MANUAL HANDLING

1.   Manual Handling is defined in 'Manual Handling Operations Regulations 1992' as; 'Any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force'.

2.   This policy relates to all moving and handling by Medical School staff in teaching rooms, labs or stores. The only manual handling that UG students are expected to undertake is moving patients and SPs. The teaching of and practise of this clinical skill is covered in another policy.

3.   Staff members are responsible for their own safety and must ensure that they adhere to policies and protocols at all times. Staff should be aware of relevant manual handling legislation and adhere to manual handling regulations.

4.   Mortuary Staff are to be trained specifically on Manual Handling and are to supervise any staff or students they engage to help turn or move bodies.

5.   Staff should not attempt any manual handling procedure unless they have completed in-house training and are deemed competent and proficient in carrying out manual handling manoeuvres by a manual handling trainer.

6.   Staff must inform the Teaching Safety Committee if there is any manual handling operation that they believe to be unsafe.

7.   The definitive texts on moving and handling legislation is lengthy, however this should not deter students consulting the source material to establish clarification on procedures and guidelines.

8.   Staff must report and record all accidents, incidents and near misses that occur whilst at work.

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):			
Location of source file:			
Access Level: (Public/University/School Staff)			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
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11/11/2021	Review and minor update	