

HS30 Manual Handling | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

- 1.1.1. Poor manual handling is one of the most common causes of absence from work, attributing to over a third of all workplace injuries. These injuries can affect areas including the back, shoulders, arms, legs and other joints. Many of these injuries can have long-lasting effects, which can negatively affect a person's quality of life.
- 1.1.2. This Policy is intended to help reduce the risks involved in manual handling and prevent injuries.
- 1.1.3. It is intended to promote good practice in lifting, handling and carrying tasks.

1.2. Scope

- 1.2.1. SOAS University recognises its statutory duties as an employer under the Health and Safety at Work etc. Act, the Manual Handling Operations Regulations and the Management of Health and Safety at Work (MHSW) Regulations and will draw on any detailed guidance and approved Codes of Practice issued by the Health and Safety Executive, to prevent any bodily injury caused by manual handling operations. The University shall ensure that Strategic leaders within Departments have the responsibility to ensure that arrangements are made to implement the following:
 - Avoid manual handling which involves risk of injury wherever it is reasonably practicable.
 - Carry out assessments for all manual handling operations.

- Record all relevant assessments.
- Review assessments as required.
- Provide adequate information, instruction and training to employees.

1.3. Definitions

1.3.1. Manual handling – the transporting or supporting of an inanimate load - including the lifting, putting down, pushing, pulling, holding, carrying, and moving - by hand or bodily force. (From the Manual Handling Operations Regulations 1992)

1.3.2. Injury – Injury to any part of the body caused by manual handling including strained muscles, over-stretched or torn ligaments, trapped, compressed or impinged nerves and disc damage.

1.3.3. Load – A load is a moveable object. This includes packages, boxes, tools, and in rare instances, people or animals.

2. Main Content

2.1. Policy Statement

2.1.1. SOAS University will comply with the Manual Handling Operations Regulations 1992 (as amended), which requires employers to reduce any hazards to health associated with the manual handling of loads.

2.1.2. The university will:

- Avoid manual handling operations where possible;
- assess the risks associated with manual handling activities, and
- provide measures to eliminate or reduce any risks.

2.1.3. When handling large or bulky items, or where repetition cannot be avoided, a specific risk assessment will be carried out. The assessment will be based on TILE -Task, Individual, Load, Environment.

2.1.4. All equipment supplied by the university will be suitable for the task and meet the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and where appropriate, Lifting Operations & Lifting Equipment Regulations 1998 (LOLER). Where needed, SOAS will ensure proper training is provided.

2.1.5. All lifting equipment will be maintained as per PUWER and LOLER requirements by competent personnel.

2.1.6. Workplaces will be designed to be as ergonomic as possible, taking into account the type of work which is to be done.

2.1.7. The university will ensure all staff attend manual handling training sessions with refreshers as needed.

- The training will equip employees with the necessary skills to assess manual handling operations using the HSE Manual Handling Assessment Chart tool, raising awareness of manual handling hazards and risks and controls, whilst instilling basic knowledge of anatomy, the mechanics of movement, causes of manual handling injuries, and guiding participants on how to carry out a suitable and sufficient manual handling risk assessment.

2.2. Standard Operating Procedure (SOP) Review

2.2.1. This SOP will be reviewed annually and updated as necessary. The management team endorses this policy and is fully committed to its implementation.

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue