

# MANUAL HANDLING POLICY

## (Lifting, carrying and moving loads)

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- i. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- ii. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, as far as possible.
- iii. Necessary training should be given to all those employees and volunteers who are required to undertake manual handling.

The main areas of manual handling necessary for employees in the office are:

the arrangement of furniture (chairs and tables) in the conference rooms  
the opening and closing of the folding wall in the conference rooms  
the replacement of water bottles on the water coolers  
the unpacking of boxes of A4 and A3 paper and card  
the unpacking of large printing deliveries  
the unpacking of heavy parcels  
filing and archiving

All employees should read the advice offered in the HSE publication 'Manual Handling at Work' and sign to acknowledge such on the Health and Safety form to be returned to the HR department to be placed in their personnel file. All employees should have regard to the advice offered in the HSE publication when undertaking any task involving manual handling.