

MOVING AND HANDLING

Health, Safety and Compliance Arrangement

December 2024

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<https://staff.port.ac.uk/departments/services/corporategovernance/healthandsafety/workplaceworkequipment/manualhandling/>

Summary

What is this document about?

This moving and handling arrangement is designed to secure a healthy and safe working environment for everyone who carries out moving and handling activities as part of their employment or study and to ensure compliance with legal requirements.

Who is this for?

This arrangement is for all University staff and students that are required to carry out moving and handling activities as part of their employment or study.

How does the University check this is followed?

The Health, Safety and Compliance Team monitor University activities to ensure compliance with legislation, best practice, University policies, arrangements and procedures. The University monitors health and safety performance in a number of ways. Active methods monitor the design, development, implementation and operation of management arrangements. These tend to be preventive in nature, for example: inspections of premises, plant and equipment; health surveillance to prevent harm and auditing to ensure effective implementation of arrangements. Reactive methods monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of the University. For example: investigating accidents and incidents and monitoring cases of ill health and sickness absence records.

Who can you contact if you have any queries about this document?

Any questions about this arrangement should be directed to the [Health, Safety and Compliance Team](#).

Introduction

The Manual Handling Operations Regulations (MHOR) defines moving and handling as the transporting or supporting of a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving or carrying a load. MHOR requires employers to avoid the need for moving and handling activities, and the hazards arising where reasonably practicable and undertake risk assessments where it cannot be reasonably avoided.

Where it is not possible to eliminate moving and handling, an assessment must be undertaken to determine the level of risk. Suitable control measures must then be introduced to reduce the risk of injury to the lowest extent.

This arrangement has been produced in accordance with the general requirements of Section 2(3) of the Health and Safety at Work etc. Act. The term “moving and handling” and “manual handling” are interchangeable terms for the purpose of this policy.

Scope

This arrangement shall have effect with a view to protecting staff and students against a risk to their health and safety, whether immediate or delayed, arising from moving and handling activities. The Manual Handling Operations Regulation (MHOR) apply in all premises and work situations subject to the Health and Safety at Work etc. Act.

For further information regarding requirements for undertaking people handling as part of the work they carry out contact the [Health, Safety and Compliance Team](#).

Responsibilities

University Executive Board

Areas of responsibility in relation to senior the team i.e. University Executive Board, Board of Governors and associated committees are defined in the University Health and Safety Policy. This arrangement forms part of the University's Health and Safety Policy and should be read in conjunction with the Health and Safety Policy which outlines senior responsibilities. In particular the following responsibilities are specific to this arrangement:

Health, Safety and Compliance

The Health, Safety and Compliance Team are responsible for ensuring:

- 1.1. The moving and handling arrangement is reviewed at appropriate intervals.
- 1.2. Monitoring the management of risks associated with moving and handling.
- 1.3. Advice and guidance is provided to managers, employees and students regarding moving and handling.
- 1.4. Suitable and sufficient moving and handling training and information is provided.
- 1.5. Training is developed, designed and evaluated to incorporate relevant evidence-based practice and statutory requirements.
- 1.6. Incidents are appropriately reviewed and investigated by a competent person. Providing support, advice and guidance where necessary to identify root causes and lessons learnt to prevent reoccurrence.

Occupational Health

Occupational Health are responsible for:

- 1.7. Providing timely and effective advice to managers and staff following a moving and handling [line manager referral](#).
- 1.8. Assessing employee's fitness to undertake moving and handling activities relevant to their posts.

Deans, Directors, Associate Directors and Heads

Deans and Heads are responsible for ensuring:

- 1.9. This arrangement is effectively implemented in their areas of responsibility.
- 1.10. Moving and handling risk assessments are carried out which are suitable and sufficient and documented with appropriate actions agreed to address identified risks. All residual risks are recorded onto risk registers.
- 1.11. Systems, processes and resources are in place and monitored to effectively manage moving and handling operations that cannot be avoided in accordance with this arrangement.
- 1.12. All employees are aware of their responsibilities in relation to moving and handling operations.
- 1.13. Appropriate controls are put in place to manage hazards at source in line with the General Principles of Prevention ([Schedule 1 of The Management of Health and Safety at Work Regulations](#)).

