



Manual handling

Standard

Number PRSG23.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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Introduction

Although the extent will vary, most activities within the University of Leeds will involve some manual handling. The main areas of concern are lifting and carrying, pushing and pulling, and it is important to avoid twisting and stooping where possible.

Definitions

Manual handling - transporting or supporting of a load by an individual or group of people - including lifting, lowering, putting down, pushing, pulling, carrying or moving. This includes using a mechanical aid (such as a trolley, pallet truck, sack wheels or powered hoist) which may reduce the manual handling but not eliminate it as effort is still required to move, steady or position the load.

Workplace manual handling – manual handling activities (indoor or outdoor), where a person carries out work, research or study.

Standard

The University takes a management approach based on the adequate control of the risks relating to manual handling, backed up by the need for legal compliance, and expects that:

- The hazards associated with workplace manual handling are identified, the risks assessed and control measures are implemented through a general, individual or specific manual handling activity risk assessment.
- A specific manual handling risk assessment is completed for the following activity:
 - Lifting activity carried out by a group of people (two or more)
- If weights are outside the filter values as detailed in the Additional Guidance a specific manual handling risk assessment is completed for the following:
 - Lifting and lowering
 - Carrying
 - Pushing and pulling
 - Handling while seated
- Training for manual handling activities is provided in accordance with the Training Matrix.
- Where an accident or near-miss incident related to workplace manual handling occurs, it is reported using the University's online accident reporting system (Sentinel).
- All work equipment related to manual handling is managed and maintained in line with the protocol on 'Management of Work Equipment'.
- Any variation to this Standard is formally agreed in writing by the Head of Health and Safety.