



Manual Handling

Health and Safety Compliance Standard

Document Control

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1. Purpose

This compliance standard defines the arrangements adopted by University of Nottingham (UoN) that must be followed to allow for safe manual handling to be undertaken, to reduce the risk of Musculo-Skeletal injuries, and to comply with the legal requirements of the Manual Handling Operations Regulations 1992.

2. Scope

This compliance standard explains the legal duties for manual handling operations and the requirements around risk assessing these activities at UoN.

The contents of this document apply to all manual handling operations undertaken as part of UoN activities.

Business Units (BU) must implement the requirements of this document across their areas.

3. Definitions

Manual Handling Operations - the transporting or supporting of any load, including the lifting, lowering, pushing, pulling, carrying or moving of said load by hand or bodily force.

Manual Handling Aids - any equipment provided to reduce the risk from manual handling e.g. a trolley or hoist etc.

The legal requirements regarding manual handling are defined in the Manual Handling Operations Regulations 1992.

4. Roles and Responsibilities

Heads of Business Units (BUs) – responsible for ensuring that this policy is implemented within their BU, appointing one or more Responsible Persons to co-ordinate the control of manual handling operations across the BU. Ensuring that there are sufficient resources in place so that manual handling operations can be identified, risk assessed, controlled and that staff and PGRs are suitably trained.

Responsible Person (e.g. Health and Safety Co-ordinators, Line Managers, Risk Assessors) – Responsible for identifying the need for, and undertaking manual handling risk assessments for manual handling operations within their area. Ensuring staff and Post Graduate Researchers undertaking manual handling operations have completed the specified training.

Staff or Post Graduate Researchers (PGRs) – responsible for completing relevant training before undertaking manual handling operations and using any manual handling aids in line



with their training and local procedures. Informing their Line Manager of any manual handling tasks that have not been assessed.

5. Training Requirements

Role	Minimum Qualification
Responsible person	<ul style="list-style-type: none"> Manual Handling Risk Assessment Training Atlas manual handling course.
Staff or PGRs undertaking manual handling	<ul style="list-style-type: none"> Atlas manual handling course. Localised practical training on manual handling operations in the work area.

Refresher training must be undertaken as per current University requirements, or as per local arrangement if this is more frequent.

6. Controlling Manual Handling Operations

6.1 Avoidance of manual handling

The **Responsible Person** must determine whether manual handling operations in the BU need to be undertaken. If the operations cannot be avoided or automated to remove manual handling, then a risk assessment will be required.

6.2 Assessing the risk from manual handling tasks that cannot be avoided

Where a risk assessment is required, the **Responsible Person** should use [‘SAF-FOR-001a Manual Handling Risk Assessment’](#) located on the Manual Handling Operations section of the Health and Safety website to assess the operation.

Manual handling operations can be categorised into low, medium and high risk. Lower risk operations can be filtered out using the HSE risk guidelines (contained in the assessment form). If operations fall into this category, then it is acceptable for the assessment of lower risk operations to be included in the standard task-based risk assessments.

Medium and High-risk activities (i.e. those that do not fall within the filter limits) require the completion of a full manual handling assessment. Manual handling risk assessments need to consider the risks present from the task, load, environment and the individual carrying out the task.



6.3 Reducing the risk from manual handling

Where the assessment identifies a risk, control measures will need to be applied. The following examples can help to reduce the risks from the tasks, loads, working environment and individual capacity:

Task	<p>You can:</p> <ul style="list-style-type: none">• Use a lifting aid• Change the workplace layout to improve efficiency• Reduce the amount of twisting and stooping• Avoid lifting from floor level or above shoulder height• Reduce carrying distances• Use powered handling devices• Avoid repetitive handling• Take steps to reduce fatigue• Vary the work, allowing one set of muscles to rest whilst another is used
Individual	<p>You can:</p> <ul style="list-style-type: none">• Consider the design of the task• Pay particular attention to those who have a physical weakness• Take extra care of vulnerable workers e.g. new and expectant mothers or young workers• Give your workers more information e.g. about the range of tasks• Provide additional training• Get advice from an occupational health practitioner if appropriate
Load	<p>You can make the load:</p> <ul style="list-style-type: none">• Lighter or less bulky• Easier to grasp• More stable• Less harmful• Evenly stacked
Environment	<p>You can:</p> <ul style="list-style-type: none">• Remove obstructions to free movement• Provide better flooring and/or slip resistant footwear• Avoid steps and steep ramps• Prevent extremes of hot and cold• Improve ventilation• Improve lighting• Provide suitable workwear or PPE that is less restrictive



7. Associated Documents, Appendices and Resources

- [SAF-FOR-001a Manual Handling Risk Assessment](#)
- [SAF-VCMP-001 Manual Handling Health and Safety Compliance Process](#)
- HSE L23 – Guidance on the Manual Handling Operations Regulations 1992 - <https://www.hse.gov.uk/pubns/priced/l23.pdf>