Senior Managers and Managers

Senior Managers, Managers and Supervisors should be familiar and adhere with this arrangement and are responsible for ensuring:

- 1.14. This arrangement is effectively implemented in the area they manage including the monitoring and supervision of moving and handling activities.
- 1.15. Hazardous moving and handling operations under their control are avoided as far as is reasonably practicable.
- 1.16. Where moving and handling operations cannot be avoided, appropriate risk assessments are carried out and action taken to reduce the risk as far as is reasonably practicable, using mechanical aids, management protocols and as a last resort, personal protective equipment, where appropriate and residual risks recorded onto the risk register.
- 1.17. Mechanical aids selected for moving loads to reduce manual handling must be suitable for their intended use in accordance with the [Provision and Use of Work Equipment Regulations \(PUWER\)](#) Regulation 4 and inspected periodically (Regulation 9) utilising the [University trolley inspection and tagging safe system of work](#).
- 1.18. Ensure moving and handling aids are inspected and maintained incorporating manufacturers specifications and guidance. Any faulty items must be removed from use until the defects are

repaired or disposed of in line with [redundant equipment procedures](#).

- 1.19. [Equipment used for lifting or lowering](#) of a load is installed and periodically inspected in accordance with [Lifting Operations and Lifting Equipment Regulations \(LOLER\) Reg 9](#).
- 1.20. Staff using equipment for lifting and lowering a load have received appropriate training on safe operation and safe systems of work.
- 1.21. When undertaking risk assessments consultation with employees and students is carried out where those employees and students undertake moving and handling operations.
- 1.22. Moving and handling risk assessments and guidelines for safe systems of working are readily available to staff and students.
- 1.23. All moving and handling risk assessments are reviewed regularly.
- 1.24. All employees and students are aware through the provision of suitable and sufficient information, instruction, supervision and training of the actions required to protect their own health and safety in relation to moving and handling.
- 1.25. This arrangement is communicated, and adhered to by staff and students who undertake moving and handling activities.
- 1.26. Processes for monitoring performance against this arrangement are in place and reported on appropriately.
- 1.27. If an employee's health is being affected by their work or their ability to perform their job is being affected by health issues, the manager should speak to them in the first instance to resolve the problem and if necessary make a management referral to Occupational Health.
- 1.28. Any incident involving moving and handling operations is reported via the University's [incident reporting procedure](#) and is appropriately investigated to prevent reoccurrence.
- 1.29. Prompt action is taken to reduce any moving and handling hazards and risks identified by employees

Health and Safety Coordinators

Health and Safety Coordinators are responsible for:

- 1.30. Keeping up to date with the requirements of legislation and University policies and arrangements to promote a positive health and safety culture within their area of responsibility.
- 1.31. Referring health and safety issues promptly to the relevant Head of Department or Manager. If the problem cannot be resolved locally on a timescale commensurate with the risk then the

matter must be referred to the Health, Safety and Compliance Team.

- 1.32. Disseminating the necessary information, instruction and training to enable departmental staff and students to perform their work in a safe manner and encourage and support their attendance at relevant University and external safety training events.
- 1.33. Assisting staff with the preparation of risk assessments in liaison with the Health, Safety and Compliance Team.
- 1.34. Assisting the Health, Safety and Compliance Team with health and safety inspections and audits.
- 1.35. Assist with incident reporting, investigations and compliance with health safety and wellbeing committee recommendations.
- 1.36. Advising staff whose health is being affected by their work or whose ability to perform their job is being affected by health issues to speak to their line manager in the first instance. The line manager can then make a referral to Occupational Health if appropriate.
- 1.37. In the absence of the Pro Vice Chancellor, Dean, Head of Department or Manager, act with the delegated authority to suspend or stop any dangerous activity not carried out within the requirements of the University Health and Safety Policy.

