

Safety Management Code 09

Manual Handling

1 Introduction

Purpose

- 1.1 This code sets out the arrangements and standards expected across UKRI for managing, so far as is reasonably practicable, the risks to health and safety from manual handling activities. Employers are required to try to avoid the need for manual handling tasks which may give rise to injury and, where such manual handling cannot be avoided, to make an assessment and to take appropriate measures to reduce the risk of injury to the lowest level reasonably practicable.

Nature of risk

- 1.2 In the UK, manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as strains, sprains and injuries to the back, arms, legs, digits and joints.

Legislation

- 1.3 The Manual Handling Operations Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Guidance

- 1.4 Manual Handling Operations. Guidance on Regulations. HSE Publications, L23, fourth edition, 2016.
- 1.5 Manual handling at work. A brief guide. HSE, INDG143 (rev3), 2012.
- 1.6 Making the best use of lifting and handling aids. HSE, INDG398 (rev1), 2013.
- 1.7 Manual handling assessment charts (the MAC tool). HSE, INDG383 (rev3), 2018.
- 1.8 Risk assessment of pushing and pulling (RAPP) tool. HSE, INDG478, 2016.

2 Scope

- 2.1 This code applies to:
- all UKRI employees undertaking manual handling operations on UKRI sites;
 - all UKRI employees while working at non-UKRI sites or overseas;
 - others undertaking manual handling operations with UKRI equipment on UKRI sites;
- 2.2 It does not apply to:
- contractors and tenants working on UKRI sites.

3 UKRI definitions

- 3.1 **Significant manual handling task** – any activity which involves an elevated risk of manual handling injury, i.e. above the HSE threshold guideline figures given in the Appendix of L23.
- 3.2 **Manual Handling advisor** – an individual with the necessary training and experience to recognise, assess and reduce manual handling risks.

4 Implementation

Specific responsibilities

- 4.1 Executive Chairs, Corporate Directors or other senior managers shall:
 - a) ensure that resources are available to enable the organisational unit to comply with the requirements of this code;
 - b) review performance and check that action is being taken to address any manual handling related risks or ill health.

Process

- 4.2 If the general risk assessment carried out under the Management of Health and Safety at Work Regulations 1999 indicates that a significant manual handling task will be carried out, a more detailed risk assessment must be made. Where the manual handling hazards are significant or complex the advice of a manual handling advisor may be sought.
 - 4.2.1 The first consideration is whether the manual handling operation can be avoided altogether.
 - 4.2.2 If the manual handling is unavoidable, the risk assessment must identify who might be harmed and identify an appropriate range of measures to reduce the risk of injury.

Training requirements

- 4.3 The following training related to manual handling are the minimum UKRI mandatory requirements. Individual organisational units may exceed this where considered appropriate.

Role	Scope of training	Typical nature	Frequency
UKRI employees who are likely to carry out a significant manual handling task.	Safe manual handling techniques.	1 hour, tutored course	5-yearly
UKRI employees who are unlikely to carry out a significant manual handling task. (mainly office based)	Manual handling awareness	30 minutes, on-line.	5-yearly
Others who undertake manual handling operations with UKRI equipment on UKRI sites	Specific training on the item(s) of equipment.	1 to 1 training	Before first use.
Manual handling advisors (where appointed)	Suitable Manual Handling assessor training agreed by the organisational unit's H&S advisors.	1-day	5-yearly

Records and document retention

- 4.4 The following records and documentation relating to management of manual handling shall be maintained:

Type of records	Retention period	Comments/ justification
Risk assessments	5 years	
Remedial actions	5 years	
Training completion & attendance	Employment of individual + 3 years	
OH advice	Employment of individual + 3 years	

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