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This Code of Practice establishes the minimum requirements for Schools and Functions to ensure suitable control arrangements for Manual Handling activities undertaken by University Staff and Students

It aims to minimise the risks from manual handling activities

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- Ensure that operatives undertaking the activity are competent in their role, in the task and understand any risks associated and control measures before and whilst carrying out the task.
- Ensure any equipment identified in the risk assessment for the task is provided and in a serviceable condition.
- Ensure any operative required to operate any equipment identified in the risk assessment is suitable competent to operate the equipment.
- Review the safety documentation/ processes post operation and make appropriate changes if required.
- Seek advice from local Health and Safety Co-ordinator when needed.

OPERATIVES are responsible for ensuring that they;

- Fully understand their role in the task that is required of them.
- Follow appropriate risk control measures in place.
- Follow any appropriate safe system of work or risk assessment provided for the task.
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- x All equipment identified in the risk assessment should be available, serviceable and used when undertaking the activity.
- x Manual handling should be either eliminated or reduced as far as reasonably practicable when any building modifications, changes of use or in the design of new buildings are undertaken.
- x Any manual handling injury will be notified to Health & Safety Services via the University's accident report system as soon as possible following the incident.

