



Exeter Food Action Manual Handling Policy

1. Purpose

Exeter Food Action (EFA) recognises that manual handling activities can pose a risk of injury to employees and volunteers. This policy outlines the procedures to be followed to ensure the safe handling of objects in the workplace, in compliance with the [Manual Handling Operations Regulations 1992](#).

2. Scope

This policy applies to all employees and volunteers of EFA who required to carry out manual handling activities as part of their work.

3. Definition

Manual handling means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force.

4. Responsibilities

- a) All employees and volunteers are responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- b) The coordinator is responsible for identifying tasks that involve manual handling and for assessing the risks associated with those tasks.
- c) The designated Health and Safety Officer is responsible for providing advice and guidance on safe manual handling practices.

5. Procedures

- a) Avoid manual handling tasks where possible, for example by using mechanical aids where available.
- b) Assess the risks associated with manual handling tasks, considering the weight of the load, the distance to be moved, the height of the lift, and any other factors that may increase the risk of injury.
- c) Plan manual handling tasks to minimise the risk of injury, for example

by breaking down the load into smaller components, or by ensuring that the load is stable and balanced.

d) Provide training to employees and volunteers on safe manual handling techniques, including correct lifting and carrying techniques, and the use of mechanical aids.

e) Ensure that all manual handling activities are carried out in accordance with the training provided.

f) Monitor manual handling activities to ensure that safe practices are being followed, and take appropriate action if any concerns are identified.

6. **Review**

This policy will be reviewed annually to ensure that it remains effective and relevant. Any necessary changes will be communicated to all employees and volunteers.

By implementing this manual handling policy, EFA aims to reduce the risk of injury to employees and volunteers, and to comply with the Manual Handling Operations Regulations 1992.

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