UCQ UNIVERSITY CENTRE QUAYSIDE

Appendix M: Manual Handling

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1. Purpose

1.1 **University Centre Quayside (UCQ)** aims to comply with the Health and Safety at Work Act 1974, Health and Safety Regulations, and any related codes of practice to reduce the risk of harm to staff, students and visitors.

1.2 UCQ also recognises its responsibility under the Manual Handling Operations Regulations 1992 to manage, control and reduce the risk of injury from manual handling. UCQ will ensure that all risks to staff, students and visitors are identified and where possible eliminated or reduced to a lower level of risk by control measures put into place to ensure the safety of everyone concerned.

2. Scope

2.1 This policy and procedure applies to all UCQ employees, students, associates, temporary, agency workers, contractors and visitors working on or visiting our premises. Where students or visitors may be exposed to manual handling risks, UCQ will ensure appropriate supervision, instruction and controls are in place, and that they are not required to undertake hazardous manual handling activities.

3. Introduction

3.1 Manual Handling operations which involve a risk of injury should be avoided so far as is reasonably practicable.

Where Manual Handling operations involving a risk of injury cannot be avoided, a risk assessment should be completed. The type of risk assessment (strategical, generic, or specific) will be determined by the characteristics of the hazard. This will be the number of persons exposed to the hazard, its likelihood and severity.

3.2 UCQ will follow the hierarchy of control set out in the Manual Handling Operations Regulations 1992 by first seeking to avoid hazardous manual handling operations wherever reasonably practicable, then assessing unavoidable manual handling tasks, and finally reducing the risk of injury through appropriate control measures.

3.3 Risk assessment involves identifying all tasks within UCQ operations which may potentially cause injury to people. The principle of risk assessment is to reduce the chances of an incident before it happens by assessing the circumstances involved in carrying out the task and ensuring that the risk has been reduced ‘as low as reasonably practicable.

4. Definitions

4.1 Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving or carrying a load. A load is a moveable object, such as a box or package, a person or an animal, or something being pushed or pulled, such as a roll cage or pallet truck.

4.2 A Manual Handling **Hazard** is something with the potential to cause harm, such as any activity requiring bodily force lifting, lowering, pushing, pulling, or carrying which poses a risk of injury,

primarily musculoskeletal. **The risk** is the likelihood of that hazard occurring, combined with the impact of the occurrence i.e. the severity of the potential harm involved.

4.3 The law sets out how employers must deal with risks from manual handling:

- avoid hazardous manual handling, so far as reasonably practicable.
- assess the risk of injury from any hazardous manual handling operations that cannot be avoided.
- reduce the risk of injury from hazardous manual handling to as low as reasonably practicable.

4.4 Generic risk assessment: covers common manual handling activities carried out routinely. Specific risk assessment: applies to unusual, complex or higher-risk manual handling tasks. Dynamic risk assessment: on-the-spot assessment used where tasks change or hazards are not fully known.

5. Responsibilities

5.1 The Board of Governors has overall responsibility for ensuring that UCQ have the necessary management systems in place to enable the effective implementation of all health and safety and risk management policies and procedures.

5.2 The Health and Safety Strategic Lead will be responsible for ensuring that:

- The requirements of all relevant health and safety legislation are met and that managers fully understand their responsibilities.
- Arrange for the provision of information, instruction and training as is necessary to enable staff to adequately assess the extent and nature of hazards and risk.

5.3 The Health and Safety Officer has responsibility to:

- Support managers to complete form QD OPS 016a Manual Handling Pre-risk Assessment Checklist.
- Support managers to complete Manual Handling risk assessments using form QD OPS 016.
- Ensure risk assessment is suitable and sufficient.
- Upload completed risk assessment to the Synology Health and Safety folder.
- Ensure staff are aware of and understand relevant control measures as highlighted in the risk assessment.
- Ensure that staff required to undertake manual handling activities receive appropriate information, instruction and training, proportionate to the level of risk, and that refresher training is provided where necessary.
- Ensure risk assessment is reviewed annually or as the business experiences change.

5.4 Managers / Supervisors are responsible for:

- Ensuring identified Manual Handling risks are assessed in areas under their control.
- Participating in the Manual Handling risk assessments process to ensure identified risks are assessed in areas under their control.
- Implementing control measures identified in the risk assessment.

5.5 Staff have a responsibility to:

- Comply with the duty of care ensuring the safety and wellbeing of themselves and others affected by their acts.
- Follow the training and instructions that they have been given.
- Participate in the completion of Manual Handling risk assessments when requested.
- Follow safety related instructions and safe systems of work identified in Manual Handling risk assessments.
- Staff are responsible for reporting any risks/defects or concerns to the Health and Safety Officer.
- Report any manual handling injuries, near misses or hazardous conditions promptly in line with UCQ's incident reporting procedures.

