

# SAFE WORKING PROCEDURE

## Manual Handling

CORPORATE HEALTH & SAFETY | VERSION 8.00 | September 2023

### STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- They comply with The Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- They avoid so far as is reasonably practicable, the need for employees to undertake any manual handling operations at work which involve a risk of their being injured
- Where it is not reasonably practicable to avoid the need for employees to undertake any manual handling operations the remaining risks are reduced to as low a level as is reasonably practicable based on a hierarchy of controls
- Employees are provided with Information, Instruction and Training where a residual but acceptable risk remains.

### SCOPE:

This Safe Working Procedure applies to:

- All managers including Head teachers referred to as managers herein.
- All employees of Southampton City Council.



## 1. Responsibilities

### Service Lead/Head Teachers are responsible for ensuring:

- 1.1. Suitable and sufficient task based risk assessments have been undertaken and appropriate controls 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 1999](#))

### Managers are responsible for ensuring compliance with the SWP and must:

- 1.2. Carry out task based risk assessments, identifying and implementing appropriate control measures to deal with hazards at source using the General Principles of Prevention ([Schedule 1 of The Management of Health and Safety at Work Regulations 1999](#)), and with reference to [Schedule 1 of The Manual Handling Operations Regulations 1992](#).
- 1.3. Where manual handling cannot be avoided implement appropriate controls to reduce to the lowest level reasonably practicable the identified risk.
- 1.4. Ensure this procedure is communicated to and adhered to by staff.
- 1.5. Review and investigate all manual handling incidents within their area of responsibility as per SWP accident/incident reporting and investigation.
- 1.6. Ensure risk assessment documentation is kept and reviewed regularly.
- 1.7. A review of the risk assessment should also be carried out if there is reason to suspect that it is no longer valid; or if there has been a significant change in the manual handling operation to which it relates.
- 1.8. Ensure employees 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.

### Employees must:

- 1.9. Take due care of their own and their colleagues' health and safety at work.
- 1.10. Adhere to the relevant Risk assessments.
- 1.11. Attend training as required.
- 1.12. Use and maintain work equipment according to training and manufacturers' instructions.
- 1.13. Report incidents in accordance with [SWP Accident/Incident reporting and investigation](#).

## 2. Procedures

- 2.1. The Health and Safety Executive (HSE) provides free downloadable guidance on manual handling procedures. Managers should use these guides and other detailed guidance below to help inform the risk assessment process and management of the prevention and control of manual handling incidents

## 3. Safe Working Procedures Relevant to This Document

- 3.1 [Risk Assessment](#)
- 3.2 [Accident/Incident Reporting and Investigation](#)
- 3.3 [Health & Safety Training](#)
- 3.4 [Moving & Handling of people](#)

Note: Other safe working procedures may apply, and the assessor should consult the SWPs. An A-Z is available on the Councils' [Health and Safety Intranet](#).

#### **Relevant Forms;**

[Risk Assessment \(Manual Handling\)](#)

Other forms may apply - Forms can be found in the Councils' [Forms Library](#).

#### **Other Information;**

[SCC Manual Handling Microsite](#)

## **4. Main Legislation and Guidance Links Relevant to This Document**

- 4.1 [Health and Safety at Work etc Act](#)
- 4.2 [The Management of Health and Safety at Work Regulations](#)
- 4.3 [The Manual Handling Operations Regulations 1992](#)
- 4.4 [The Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- 4.5 [HSE L23 Guidance on Manual Handling Regulations](#)
- 4.6 [Manual Handling at work – A brief guide](#)
- 4.7 [Manual handling assessment charts \(the MAC tool\)](#)
- 4.8 [Manual Handling Risk Assessment](#)
- 4.9 [Risk assessment of pushing and pulling \(the RAPP tool\)](#)
- 4.10 [Reporting of Injuries, Diseases and Dangerous Occurrences 2013](#)
- 4.11 [INDG163 Risk assessment brief guide](#)

## **5. Contact Addresses**

- 5.1 Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
- 5.2 Royal Society for the Prevention of Accidents  
[www.rospa.com](http://www.rospa.com)
- 5.3 Institute of Occupational Safety and Health  
[www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.4 Corporate Health and Safety Service  
[Health and Safety Intranet](#)  
[Schools Guidance](#)
- 5.5 Back care Website  
[www.backcare.org.uk](http://www.backcare.org.uk)