



Reviewed on:	September 2023
Next review:	September 2027
Staff Responsibility:	J Harland
Linked policies:	Health and safety, First Aid, SEND
Signed by chair:	
Date:	

## **Manual Handling (including people handling) Policy.**

### **Purpose**

To ensure compliance with the following legislation, including but not limited to the following:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment 1998

This will be achieved by reducing, so far as reasonably practicable, any risk associated with manual handling operations.

### **Scope**

- All employees, pupils, volunteers and employed agency staff are included within this policy.
- This policy takes into consideration the requirements for the movement of both objects and people (including children.)

### **Definitions**

According to the Manual Handling Operations Regulations 1992, manual handling means;  
*“ any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.”*

Manual handling extends to the force required to move or restraining any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, or a person’s ability to hold or grasp the particular item in a safe and balanced manner.

A hazard is something with the potential to cause harm and a risk expresses the likelihood that the harm from a particular hazard is realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity.

An assessment is a procedure for identifying the level of risks or hazards, which may exist in order to introduce procedures to eliminate, reduce or control the risk of injury.

## Load Handling

1. In recognition of the fact that manual handling injuries account for a significant number of workplace accidents, Boarshaw Primary is committed to reducing the risks involved in these operations. Provisions have been made to reduce risks wherever it is reasonably practical, to give appropriate and effective training and guidance and advice to staff on safe manual handling principles and techniques. Boarshaw has adopted so far as reasonably practicable a policy of minimal lifting and handling. The Manual Handling Arrangements set out a hierarchy of measures which must be implemented to reduce the risks from manual handling.

These measures include:

**Avoiding** hazardous manual handling operations so far as reasonably practicable.

**Assessing** any hazardous manual handling operations that cannot be avoided

**Reducing** the risk of injury so far as is reasonably practical

## People handling

In addition to the measures outlined above the following approach has been adopted:

Staff are not required to perform tasks that put them and/or the pupil at risk unreasonably. Pupils should be encouraged to walk wherever possible and picking up of children is not encouraged.

Boarshaw Primary is committed to safe manual handling for staff by providing appropriate training, equipment and a commitment to devising safe systems of work. Wherever possible staff should apply principles of safe handling and moving to prevent injury not only to themselves but also to the pupil.

Notwithstanding the above, it is recognised that, following a suitable and sufficient risk assessment, there may be situations which do require manual lifting of pupils. For example, a pupil's medical condition, in an emergency situation, with a smaller child in distress or due to identified specific educational needs. Where well intentioned assistance, in consideration of an individual's welfare, is offered and results in injury, damage or loss, employees would not be considered blameworthy unless working outside of their remit of authority and competence.

An overall evaluation of the arrangements for specifically identified children will be carried out. If this identifies the need for manual handling then a more detailed assessment will be completed.

Things to consider:

- Parents of pupils are informed of the procedures and advice given to staff and when manual handling issues need to be varied;
- Manual handling tasks are planned ( when part of a routine) and if necessary altered to reduce risk;
- Clothing, footwear and personal effects should be minimal; finger nails kept short;
- Every effort is made to involve the pupil and seek their views;
- Regular training will be planned in to ensure that practice is up to date;
- a PEP ( Personal Evacuation plan) including Emergency/fire drill procedures will be completed for any specific children who have had a Manual Handling risk assessment

## **Arrangements.**

In order to minimise the risk of injury resulting from manual handling operations, so far as is reasonably practicable, the following actions will be taken:

### **Avoidance of manual handling operations.**

Boarshaw Primary will ensure that, wherever it is reasonably practicable, unnecessary manual handling tasks will be avoided. This will be achieved by, for example:

- arranging tasks to avoid extensive periods of moving and handling;
- replacing lifting with sliding techniques;
- making appropriate equipment available eg trolleys, rollers.

## **Training**

All staff who are required to undertake, or supervise those who undertake manual handling activities will participate in an appropriate training programme. The training programme will be organised by the Head Teacher/ Deputy Head Teacher.

## **Risk Assessments**

The process for risk management is to avoid, assess and reduce any hazards. If a risk from manual handling has been identified, a manual handling risk assessment must be carried out and reviewed at regular intervals, the time between reviews being dependent on the nature of the risks.

- Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks. This will take account of: the nature of the load-weight, size, shape, ability to be firmly gripped, balance and whether or not the object is animate or inanimate;
- The actions or postural requirements involved in the task, including reaching, leaning and lifting;
- The time, distance, duration and frequency of the task;
- The individual's capacity for manual handling, including their age, skill, experience and strength;
- The environment and workplace conditions such as lighting, access, free space and floor surface; and
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.

Assessments and reviews will form part of staff practice. All significant findings of the assessments will be recorded, monitored, updated as appropriate and be readily available for all staff to refer to.

Records of accidents, incidents and "near misses" and ill health will be monitored in order to identify if there is an implication for manual handling operations. All accidents and injuries must be reported to the Head Teacher and School Business Manager. Records of manual handling training will be kept by the Business Manager. For people handling, records of the content of the training should be documented and retained for six years on the recommendation from the HSE.

## **Safe Systems of Work**

In order to ensure that risk reduction measures are implemented, the following must be considered:

- Avoid manual handling activities wherever possible;
- Adhere to safe systems of work which have been designed to reduce the risk of injury;
- Use lifting equipment/ aids where appropriate;
- Use protective clothing/ equipment where appropriate;
- Ask suppliers to assist when deliveries are made;
- Plan your route prior to undertaking manual handling activities;
- Reduce carrying distances where possible;
- Request assistance/ advice from the Head Teacher if unsure about any activity.

### **Management Responsibility**

Head Teacher and staff must ensure that:

- Alternative measures to undertake the task should be considered to avoid manual handling;
- Risk assessments are carried out, reviewed and appropriate records are maintained;
- Staff are made aware of their responsibility to follow safe working methods and systems are in place to enable this to be checked at appropriate intervals;
- Immediate action is taken when it becomes apparent a staff member is not following safe working systems;
- Any manual handling injuries are reported, investigated where appropriate with remedial action taken;
- Employees attend appropriate training;
- If any employee has concerns about the use of equipment or activities, they must speak to their line manager / Deputy Head or Head Teacher;
- New or expectant mothers require risk assessments to be carried out for 6 months before child birth, and after child birth, in order to ensure that physical injury does not occur during manual handling procedures; and
- Pregnant women will not participate in any manual handling which is a cause for concern.

### **Employee responsibility**

Employees must ensure that they:

- Take personal responsibility to follow safe systems of work and do not risk their own health and safety not that of others when conducting manual handling operations;
- Use any available equipment provided to reduce manual handling activities;
- Report any problems related to an activity or any defective equipment to the Head Teacher/ Deputy Head Teacher or School Business Manager;
- In line with legislation designed to protect the safety of employees, report to the Head Teacher any personal condition or circumstance which may affect their role. It is also advisable that in the interests of safety to mother and baby, the Head Teacher is informed of pregnancy at the earliest opportunity;
- Adhere to safe systems of work as defined within manual handling risk assessments;

- Comply with the findings of a risk assessment if it requires the wearing of Personal Protective Equipment (PPE); and
- Speak to the Head Teacher if there are any concerns on the use of the equipment or any aspect of the risk assessment.