

Health and Safety Procedure: Manual Handling

1. Introduction

- 1.1. The purpose of this Procedure is to set out the London School of Economics (hereafter the School or LSE) arrangements for manual handling operations. This Procedure forms part of the suite of policies which contribute to the overall objectives of the LSE's Health & Safety Policy.
- 1.2. More than a quarter of accidents reported to the enforcing authority are associated with manual handling activities: the transporting or supporting of loads by hand or bodily force. Whilst fatal manual handling accidents are rare, accidents resulting in significant physical injury, such as fractures account for 10% of all major injuries. There are also a significant number of long term physical injuries which may require employees to change duties to light work or result in medical retirement. Modern medical and scientific knowledge emphasises the importance of an ergonomic approach to remove or reduce the risk of injury from manual handling activities.
- 1.3. The purpose of this Procedure is to inform managers and employees of the safe working practices and procedures that should be implemented within their workplaces and for the activities they undertake.
- 1.4. The organisation acknowledges its responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, and The Manual Handling Operations Regulations 1992.

2. Scope

- 2.1. This Procedure applies to all employees including agency staff within the School who undertake manual handling: i.e. manual handling by human effort, as opposed to mechanical handling by fork lift truck.
- 2.2. The procedure also applies to employees working away from the employer's premises
- 2.3. The School has a general duty under the Health and Safety at Work Act 1974 to prevent harm to non-employees. More explicitly under the Management of Health and Safety at Work Regulations (MHSWR) 1992, the School should consider all those exposed to risks associated with its activities.
- 2.4. This Procedure does not apply to self-employed persons or employees of other organisations.

3. Definitions

- 3.1. The Health and Safety Executive defines Manual handling as any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.
- 3.2. A load is a discreet moveable object, either inanimate or a person. An implement or tool is not considered to constitute a load while in use for its intended purpose.
- 3.3. Ergonomics: Designing the task, workplace and equipment to fit the individual and reduce the risk of strain and injuries
- 3.4. Department includes all Academic Departments, Institutes, Units and Centres and Professional Service Divisions.

4. Duties under the law

- 4.1. The LSE as an employer and its employees have duties and responsibilities under the Health and safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and Manual Handling Operations Regulations 1992.
- 4.2. The Management of Health and Safety at Work Regulations 1999 requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work.
- 4.3. The Manual Handling Operations Regulations 1992 require the employer to:
 - Avoid hazardous manual handling activities so far as is reasonably practicable.
 - Undertake a suitable and sufficient assessment of any manual handling activities that cannot be avoided and;
 - Reduce the risk of injury from those operations so far as is reasonably practicable.

5. Responsibilities

Academic Departments and Units and Administrative Areas

- 5.1. HODS and Service Leaders are charged with ensuring risk assessments are carried out and measures taken for manual handling activities under their control and within their area of responsibility.

Line Managers

- 5.2. Implement the Manual Handling Procedure within their area.
- 5.3. Should be aware of the manual handling tasks that occur within their area(s) of responsibility and where possible avoid the need for employees to undertake any manual handling tasks which involve a high risk of injury.
- 5.4. Ensure that the risk to employees and others from manual handling activities have been adequately risk assessed.
- 5.5. Ensure that adequate control measures are in place to eliminate or reduce the risk of injury
- 5.6. Ensure the outcome of the assessments are actioned, monitored and communicated to employees.
- 5.7. Ensure that employees and agency staff receive adequate information, instruction and training regarding safe manual handling techniques and the risks from manual handling.
- 5.8. Where appropriate, include manual handling training within any departmental training matrix and ensure that suitable training courses are arranged.
- 5.9. Ensure that all employees and agency staff who undertake significant manual handling activities attend manual handling training.
- 5.10. Report any work related injuries in accordance with the School's reporting procedures.
- 5.11. Investigate and report all manual handling accidents / incidents.
- 5.12. Refer anyone reporting a medical condition which could affect their ability to undertake manual handling as part of their work to HR for an occupational health review.
- 5.13. Monitor and review the implementation of this Procedure within their management area.

Employees

- 5.14. Avoid manual handling activities where possible.
- 5.15. Take reasonable care for their own health and safety and that of others who may be affected when undertaking manual handling activities.
- 5.16. Use appropriate mechanical aids where practicable.
- 5.17. Use multiple persons (e.g. 2 person lifts), where the task is outside their personal capabilities.
- 5.18. Not manually handle any item they consider to be outside their personal capability.
- 5.19. Follow guidance and instructions contained in any generic/specific risk assessment or training.
- 5.20. Alert their manager of any manual handling hazards that may pose a risk to their own or others' health and safety.
- 5.21. Report any medical conditions that may affect their ability to undertake manual handling tasks that are reasonably expected as part of their role to their line manager.
- 5.22. Wear suitable work clothing and footwear for moving and handling.
- 5.23. Report any accidents, incidents and near misses (related to manual handling), as per the School's incident reporting procedure.