Employees/Students

All University employees and students must ensure that:

- 1.38. They comply with instruction, information and training which is provided.
- 1.39. Their own or others health and safety is not put at risk when carrying out moving and handling operations and to take due care.
- 1.40. They use equipment and where necessary maintain equipment which has been provided to reduce the risk associated with moving and handling operations and in accordance with manufacturer's instructions.
- 1.41. Any concerns, issues or problems related to moving and handling operations are reported to a responsible person such as their manager or tutor.
- 1.42. If their health is being affected by work, studies or research, or their ability to perform their job or task is being affected by health, they speak to their line manager or tutor.
- 1.43. They adhere to the relevant risk assessment as appropriate.
- 1.44. They attend moving and handling training as required.
- 1.45. Any incident involving moving and handling operations is reported via the University's [incident reporting procedure](#), as soon as possible within five working.

- 1.46. They inform their line manager, course leaders, tutor, Health and Safety Coordinator or the Health, Safety and Compliance Team when they believe there is a risk of serious injury from a moving and handling activity.

Arrangements

The Management of Health and Safety at Work Regulations require the University to assess the risks to the health and safety of workers, students and others. Where the risk assessment identifies hazardous moving and handling of loads including moving people, control measures that comply with the Manual Handling Operations Regulations must be put in place. The Manual Handling Regulations set out a clear hierarchy of measures that must be followed to prevent and manage the risks from hazardous moving and handling, these preventative measures can be summed up as:

- **Avoid** hazardous moving and handling operations, 'so far as reasonably practicable';
- **Assess** the risk of injury to workers and students from any hazardous moving and handling that cannot be avoided;
- **Reduce** the risk of injury to workers and students from hazardous moving and handling to as low as reasonably practicable.

Inanimate Loads

There is no such thing as a completely safe moving and handling activity, although working within prescribed guidelines will reduce the risk of injury and the need for a more detailed assessment. Prior to any handling activity, workers and students should undertake a dynamic (visual, real time, not documented) assessment and, consideration must be given to the '**TILEO**' approach as follows:

- **Task**
- **Individual Capability**
- **Load**
- **Environment**
- **Other factors**

Further guidance on each of these subjects can be found in the moving and handling guidance. After the

dynamic assessment has taken place, if the moving and handling activity could pose a significant risk then a moving and handling risk assessment should be completed to assess if the activity is safe to be carried out with minimal risk to health. An easy to follow flow process has been provided in Appendix 1.

People Handling

Moving and Handling that involves movement of people is undertaken in varying degrees by some job roles within the University (e.g. caretaking and security staff in the use of evacuation chairs) and as part of specific degree course content (e.g. School of Health and Care Professions in the preparation of students for placements).

In all people handling situations a risk assessment for people handling will need to be completed to identify the risks involved and recommend an approach to minimise those risks to both workers, students and those being handled. The people handling risk assessment will need to include a range of situations relevant to the circumstances such as getting off the bed, out of chairs, on and off the toilet, in and out of the bath etc. These follow the same prevention principles as the inanimate load moving arrangements.

Where manual handling of people requires the use of specialist equipment such as spine boards, hoists, slings and handling belts, training on specialist equipment should be provided by the equipment suppliers or those trained in the use of the equipment. Local arrangements and procedures should be established that are appropriate to the activity and associated tasks.

The moving and handling of people should be avoided, so far as reasonably practicable. When people handling needs are assessed, all considerations must be made as to how to meet the persons' needs and the safety of workers and students. The decision must be a balanced one.

Moving and Handling Equipment

Lifting equipment and associated ancillaries, i.e. slings, spreader bars, etc. used for lifting people or inanimate loads must be on a maintenance schedule for inspection and testing by appropriately qualified persons at appropriate periods. Equipment used for handling people have more stringent testing and inspection requirement and must be registered with the Estates and Campus Services department to ensure appropriate engineers inspect the equipment.

All equipment must be suitable for use in line with the Provision and Use of Work Equipment (PUWER) Regulations.

