



Manual Handling Policy 2025-2026

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 Livestock and Stock Co-ordinator and Farm Assistants, who will be responsible for moving animal feeds and water to animal enclosures.

Future Roots 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 – [HSE Link](#)

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 – [Guidance Link](#)

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

- Moving animal feed, bedding and water
- Fencing and moving fencing materials
- Logs/wood
- Moving parcels
- Cleaning animal housing and using a wheelbarrow
- Moving animals

Risk assessments for the activities listed above can be found in the risk assessment folder located in the office. Staff are welcome to request these at any time.

3.1 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;



Manual Handling Policy 2025-2026

■ reduce the risk of injury from hazardous manual handling, 'so far as is reasonably practicable'. 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 and reviewed annually or when new activities are added. Where possible we will provide alternative means to aid/reduce the incidence of manual handling

3.2 Staff responsibilities

Staff will undertake the relevant manual handling training. Staff are advised to communicate 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. We reserve the right to ask for a doctor's note as supporting evidence and to aid risk assessments for activities or individuals.

Any staff who are pregnant should inform us in writing and we 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;