6. Risk assessment guidance

6.1 University Centre Quayside (UCQ) will ensure that all hazardous processes/tasks are risk assessed to ensure the safety and wellbeing of the persons involved. Any changes to the work process will require new risk assessments to be completed before the process/tasks are put into action.

6.2 To reduce any risks, it is the intention of UCQ to risk assess all hazardous processes and complete a written risk assessment. Major hazardous processes will be risk assessed and only allowed after completing the required documentation. The Health and Safety Officer will support relevant staff to complete risk assessments.

6.3 Prior to assessing the manual handling task, consider circumstances which exist and may result in a hazard, and thus presents a risk to the personnel involved

6.4 Due to the nature of the business, certain risks may not be known, including random maintenance tasks, until an initial assessment is made. Staff should therefore be aware of Risk Assessment procedures to ensure appropriate control measures are identified and implemented. **If in doubt, please speak to the Health and Safety Officer.**

6.5 UCQ will ensure that reasonable adjustments are considered and implemented for staff with disabilities, long-term health conditions, pregnancy-related needs, or temporary injuries, in line with the Equality Act 2010. Manual handling risk assessments will not rely on individuals 'opting out' of tasks but will proactively identify safe systems of work.

7. Steps

7.1 **Step 1** – Identify hazards

Look around your workplace and think about what may cause harm (these are called hazards). Think about:

- How people work and how plant and equipment are used
- What chemicals and substances are used
- What safe or unsafe work practices exist
- The general state of your premises

- Think about hazards to health, such as manual handling, use of chemicals and causes of work-related stress. For each hazard, think about how employees, contractors, visitors or members of the public might be harmed.

Vulnerable workers
Some workers may have particular requirements, including new or expectant mothers, young workers, older workers, workers with disabilities, long-term or temporary health conditions, neurodivergent staff, or those recovering from injury. These factors must be considered within the risk assessment process.

7.2 **Step 2** – Assess the risks

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

Decide:
- Who might be harmed and how
- What you are already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action
- When the action is needed by

Use the **TILE** approach (Task, Individual, Load, Environment) to assess each risk factor in detail:

- **Task:** Examine the type of manual handling task, including frequency, movements, and duration.
- **Individual:** Consider the capabilities of each worker, including experience, fitness level, and any pre-existing health conditions.
- **Load:** Assess the size, weight, and stability of the load. Awkwardly shaped or heavy loads increase the risk of injury.
- **Environment:** Look at the physical environment where the task is conducted, including space constraints, temperature, and lighting.

7.3 **Step 3** – Control the risks

Look at what you are already doing, and the controls you already have in place. Ask yourself:

- Can the hazard be removed altogether?
- If not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- Redesigning the task
- Replacing the materials, machinery or process
- Organising your work to reduce exposure to the materials, machinery or process
- Identifying and implementing practical measures needed to work safely
- Providing personal protective equipment, where risks cannot be adequately controlled by other measures, recognising that PPE is a last line of defence.

Put the controls you have identified in place. You're not expected to eliminate all risks, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

7.4 **Step 4** - Record your findings

As UCQ employs more than 5 people, we must record our significant findings, including:

- The hazards (things that may cause harm)
- Who might be harmed and how
- What you are doing to control the risks

7.5 **Step 5** - Review the controls

UCQ will review the controls in place to make sure they are working. UCQ will review them if:

- They may no longer be effective
- There are changes in the workplace that could lead to new risks such as changes to:
    - staff
    - a process
    - the process or equipment used
    - other problems have been identified
    - accidents or near misses occur.

8. Legislation reference

Health and Safety at Work Act 1974
The Managing for Health and Safety (HSG65)
Manual Handling Operations Regulations 1992

9. Further information

https://www.hse.gov.uk/simple-health-safety/risk/index.htm
https://www.hse.gov.uk/pubns/books/l23.htm

10. Forms

QD OPS 016 Risk Assessment
QD OPS 016a Manual Handling Pre Assessment checklist

11. Document history

ISSUE NO.	DATE	PAGE	REVIEWER	DETAIL OF AMENDMENT
01	20/03/2026	All	Ben Devine	First published version.

12. Initial equalities impact assessment

Department:	Completed by:	Date of initial assessment:
All	Michelle Elliott, Strategic H&S Lead	20/03/2026
Area to be assessed:	HS-001 Appendix M – Manual Handling	
Existing or new policy/procedure:	New	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ Health and Safety at Work Act 1974 ➢ The Managing for Health and Safety (HSG65) ➢ Manual Handling Operations Regulations 1992 **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		Guidance to ensure that all employees are aware of UCQ, line manager and personal responsibilities regarding manual handling.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All employees		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimisation (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	Low	UCQ will make reasonable adjustments for employees with disabilities or health conditions that affect manual handling capability, including task redesign, mechanical aids, alternative duties or support, without placing the burden solely on the individual to disclose or manage risk.	Not applicable
	Gender	No effect	Not applicable	Not applicable

	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 20/03/2026