All lifting equipment must be suitable for use in line with the Lifting Operations and Lifting Equipment (LOLER) Regulations.

The University's arrangements for managing moving and handling operations has been provided within this document which specifically outlines the various responsibilities and overarching approach to moving and handling. Additional moving and handling guidance and supporting documents have also been produced which provide further guidance on moving and handling operations and should be read in conjunction with this document.

Training Requirements

All workers and students taking part in moving and handling activities, as part of their employment, study or research, that poses a significant risk to their or others health and safety must complete moving and handling training provided by the University. Training requirements are as follows:

Course: Manual Handling Awareness Training

Delivery Method: [Online](#)

Duration: User defined (average 15 minutes)

Requirement: All staff – Mandatory.

Note - Staff who habitually undertake moving and handling are not required to complete the online course prior to attending the classroom based inanimate load (manual handling) training.

Provided by: Human Resources (LearnUpon)

Course: Manual Handling Training

Delivery Method: On campus (classroom)

Duration: 3 Hours

Requirement: All staff/students who habitually undertake moving and handling, determined by risk assessment.

Provided by: Health, Safety and Compliance (UOP)

Course: People Moving and Handling Training - part of the Core Skills Training Framework (CSTF)

Delivery Method: On campus (classroom)

Duration: 2 Hours

Requirement: School of Health and Care professionals' students who habitually move and handle people, determined by risk assessment, prior to placement.

Provided by: Academic team

Course: EVAC Chair Training

Delivery Method: On campus (classroom)

Duration: 2 Hours

Requirement: Security, Caretakers and staff involved in the use of Evacuation Chairs.

Provided by: Estates and Campus Services

For details on how to access the training or to book on to a course please email hsservicedesk@port.ac.uk.

Monitoring Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements
Responsibilities as per arrangement	Line Manager(s)	Moving and Handling Arrangement Health and Safety Executive PDR Process (1-2-1s) Auditing and inspection Risk Assessment	Ongoing On intervention Annually As per program Determined by risk	Faculty Health, Safety and Wellbeing Committee(s) University Health, Safety and Wellbeing Committee Escalation via management
Arrangement Suitability and Effectiveness	Health, Safety and Compliance	Audit and Inspection Programs, Staff News, H&S Newsletters, Communications. Risk assessments and incident reports.	Periodically at least every three years or following a significant change or incident.	University Health Safety and Wellbeing Report. Audit Reports. Incident Reports.
Arrangement Implementation	Health, Safety and Compliance	Staff News, H&S Newsletter, Email to H&S Coordinators. All details including risk assessment and trolley tagging procedure are covered in the training provision.	When arrangement has been approved by the University Health Safety and Wellbeing Committee. Ongoing.	Faculty Health, Safety and Wellbeing Committee(s) University Health, Safety and Wellbeing Committee Escalation via management
Incidents and complaints	Senior Manager/Managers in conjunction with Health, Safety and Compliance	Inspections, incident reviews and investigation. Risk Register(s)	When reported; ad-hoc and periodically when necessary.	Escalate concerns through Faculty Health and Safety Committee or directly with Health, Safety and Compliance for Professional Services.

Legislation

- [Health and Safety at Work etc. Act 1974 \(HSWA\)](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [Manual Handling Operations Regulations 1992 \(MHOR\) \(as amended 2002\)](#)
- [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)
- [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\)](#)

Associated University Documents

- [Manual Handling Risk Assessment](#)
- [Trolley Registration and Inspection Form](#)
- [Main Points to Look for When Inspecting Trolleys](#)
- [Equipment Selection Flow Chart](#)
- [Safe System of Work for Trolley Inspection and Tagging](#)

Associated Arrangements

- [Accident Reporting](#)
- [First Aid](#)
- [Induction](#)
- [Job Hazards](#)
- [Lone Working](#)
- [Risk Management](#)

Health and Safety Executive Documents

- [L23 – Manual Handling](#)
- [INDG143 – Manual Handling at Work](#)

Appendix 1

Moving and Handling Quick Reference Flow Chart

