



Core Creative Education CIC

CCE024 Manual Handling Policy and Procedures

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1.0 Introduction

Manual handling of heavy or large items and loads may form part of select staff's roles and responsibilities, for example, the land manager who will be responsible for moving animal feeds and water to animal enclosures. CoRE have a duty of care to ensure that all manual handling activities follow the Health and Safety Executives recommended guidelines as found in the Manual Handling Operating Regulations 1992.

2.0 Legislation

The Manual Handling Operations Regulations 1992 are guidelines for both employers and employees to follow in order to prevent harm through avoiding manual handling where appropriate, providing accurate risk assessments of activities that may require employees to use manual handling which accurately assess the risk and outline clear precautionary control measures to mediate the risks. Key terminology from the regulations is explained below.

Injury - The main aim of the Regulations is to prevent injury, not only to the back, but to any part of the body. They require employers to take into account, the whole handling operation, including the external physical properties of loads which might either affect grip or cause direct injury, for example slipperiness, roughness, sharp edges and extremes of temperature.

Load - A load in this context must be a discrete movable object. This includes, for example, not only packages and boxes but also a patient being lifted, an animal being moved during veterinary treatment, and material supported on a shovel or fork. 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.

Manual handling operations - The Regulations apply to the manual handling of loads. That means human effort is involved rather than mechanical handling by devices such as cranes or lift trucks. Using a mechanical aid, such as a sack truck or a powered hoist, may reduce but not eliminate manual handling as human effort is still required to move the mechanical aid, or to steady or position the load on the aid.

Manual handling includes both transporting a load and supporting a load in a static posture. The load may be moved or supported by the hands or any other part of the body, for example the shoulder. Manual handling also includes the deliberate dropping or throwing of a load, whether into a container or from one person to another.

Using human effort for a purpose other than to transport or support a load is not a manual handling operation. For example, neither using a spanner to loosen a bolt nor lifting a control lever on a machine are manual handling.

3.0 Manual Handling at CoRE

Activities that may involve manual handling at CoRE include but are not limited to:

- Moving animal feed, bedding and water
- Fencing and moving fencing materials
- Logs
- Moving parcels



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- Cleaning animal housing and using a wheelbarrow
- Moving animals including hedgehog zoo-zones

Manual handling risk assessments for the activities listed above can be found in the health and safety folder located in the office. Staff are welcome to request these at any time. *Staff are expected to carry out dynamic risk assessments before undertaking manual handling tasks, taking account of the weight, size, stability of the load, environmental conditions, available equipment and their own physical capability. Manual handling tasks should not proceed where risks cannot be adequately controlled.*

3.1 CoRE's responsibilities to employees

The Regulations require employers to:

- *avoid the need for hazardous manual handling, 'so far as is reasonably practicable';*
- *assess the risk of injury from any hazardous manual handling that can't be avoided;*
- *reduce the risk of injury from hazardous manual handling, 'so far as is reasonably practicable'.*

Where a load cannot be safely handled by one person, suitable mechanical aids or team lifting techniques will be used. Staff should never attempt to lift loads beyond their capability.

Reasonably practicable' means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

Manual handling activities are risk assessed by CoRE and reviewed annually or when new activities are added to CoRE's remit. CoRE where possible will provide alternative means to aid/reduce the incidence of manual handling e.g. the use of the horticultural ride on machine and trailer *tractor and bucket. Particular consideration will be given to uneven ground, mud, slopes, wet or icy conditions, confined spaces and animal behaviour when assessing manual handling activities outdoors.*

3.2 Staff responsibilities

Staff will undertake the relevant manual handling training with CoRE's online provider, and complete regular updates at CoRE's request to ensure that their manual handling training is up to date. Staff are advised to communicate with CoRE any and all activities they feel are beyond their manual handling limits or put them at higher risk of injury/harm due to disability and/or health conditions. *Any injury, pain, near miss or unsafe manual handling activity must be reported to the Education Manager or Director as soon as reasonably practicable so that appropriate action and any necessary review of risk assessments can take place.*

CoRE reserve the right to ask for a doctors note as supporting evidence and to aid risk assessments for activities or individuals. Any staff who are pregnant should inform CoRE in writing and CoRE will assess their manual handling needs and an individual risk assessment will be completed.

In line with the Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992 employees are expected to:

- *take reasonable care for their own health and safety and that of others who may be affected by their activities;*



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- co-operate with CoRE to enable you to comply with your health and safety duties.

Students will not be expected to undertake hazardous manual handling activities. Where practical activities form part of educational or therapeutic sessions, staff will provide appropriate supervision, instruction and support appropriate to each student's age, ability and individual needs.

Signed: *A Green* (Education manager)

Name: Alasdair Green

Date: 3 /7/2026

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.