
Policy Statement
Manual handling is the term used to describe the transporting or supporting of a load by hand or bodily force. This includes lifting, carrying, pushing, pulling or putting down a load.

University of Dundee will ensure that hazardous manual handling activities are avoided as far as reasonably practicable. Where potentially hazardous manual handling activities cannot be avoided, University of Dundee will ensure that suitable and sufficient assessments are undertaken and adequate control measures are subsequently introduced in order to reduce the risks as far as reasonably practicable.

University of Dundee will ensure that employees are provided with such information, instruction and training as may be necessary for them to appreciate the risks presented by manual handling activities foreseeable in their occupations and to ensure that they know how to apply any control measures that have been introduced.

Arrangements
Deans/Directors are responsible for ensuring that hazardous manual handling activities are avoided as far as reasonably practicable. They should ensure their staff consider whether the hazardous manual handling activity is actually necessary or whether the desired result could be achieved in an entirely different way by, for example

- Carrying out the process in situ.
- Bringing the process to the load rather than the other way round.
- Automating or mechanising the process (e.g. the use of forklift trucks, hand operated pallet trucks or trolleys).
Where hazardous manual handling activities cannot be eliminated, Deans/Directors must ensure that their staff carry out a manual handling assessment and adequate control measures are introduced in order to reduce the risks. Manual handling assessments should be reviewed annually, or sooner if there has been a significant change in the activity to which they relate.

Deans/Directors must ensure that staff are provided with sufficient information, instruction and training about the manual handling tasks that they are required to undertake. For staff who carry out limited manual handling tasks (e.g., office-based staff) the information for staff available at [http://www.dundee.ac.uk/safety/Handbook/StaffHandbook.htm](http://www.dundee.ac.uk/safety/Handbook/StaffHandbook.htm) will be sufficient for this purpose. Other staff who regularly carry out more hazardous manual handling activities may also require training in good manual handling techniques.

Safety Services will arrange appropriate training and will assist when asked with assessments.
Manual Handling Risk Assessment

School/Directorate

Task Description and reference number

SUMMARY of Operation

Is there a significant risk of injury?  YES/NO
Number of people affected ........... Number of people doing this task at any one time ........

Types and numbers of loads

RECOMMENDATIONS

Date Assessor/s
(Signature/s)
<table>
<thead>
<tr>
<th>Questions to consider (if the answer is &quot;yes, this factor could contribute to causing a MH injury&quot;, place a tick against it and then consider the level of risk)</th>
<th>Level of Risk (tick as appropriate)</th>
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</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td>LOW</td>
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**TASKS** – do they involve:

- Holding loads away from the trunk?
- Stooping?
- Reaching upwards?
- Large vertical movement?
- Twisting while supporting load
- Long carrying distances?
- Strenuous pushing or pulling?
- Unpredictable movements of the load?
- Repetitive handling?
- Insufficient rest or recovery?
- A work rate imposed by the process?

**LOADS** – are they:

- Heavy?
- Bulky, unwieldy?
- Difficult to grasp?
- Unstable/unpredictable?
- Intrinsically harmful? (sharp, hot, abrasive, etc)

**WORKING ENVIRONMENT** – are there:

- Constraints on posture?
- Poor floors?
- Variations in level?
<table>
<thead>
<tr>
<th>Condition</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
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<tbody>
<tr>
<td>Hot/cold/humid conditions?</td>
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<td>Strong air movements?</td>
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<td>Poor lighting conditions?</td>
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<td><strong>INDIVIDUAL CAPABILITY – does the job:</strong></td>
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<td>Require unusual physical capability?</td>
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<td>Hazard for those with a health problem?</td>
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<td>Hazard to those who are pregnant?</td>
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<tr>
<td>Call for special training/information?</td>
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<tr>
<td><strong>OTHER FACTORS -</strong></td>
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<tr>
<td>Is movement or posture hindered by clothing or personal protective equipment?</td>
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<tr>
<td>Totals (use multiplier shown x number of ticks in column)</td>
<td>(x1)</td>
<td>(x2)</td>
<td>(x3)</td>
</tr>
</tbody>
</table>

Sum of low + medium + high divided by number of Yes ticks gives the priority score.