
The loads G are they:						
Heavy?						
Bulky/unwieldy?						
Difficult to grasp?						
Unstable/unpredictable?						
Intrinsically harmful (e.g. sharp/hot)?						
Risk Level 2	<table border="1"> <tr> <td data-bbox="553 523 734 561">Low</td> <td data-bbox="734 523 831 561">Med</td> <td data-bbox="831 523 911 561">High</td> </tr> </table>	Low	Med	High		
Low	Med	High				
The working environment G are there:						
Constraints on posture?						
Poor floors?						
Variations levels?						
Hot/cold/humid conditions?						
Strong air movements?						
Poor lighting conditions?						
Risk Level 3	<table border="1"> <tr> <td data-bbox="553 882 734 920">Low</td> <td data-bbox="734 882 831 920">Med</td> <td data-bbox="831 882 911 920">High</td> </tr> </table>	Low	Med	High		
Low	Med	High				
Individual capability – does the job:						
Require unusual capability?						
Hazard those with a health problem?						
Hazard those who are pregnant?						
Call for special information/training?						
Risk Level 4	<table border="1"> <tr> <td data-bbox="553 1125 734 1163">Low</td> <td data-bbox="734 1125 831 1163">Med</td> <td data-bbox="831 1125 911 1163">High</td> </tr> </table>	Low	Med	High		
Low	Med	High				
Other factors: Is movement or posture hindered by clothing or personal protective equipment?	<p style="text-align: center;">Yes/No *</p> <p>* Circle as appropriate</p>					

Section C – Overall assessment of risk of injury?

***LOW** / **MEDIUM** / **HIGH**

* Circle as appropriate

Overall Risk Level = Risk Level 1+ Risk Level 2 + Risk Level 3 + Risk Level 4+ other factors

Low Overall Risk = Low risk G no further action required

Medium Overall Risk = Medium risk G action required so far as is reasonably practicable

High Overall Risk = Risk reduction required G high priority

Section D – Remedial action to be taken

Remedial Steps that should be taken, in order of priority:

Date by which action should be taken:

Date for reassessment:

Assessor's name: