

Appendix D: Manual Handling Regulations

1. The Manual Handling Operations Regulations (1992) state that:

- (a) if you are a supervisor/line manager or someone who asks others to move something;

OR

- (b) if you move things for yourself, or for others then **you** have **responsibilities** under the Regulations. They can be found online at **UHSS Topic A-Z/Manual Handling** and are summarised in the following sections.

A. INTRODUCTION

- (a) The **Regulations** came into force on 1st January 1993 with amendments in 2002 and are intended to prevent injury to *any part* of the body, not just the back. They require the University to:
 - ensure the health and safety of its employees who are involved in manual operations;
 - conform to the legal requirements.

Local Health and Safety Executive inspectors will monitor the University's compliance with these requirements.

- (b) *Manual handling operation* means any manual transporting or supporting of a load including **lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force**.
- (c) A *significant operation* is one of the above operations that in the *preliminary judgement* of an *assessor* might be a hazardous operation and therefore requires a *formal assessment*.
- (d) A *hazardous operation* is a handling operation that formal assessment shows to have the potential to cause injury.
- (e) A *manual handling assessor* is a person trained to carry out assessments.

[Note that handling activities may lead to other hazards such as the leakage or spillage of a toxic or corrosive substance]

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B. PRINCIPLES

- (a) So far as is reasonably practicable, manual activities involving risk of injury should be **avoided**.
- (b) All significant operations that cannot be avoided must be assessed.

- (c) Assessments must involve the individuals who carry out the manual handling operations. This involvement is to assist in the identification of handling problems and the practical solutions to the problems.
- (d) Assessments must be reviewed and must be changed
 - (i) when they are no longer valid or when there has been a significant change in the handling operations;
 - (ii) if a reportable injury caused by the operations has occurred.

C. ASSESSMENT PROCEDURE

Before any work is undertaken, any individual who is required to carry out a manual handling activity identified in a risk assessment should discuss the matter with their supervisor and undergo any training required. Training in manual handling is available on DUO under **My Organisations & Online Training** (“Health and Safety All Staff Training”).

A supervisor/line manager must identify all operations in which any individual is required to carry out a manual task. A **preliminary judgement** should then be made to determine whether there is any risk to the person involved. This judgement requires a basic knowledge of the factors that contribute to the risk of injury, an understanding of the principles of good manual handling practice, and where possible, past experience of the particular operation.

In making a judgement, the supervisor/line manager will use the algorithm shown on the previous page and UHSS guidelines to consider:

- can the operation be eliminated?
- are significant forces used to push, pull, carry or restrain?
- is there any sideways movement, twisting or awkward posture involved?
- is the load carried extensive distances or up/down different levels?
- are there any concerns or history of accidents relating to the operation?

Examples of the tasks and the requirement for formal assessment:

<i>Task Required</i>	<i>Formal Assessment</i>
Moving a box containing 5 x 500 sheets of A4 paper	No
Moving a large item of furniture, e.g. a desk	Yes
Moving a gas cylinder other than a hand-held gas cylinder	Yes

If a risk of injury is identified, *i.e.* it is a significant operation, and if the task cannot be **avoided** or **eliminated**, the supervisor/line manager must ask a manual handling assessor to make a **formal written assessment**.

When the assessment has been carried out, **the persons involved** in the task will then **agree** the actions necessary to reduce the risk. The assessment will then be submitted to the persons' immediate supervisor/line manager for approval.