



Manual Handling Policy

Owner: Lets Make Change

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Approved by: Joseph Fitzpatrick

Version	Date	Author/Reviewed By	Summary of Changes	Approved By	Review Date
1.0	01/06/26	Alex Fitzpatrick	Initial policy created	Joseph Fitzpatrick	June 2027

Let's Make Change (LMC)

Manual Handling Policy

1. Policy Statement

Let's Make Change (LMC) is committed to ensuring the health, safety and wellbeing of all employees, tutors, volunteers and service users.

LMC recognises that manual handling activities may occasionally be required as part of educational, mentoring and community-based delivery. Improper manual handling can lead to injury and ill health, and therefore all reasonable steps will be taken to minimise risks and promote safe working practices.

This policy has been developed in accordance with:

- Health and Safety at Work etc. Act 1974;
- Manual Handling Operations Regulations 1992 (as amended);
- Management of Health and Safety at Work Regulations 1999;
- Relevant Health and Safety Executive (HSE) guidance.

2. Scope

This policy applies to:

- Employees;
- Tutors;
- Volunteers;
- Contractors working on behalf of LMC.

The policy covers any activity involving:

- Lifting;
- Carrying;
- Pushing;
- Pulling;
- Lowering;
- Moving or transporting objects.

This may include educational resources, equipment, furniture, supplies and materials used within community venues and learning environments.

3. Objectives

The objectives of this policy are to:

- Reduce the risk of manual handling injuries;
- Promote safe working practices;
- Ensure staff understand their responsibilities;
- Comply with relevant legislation;
- Provide appropriate training and support;
- Encourage reporting of hazards and concerns.

4. Roles and Responsibilities

4.1 Directors and Management

Management is responsible for:

- Ensuring compliance with relevant legislation;
- Assessing manual handling risks;
- Providing appropriate equipment where required;
- Arranging suitable training;
- Monitoring incidents and reviewing procedures;
- Promoting a positive health and safety culture.

4.2 Staff, Tutors and Volunteers

Staff, tutors, and volunteers are responsible for:

- Following safe manual handling procedures;
- Using equipment provided appropriately;
- Participating in training;
- Reporting hazards, injuries, and near misses;
- Taking reasonable care of their own safety and that of others;
- Seeking assistance when required.

4.3 Health and Safety Lead

Where appointed, the Health and Safety Lead is responsible for:

- Monitoring compliance with this policy;
- Supporting risk assessments;
- Investigating incidents;
- Reviewing manual handling arrangements;
- Providing advice and guidance to staff.

5. Risk Assessment

Manual handling activities will be assessed to identify potential risks and appropriate control measures.

Risk assessments will consider:

The Task

- Frequency of lifting or carrying;
- Distance moved;
- Repetitive movements;
- Awkward positioning;
- Time pressures.

The Load

- Weight;
- Size and shape;
- Stability;
- Ease of handling;
- Presence of sharp edges or hazards.

The Environment

- Available space;
- Flooring conditions;
- Lighting;
- Access routes;
- Weather conditions where applicable.

The Individual

- Physical capability;
- Existing medical conditions;
- Training and experience;
- Fatigue or wellbeing considerations.

Risk assessments will be reviewed regularly and whenever circumstances change.

6. Safe Manual Handling Procedures

To reduce the risk of injury, staff should:

- Avoid manual handling where possible;
- Use trolleys, carts, or other aids where available;
- Assess the load before attempting to move it;
- Plan the route and destination in advance;
- Remove obstacles before lifting.

When lifting:

- Adopt a stable stance with feet shoulder-width apart;
- Bend the knees and keep the back in a neutral position;
- Use leg muscles to lift rather than the back;
- Hold the load close to the body;
- Avoid twisting or sudden movements;
- Move smoothly and steadily.

Where a load is heavy, bulky, or awkward:

- Seek assistance from another person;
- Break the load into smaller components where possible;
- Consider alternative methods of transport.

Staff must never attempt to lift a load they believe exceeds their capabilities.

7. Use of Equipment

Where manual handling equipment is available, staff should use it appropriately.

Examples include:

- Trolleys;
- Wheeled carts;
- Storage containers;
- Transport cases.

Equipment must:

- Be used according to instructions;
- Be maintained in good condition;
- Be reported if damaged or defective.

8. Training and Awareness

LMC will provide appropriate manual handling training to staff, tutors and volunteers.

Training may include:

- Safe lifting techniques;
- Risk assessment awareness;
- Use of handling aids;
- Injury prevention;
- Reporting procedures.

Training will be:

- Provided during induction where relevant;
- Refreshed periodically;
- Updated following significant changes in working practices.

9. Accident, Incident and Near-Miss Reporting

All manual handling injuries, accidents and near misses must be reported immediately.

Reports should include:

- Date and time;
- Location;
- Description of the activity;
- Nature of the injury or incident;
- Any contributing factors.

Management will:

- Investigate incidents where appropriate;
- Identify lessons learned;
- Review risk assessments;
- Implement additional control measures where necessary.

10. Medical Considerations

Staff with medical conditions that may affect their ability to undertake manual handling safely should inform management confidentially.

Reasonable adjustments may be considered where appropriate.

No employee, tutor or volunteer will be expected to undertake manual handling activities that present an unacceptable risk to their health.

11. Monitoring and Review

LMC will monitor:

- Accident and incident reports;
- Risk assessment outcomes;
- Training records;
- Staff feedback.

This policy will be reviewed:

- Annually;
- Following significant incidents;
- Following changes to legislation or guidance;
- Where operational changes require review.

12. Related Policies

This policy should be read alongside:

- Health and Safety Policy;
- Lone Working Policy;
- Safeguarding and Child Protection Policy;
- Administration of Medication Policy;
- Attendance Policy;
- Behaviour, Relationships and Anti-Bullying Policy;
- Data Protection, Privacy and Information Security Policy.