

Manual Handling Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	12/9/2018 Health Safety and Security	Annual review	Health and Safety Team	Annually and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. GENERAL STATEMENT

- 1.1. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying within ICMP.
- 1.2. ICMP recognises that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.
- 1.3. It is our policy to:
 - 1.3.1. Avoid, so far as is reasonably practicable, the need for members of staff to carry out any manual handling tasks that involve a risk of being injured.
 - 1.3.2. Carry out an assessment of manual handling activities, which cannot be avoided in accordance with the accompanying procedure.
 - 1.3.3. Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
 - 1.3.4. Consider the use of mechanical handling aids to reduce the need for manual handling.
 - 1.3.5. Inform staff of their duties and provide the appropriate training

2. EMPLOYEES DUTIES

- 2.1. Regulation 5 of the MHOR states: "Each employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with regulation 4(1) (b) (ii) of these Regulations."
- 2.2. Employee duties include:
 - 2.2.1. taking reasonable care for your own health and safety and that of others affected by your activities
 - 2.2.2. co-operating with the employer to enable compliance with health and safety duties
 - 2.2.3. Making use of appropriate equipment provided for employees in accordance with training and instructions.
- 2.3. Competent persons will be appointed to carry out our risk assessments and advise us on introducing measures to reduce the risk of injury. The risk assessments will be reviewed on a regular basis.