



**ROBERT GORDON
UNIVERSITY ABERDEEN**

Manual Handling Procedure



Approved By	Clinton Grant, Head of Occupational Health, and Environmental Safety		
Date Approved	18/01/2024	Status	Approved
Procedure Owner	Clinton Grant	Impact Assessed	Yes
Version	1	Date of next review	2025

Version Number	Purpose/Change	Date
1	Brought into the new format and documentation of generic risk assessment then risk level that requires a detailed risk assessment	January 2024

Manual Handling Procedure

1. Introduction

1.1 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 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.

2. Definitions

Hazards: A Hazard is a potential source of harm or adverse health effect on a person or persons.

Risk: A risk is the potential (likelihood) that a person may be harmed and suffer adverse health effects (severity) if exposed to a hazard.

Control/Mitigating Measure: Control/mitigating measures include actions that can be taken to reduce the likelihood of a risk being realised or reduce the severity of a risk if it was realised.

Manual Handling: A means of transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying, or moving loads.

Load: A load can be an object, person, or animal.

3. Responsibilities

3.1 Deans of School or Heads of Support Department

The Dean of School or Head of Department will ensure, personally or through delegation to a competent person, that suitable and sufficient assessments of Manual Handling risks arising from their activities, processes or other, are performed, and the significant findings recorded. The Dean of School or Head of Department will also ensure, through appointed competent persons, that the relevant information contained in these assessments is disseminated to the appropriate persons, and that the mitigation/control measures are adequately implemented.

3.2 Employees and students

It is the responsibility of employees, students, visitors, contractors, and others to participate as requested in the risk assessment process. In addition, any recommended control measures must be implemented.

3.3 The Occupational Health and Environmental Safety Department

The Robert Gordon University Occupational Health and Environmental Safety Department will ensure that an adequate system is in place for assessing manual handling risk. This will contain the manual handling assessment procedure, example form, advice, and training for key people within Schools and Departments on the RGU system. In addition, the Occupational Health and Environmental Safety Department will source and help to

arrange additional risk assessment training where it is required.

4. Risk Assessing Manual Handling

4.1 Arrangements for implementation

Assessments will be recorded on the Robert Gordon University Risk Assessment Template or a pre-agreed variation of this form, and in accordance with the Robert Gordon University risk assessment procedure.

The exceptions to this would be where a specialised risk assessment is required, for example using lasers or radiation, COSHH, fire, DSE (workstation). This list is not exhaustive. The School or Department may amend the form to suit a specific technical risk, providing the format is agreed and recorded by the Occupational Health and Environmental Safety Department.

Records will be held by the School or Department, in the area to which they apply, and will be accessible for employees or students for information purposes, and for auditing purposes.

4.2 Completion of Risk Assessment template

The first details recorded on the risk assessment should be:

- company name
- description of what is being assessed
- the name of the person(s) carrying out the assessment
- the date of assessment
- the assessor(s) signature(s)
- suggested review date (although this may be sooner, should any factor change)

Manual handling is a ubiquitous hazard, present in a significant number of activities undertaken on the RGU campus. The uncontrolled risks associated with this hazard vary in the extreme, from insignificant to a situation where harm would be extremely likely without control measures in place.

The Manual Handling Operations Regulations 1992 place a duty on RGU to, where reasonably practicable, avoid the need for his employees to undertake manual handling operations. Where it is not reasonably practicable to avoid these types of operations RGU has a duty to make a suitable and sufficient assessment of the risks posed by the hazard.

The University does this in three ways, to ensure the risk of manual handling causing harm is mitigated as low as reasonably practicable:

- Strategical Assessment
- Generic Assessment
- Specific Assessment

The University and its Schools/Departments can therefore be assured the risk from manual handling and its associated liabilities are mitigated effectively.

