

Imperial College Union Policy Manual Handling Policy

Audience: All staff
Owner(s): Leadership Group
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1. Policy Statement

Imperial College Union is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors, and all others who may be affected by its activities.

Imperial College Union recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation. Imperial College Union is committed to ensuring that procedures are in place to identify hazards, assess risk and set objectives to improve the management of health, safety and welfare.

Imperial College Union acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure health, safety and welfare.

Imperial College Union is committed to developing a positive safety culture, based on the involvement of staff and volunteers in health and safety management. Imperial College Union will therefore use consultative forums and mechanisms to involve staff and volunteers in health and safety management and will endeavour to provide relevant training to all staff and students.

Imperial College Union commits to reviewing this policy at least every 2 years, or as and when necessary, with approval for the policy to take place at the Board of Trustees.

2. Introduction

Imperial College Union acknowledges its duty to make sufficient provision for the management of Health and Safety in the workplace, including its duty to make suitable provision to control manual handling activities and to reduce the risk of injury from such activities as far as is reasonably practicable.

Manual handling (lifting, pushing, pulling, and carrying loads) is the cause of a large number of injuries. This is usually due to a poor lifting technique when carrying out the manual handling operation. The following guidelines provide general information on the safe manual handling of loads.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers.

Director of Finance & Resources

The Director of Finance & Resources has delegated responsibility for:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Students' Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (CIEH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.

- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Senior Managers

Senior Managers are responsible for:

- Ensuring that adequate local arrangements are in place to achieve compliance with the policy.
- Appointing one or more competent persons as manual handling assessors to oversee implementation of the policy in their directorate*
- Providing the appointed person(s) with the necessary time resources and support to carry out their role effectively.
- Ensuring appropriate mechanical aids and equipment are available.
- Ensuring information on safe lifting techniques is provided at induction of all new staff and students.

**A Safety Officer may act as a Manual Handling Assessor for a directorate, but needs to be locally available to assist with risk assessments*

All Managers and Supervisors

All managers and supervisors are responsible for:

- Organising work under their control so as to minimise the need for manual handling.
- Identifying hazardous manual hands tasks.
- Ensuring that risk assessments of hazardous manual handling tasks are carried out and recorded when appropriate.
- Informing the Departmental Manual handling Assessor of tasks requiring detailed assessment.
- Ensuring that controls identified as necessary in risk assessments are used.
- Ensuring staff and students receive information, instruction, and training appropriate to their likely involvement in manual handling tasks.

Manual Handling Assessors

Manual Handling Assessors are appointed by the Directorate's Senior Manager to assist in the discharge of their responsibilities and to advise on local arrangements. They should also work in liaison with the Departmental Safety Officer to help monitor the effectiveness of local health and safety arrangements.

Their main duties include:

- Promoting best practice in manual handling.
- Maintaining awareness of hazardous manual handling activities within their directorate.
- Assisting managers and supervisors with detailed risk assessments, if required.
- Assessing directorate needs for instruction or training in manual handling.
- Assisting in the investigation of manual handling accidents or near misses.
- Assisting with the provision of basic information, instruction, and training to staff and students.
- Attending training and annual update sessions for manual handling assessors.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students, and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction, and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Union's incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other person whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Union's Disciplinary Procedures.

Health and Safety matters may also be raised by an employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Staff and students are responsible for:

- Following guidelines and instruction provided.
- Participating in training as required.
- Informing their manager/ supervisor, when appropriate, if affected by an illness or injury which may impair their ability to handle loads safely.
- Informing their manager/ supervisor of any injuries, accidents or near misses resulting from manual handling.
- Making use of any equipment provided, in accordance with their training and instruction.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Manager Director, Officer Trustees, OHSC Chair, or the Operational Health and Safety Committee should the need arise. Membership of the Committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Students' Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time, determine the need for a sub-group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Definitions

Manual Handling Operation.

The transport or support of any load by human effort as opposed to mechanical handling by crane, lift, truck etc. This includes lifting, putting down, pushing, pulling, carrying or moving by application of bodily force. It also includes operations where mechanical assistance is used but human effort is still required to move, steady or position the load.

Load

A load is any discrete moveable object. It includes persons, animals and heavy tools

Hazardous Manual Handling Operation.

Any manual handling operation which could cause injury. The nature of the task, the working environment and the individuals involved need to be taken into consideration, as well as the weight and size of the load.

Competency

For a Manual Handling assessor to be considered competent he / she must have received training in:

- the conduct and documentation of risk assessment of manual handling tasks.
- safe manual handling techniques.

An Assessor must be familiar with the College Manual Handling Policy.

Any assessor who has successfully completed the College training course for Manual Handling Assessors, or NEBOSH course may be considered competent.

Assessors need to attend an update session on manual handling in College at least once per year to maintain competency.

Assessors may need to attend specific courses in use of specialist equipment to achieve competency in use of such equipment, or to train others in its use.

5. Arrangements

All manual handling operations must have an associated risk assessment that is approved by either a Manual Handling Assessor or other competent persons. These risk assessments should be stored in the appropriate Union risk assessment document storage. Any persons undertaking any manual handling operation should have read the associated risk assessment before undergoing the operation.

The Union should provide a generic manual handling risk assessment for most basic cases, with specialist risk assessments provided for operations where the activity would fall outside of the generic manual handling risk assessment.

6. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 5 years, or as required to stay current with applicable laws and/ or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;

- if changes are required to improve the effectiveness or clarity of the policy.

7. Training

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all staff and postgraduate students, mostly without charge.

Training enables staff to acquire the skills and knowledge that, with experience, make them competent in the health and safety aspects of their work. The College has a general duty to provide information, instruction and training and to provide a safe place of work under Section 2 of the Health and Safety at Work Act 1974.

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 also specifies a duty to ensure adequate health and safety training on recruitment, on being exposed to new risks because of a change of responsibilities, or because of the introduction of new equipment, new technology or changed systems of work.

The quality of the sessions is maintained through the use of in-house expertise and the use of outside consultants where appropriate. Certain courses lead to nationally recognised certification, for example, on successful completion of the National Examination Board in Occupational Safety and Health Certificate.

Courses in the programme can also be tailored to meet the requirements of individual departments. Some courses are repeated throughout the year to enable as many people as possible to take part. External participants are welcomed on most courses; fees are indicated in the programme.

The Union will provide relevant training to all persons undergoing manual handling as part of their job.

Safety Induction

Building safety inductions are needed for all persons entering College premises, so that they have access to basic safety information