

Manual Handling Policy



The Institute
of Contemporary
Music Performance

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V5.0	Q1 2023-24 Health and Safety and Security	Review policy, amend and approve.	Facilities Operational Manager	Q1 2024-25

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

- 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 The Manual handling Operations Regulations 1992 (MHOR) aim to reduce the incidence and prevalence of musculoskeletal disorders (MSDs) arising from the manual handling of loads at work. MSDs were the most commonly reported type of work-related illness in the last six surveys of self-reported work-related illness.

1.2 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.

1.3 ICMP recognizes 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.

1.4 It is our policy to:

1.4.1 Avoid, as 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.

1.4.2 Carry out an assessment of manual handling activities, which cannot be avoided in accordance with the accompanying procedure.

1.4.3 Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.

1.4.4 Consider the use of mechanical handling aids to reduce the need for manual handling.

1.4.5 Inform staff of their duties and provide the appropriate training.

2. Employee Duties

2.1 Health and Safety regulations require employees to follow appropriate systems of work developed out of manual handling risk assessments to ensure their health and safety while conducting manual handling tasks.

2.1.1 The Guidance to the Regulations makes it clear that employees are required to co-operate with their employer to enable that employer to comply with their health and safety duties. Employees must follow appropriate systems of work provided by the University to ensure their health and safety whilst conducting manual handling tasks. Legislation not only requires employees to ensure their own health and safety but also that of others who could be affected by their acts and omissions.

2.1.2 Employers have a duty to co-operate with their employer to ensure their health and safety at work. To do this they are required by regulation to follow procedures for health and safety and use anything provided for their health and safety in accordance with training and instruction they have received.co-operating with the employer to enable compliance with health and safety duties.

2.1.3 Making use of appropriate equipment provided for employees in accordance with training and instructions.

2.1.4 Competent people 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.

3. Training

3.1 ICMP as part of the induction process for staff teaches manual handling training on day one of employment, alternatives to manual handling are provided via the facilities dept such as trolleys and sac trucks.