Health and Safety

- 5.24. Monitor and review manual handling injuries and ill-health.
- 5.25. Ensure that contracted manual handling trainers and specialist assessors have the appropriate accreditation and qualifications.

HR

- 5.26. Collate and provide data on work related ill-health.
- 5.27. Ensure that employees are referred to the School's Occupational Health provider if necessary.
- 5.28. Ensure that the contracted occupational health provider:
 - Assesses employee fitness for work, advising members of staff and management as appropriate.
 - Assess musculoskeletal injuries and considers relevant referrals to other agencies, e.g. Physiotherapy
 - Provides specialist advice and support to staff and managers

Estates Department

- 5.29. Provide assistance with larger scale manual handling operations through the Porters Service.

6. Implementation/Procedure

Training

- 6.1. Departments should identify and provide manual handling training to employees considered at higher risk. The Health and Safety Team can provide details of the contracted training provider who is able to deliver accredited manual handling training.
- 6.2. All employees should be provided with information on manual handling during induction.

Risk assessment

- 6.3. HoDs and Service Leaders should ensure that a suitable and sufficient assessment of the risks for their areas of responsibility have been carried out. Properly based "generic assessments" which draw together common threads from a range of broadly similar operations are quite acceptable. These will be broad based ergonomic assessments to identify manual handling hazards in relation to moving and handling objects and to highlight the control measures needed to reduce the risks to the lowest level reasonably practicable.
- 6.4. The findings of the assessment should be recorded on the HSE Manual Handling Assessment Form/Checklist below.
- 6.5. Press control and click on the HSE logo or title to open the document.



[HSE Detailed Manual Handling Assessment Checklist](#)

- 6.6. An assessment of the hazards identified must include information concerning:-
 - The task, (description of the task performed).
 - Individual's capabilities (stating an individual's ability to perform the task).
 - Load (a description of loads involved).
 - Environment (a description of environmental factors).
- 6.7. The process also requires documentation of:-
 - Action to be taken to avoid or reduce the risk.
 - The name of the person who is responsible for completing the action.

- Date for completion of actions identified in the assessment.
 - Review Date.
- 6.8. Where this general assessment indicates the possibility of risks to employees from the manual handling of loads, the following hierarchy should be observed:
- Avoid hazardous manual handling operations so far as is reasonably practicable.
 - Assess any hazardous manual handling operations that cannot be avoided.
 - Reduce the risk of injury so far as is reasonably practicable.
- 6.9. Employees should follow guidance contained in any risk assessment or procedures and systems for the safe handling of loads.

Equipment

- 6.10. Line managers should ensure that suitable mechanical aids are provided and that these aids are properly maintained, safely stored and easily accessible for employees to use. Mechanical aids may include sack trucks, trolleys, pallet trucks, wheelbarrows or similar physically operated equipment.
- 6.11. Equipment used to move people and inanimate loads must be serviced and maintained to comply with the legal requirements of (LOLER 98 and PUWER 98)
- 6.12. Any defective equipment must be withdrawn from use and marked accordingly.

7. Monitoring

- 7.1. Performance will be measured using active and reactive monitoring techniques against this Procedure.

Active Monitoring

- 7.2. Heads of Academic Departments and Service Leaders should monitor and review the implementation of this Procedure within their management area at least on an annual basis.
- 7.3. During workplace inspections line managers should observe manual handling activities for compliance with this Procedure.

Reactive Monitoring

- 7.4. The Health and safety Team will analyse manual handling related injury and ill-health statistics.
- 7.5. Where appropriate incident investigations will be undertaken in line with the Incident and Accident Reporting and Investigation Procedure.

8. Audit and Review

- 8.1. Arrangements within this Procedure will be subject to audit as part of the internal auditing programme governed by Audit Committee.
- 8.2. This procedure will be reviewed on a 3 yearly basis by the Health and Safety Team or where there is material change.

Review schedule

Review interval	Next review due by	Next review start
3 Years	8 Feb 2021	Nov 2020

Version history

Version	Date	Approved by	Notes
1	8 Feb 2018	Health and Safety Committee	HSP 1

Links

Reference	Link
Manual Handling Operations Regulations 1992 (as amended)	
Guidance on the Regulations L23	
Manual Handling at Work INDG 143	
HSE Website on musculoskeletal disorders:	http://www.hse.gov.uk/msd
HSE detailed manual handling risk assessment form checklist:	http://www.hse.gov.uk/pubns/ck5.pdf
Lifting Operations and Lifting Equipment Regulations 1998	
Provision and Use of Work Equipment Regulations 1998	

Contacts

Position	Name	Email	Notes
Head of Health and Safety	Mel Boucher	m.boucher1@lse.ac.uk	Author

Communications and Training

Will this document be publicised through Internal Communications?	TBC
Will training needs arise from this policy	TBC
If Yes, please give details	