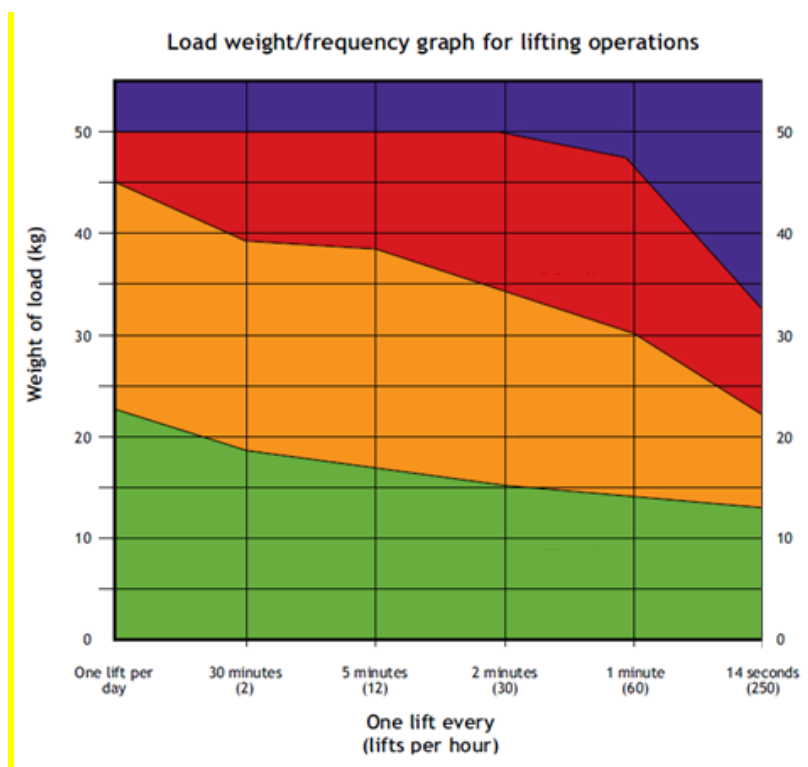
4.3 Strategic Assessment for Manual Handling

The purpose of the University's Strategic Assessment for Manual Handling is to ensure the risk of manual handling causing injury is mitigated to as low as reasonably practicable.

A copy of this assessment can be found under Annex 1: Strategic Assessment for Manual Handling.

This assessment includes two main mitigation measures, the first being employees receive appropriate information, instruction, or training as part of their probationary period when joining the University. This training is then repeated on a regular basis (3 yearly) to ensure it is kept fresh. To achieve this the University has invested in the provision of a health and safety e-learning system. Students should receive appropriate manual handling instruction from their School upon induction, or in advance of a potentially hazardous manual handling task.

The second mitigation measure is the scaling of risk and defining the type of risk assessment needed at each level, e.g., generic, and specific. To ensure that manual handling is assessed suitably and sufficiently it was deemed the level of risk would be split between low and high risk.



A manual handling activity that can be defined as green or amber in the above chart is classed as low risk and can be generically assessed (see 4.4). If the manual handling activity can be defined as red or purple in the above chart it is classed as high risk and needs to be specifically assessed (see 4.5).

Other reasons for specifically assessing an activity exposing operators to a manual handling risk shall include but are not restricted to:

- An increase in the number of accident/incident reports being received attributed to the activity.
- A frequency of lifting that exceeds the above graph.
- A new task with a high potential for injury.
- Activity that involves a long carry distance.

4.4 Generic Assessment

A generic assessment is used when the risk of injury is classed as low (green or amber). This can be undertaken assessing the likelihood and severity and recorded on the [RGU Generic Risk Assessment Template](#).

4.5 Specific Assessment

A specific assessment is used when the risk of injury is classed as high (red or purple). This level of assessment must be undertaken by a competent person. The availability in this competence will vary from school to school and department to department. In the absence of an available competent person, the school/department should contact the Occupational Health and Environmental Safety Department. The significant findings of this assessment will be recorded on the [RGU Manual Handling Risk Assessment Template](#). This record will be given to the requesting school/department to implement and maintain.

Certain Schools or departments may undertake manual handling assessments as part of their activities and core competencies, these will be stored and updated by the schools/departments.

Annex 1: Strategical Assessment for Manual Handling.

Date: 18 th January 2024	Location: RGU Campus	Task / Activity & Assessment No: Manual Handling Across all University activities.	Risk assessor name: Douglas Downie	Signature:	Review Date: 18 th January 2025	Other:
Identify the hazards	Who is at risk and how?	What controls are already in place?	Likelihood	Severity	What, if any, additional controls are necessary?	When and by whom will the control measures be implemented?
Employees and students not being instructed on manual handling	Employees and students when undertaking activities involving manual handling.	Provision of e-learning Software hosting the staff manual handling induction module. Students receive manual handling instruction from Schools on induction, or in advance of a potentially hazardous task.	Unlikely	Minor injury, cuts, bruising, minor burns		

Employees being infrequently exposed to manual handling	Employees and students when undertaking activities involving manual handling.	Placing a refresh policy on the Manual Handling Induction Module of 3 years. Provision of suitable lifting aids, available from a central location.	Unlikely	Minor injury, cuts, bruising, minor burns		
Unsuitable or insufficient assessment of manual handling	Employees and students when undertaking activities involving manual handling.	Procedure defined and implemented that scales risk and specifies the level of assessment required.	Unlikely	Minor injury, cuts, bruising,		
Employees or students not being knowledgeable in assessing manual handling and the associated hazards	Employees and students when undertaking activities involving manual handling.	Procedure defined and implemented that scales risk and specifies the where suitable competence can be accessed.	Unlikely	Minor injury, cuts, bruising, minor burns		



Robert Gordon University,
Garthdee Rd,
Aberdeen AB10 7AQ