

To: Executive Deans, Faculty Managers, Heads of Department/Section/UECS Business Unit, HSLOs and DHSOs, Trade Union Representatives.

For Information / Action

Revised University Manual Handling Standard: *Lifting and Carrying at Work*

The above standard has been revised to:

- provide guidance on how to manage the risk from workplace manual handling and prevent injuries
- improve the usability of the standard
- update content and reflect industry good practice
- align it to the University's Health, Safety and Wellbeing Policy and legislation.

It replaces *Policy and University Code of Practice Manual Handling 2008*

The standard is available on this webpage: http://www.essex.ac.uk/ohsas/manual_handling/default.htm

What's in the standard?

Lifting and Carrying at Work introduces the subject and signposts you to a range of resources. It covers what is manual handling, its application at work, who needs to take action and risk assessment guidance. There are quick links to specific resources for low and high risk manual handling.

Who needs to take action?

If you are the **Head of Department or Section** you need to have effective systems in place for ensuring the risks from manual handling by employees are controlled.

If you are a **line manager or supervisor** you need to ensure the manual handling risk assessments and risk control measures are implemented in your area of responsibility and employees follow them.

If you are an **employee responsible for contributing to the health and safety education of students or research** you will need to ensure manual handling risk is assessed and departmental procedures are implemented.

What do you need to do?

If you are responsible for manual handling activities you need to decide whether they pose a significant risk of harm to those carrying it out. The standard provides guidance on whether a [detailed risk assessment is required](#) and a [manual handling assessment - action flow chart](#) to help you do this. Once you have identified your high risk activities, you will need to carry out a detailed risk assessment. To support you there are manual handling risk assessment templates, industry good practice and guidance available. The standard also provides guidance on information, instruction and training required for people who have to do manual handling at work.

