



BBC Studioworks

# Manual Handling Policy

Health and safety policy

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## 1. Introduction

BBC Studioworks (BBCS) will comply with the Manual Handling Operations Regulations 1992 (as amended 2002), which place a requirement on the employer and employee to 'reduce the hazards to health associated with the manual handling of loads'.

BBCS will, so far as is reasonably practicable:

- Avoid manual handling operations where a significant risk of injury could occur;
- Design and provide safe and ergonomically suitable workplace environments;
- Assess the risks associated with manual handling activities and eliminate or reduce these to a tolerable level;
- Introduce appropriate measures to reduce the risk of injury;
- Provide equipment to enable manual handling activities to be undertaken safely;
- Provide suitable and sufficient supervision, training (including periodic refresher training) and information to all staff involved in manual handling operations.

## 2. Purpose

Manual Handling is one of the most common causes of absence through injury at the workplace. Monitoring of accident statistics has shown that a sizable proportion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable injuries are caused by manual handling activities. This policy and its accompanying guidance is therefore intended to help reduce the risk of manual handling injuries and promote good practice in all lifting, handling and carrying operations.

## 3. Definitions

**Manual Handling** – the transporting or supporting of inanimate load, (including the lifting, putting down, pushing, pulling, holding, carrying, and moving) by hand or bodily force.

**Injury** – Injury to any part of the body caused by manual handling, injuries include; strained muscles, over-stretched or torn ligaments, trapped, compressed or impinged nerves and disc damage (e.g. prolapsed disc).

**Load** – A load is a discrete moveable object. This includes, for example, not only packages and boxes but also an inanimate person requiring placing in the recovery position, lighting units, staging, pushing a dolly and material supported on a shovel. An implement, tool or machine, such as a chainsaw, fire hose or breathing apparatus, is not considered to be a load when in use for its intended purpose.

## 4. Responsibilities

### 4.1. Manager's responsibilities

Heads of departments (Managers) have a responsibility to ensure that all manual handling operations that are under their control that could result in injury are assessed and adequately controlled. Therefore, the Manager must:

- Appoint a suitably competent person to assist in undertaking the above;
- Identify all manual handling operations that may require a risk assessment;
- Undertake risk assessments and implement any risk reduction measures identified as necessary;
- Identify all staff who are required to undertake manual handling operations and provide them with appropriate training and information necessary to carry out the manual handling task allotted to them (Training and information should be updated as necessary);
- Ensure staff are made aware of this policy and associated guidance and that they understand and are able to comply with it:
- Act promptly to reduce any manual handling hazards identified by employees:
- Record the results of the risk assessment and retain for five years;
- Review assessments on an annual basis or when the work significantly changes.
- Liaise with a competent source of advice for activities that are presented as high risk
- Ensuring all manual handling accidents and injuries are reported appropriately and in a timely manner.
- Liaising with HR the on the pre-employment of any manual handling hazards pertinent to a job being offered or advertised;
- Implementing any health advice given by HR or source of competent advice

#### **4.2. Employee responsibilities**

Employees must:

- Adhere to the identified safe working practices;
- Make full and proper use of any safety equipment or manual handling aids provided;
- Report any defects in systems, practices or equipment;
- Co-operate with the business in undertaking the assessments:
- Attend training provided and put it into practice in the workplace;
- Take reasonable care of their own health and safety and that of others who may be affected by their activities;
- Inform their manager when they believe that there is a risk of injury to health from a manual handling activity;
- Inform their manager when they suspect the risk assessment is no longer valid.
- Inform their manager of any health problem or condition that might affect their ability to handle loads safely.
- Comply with any health advice given by the business

#### **4.3. HR / HS Support dept. responsibilities**

The HR/HS Support dept. is responsible for:

- The monitoring, investigation and reporting of manual handling incidents.
- Developing and co-ordinating training in manual handling.
- Providing advice to staff and head of departments on Manual Handling issues.
- Promoting awareness of safe manual handling practices.

#### **4.4. External Occupational Health Service (OHS)** (third party support to BBC Studioworks responsibilities)

The OHS is responsible for:

- Assessing the physical capacity of employees to determine fitness to undertake manual handling activities if raised by HR
- Advising managers and staff on associated problems and health issues.
- Providing advice to HR, heads of department and employees (where required) on Manual Handling issues.
- Promoting awareness of safe manual handling practices.

#### **5. Details of Procedure/Operational Details**

Refer to **Manual Handling Health & Safety Arrangements** for further information