



eastbury  
primary  
school  
Succeeding together

## Manual Handling Policy

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Reviewed by:	Mrs Trench (Deputy Headteacher)



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## 1. Relevant Legislation

Health and Safety at Work Act 1974, with any relevant amendment

Manual Handling Operations Regulations (MHOR) 1992

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Health and Safety (Offences) Act 2008

*NOTE: Health and Safety Legislation takes precedence over any other legislation/procedures that the school operates within.*

This policy respects that a child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in their community.

## 2. Introduction

Management at Eastbury Primary School are committed to promoting the best and safest practice in all manual handling operations.

The main aim of the policy is to protect staff and pupils and promote best practice. The policy aims to reduce the risks to staff and pupils as far as is reasonably practical.

## 3. Definitions

The term '**Manual Handling**' or '**Moving and Handling**' includes any transporting, or supporting, of a load or a young person. This includes pulling, pushing, lifting, lowering, carrying or moving, by hand or bodily force.

The term '**Minimal Handling**' refers to the moving of objects and young people only when necessary and by making full use of techniques advised during any relevant/needed staff training in using appropriate handling equipment.

The term '**Key Staff**' refers to those staff who have had specific training on using equipment with pupils and are accredited with specific course certificates. Key staff will lead and manoeuvre, give direction, mentor and support colleagues to adopt a best practice approach.

#### **4. Key Principles**

Leaders and staff are responsible for complying with the requirements of Legislation and the procedures identified in the Manual Handling Policy.

In the event of an emergency that may lead to death or significant harm, (e.g. fire, drowning, medical emergency), staff need to act in a way which may mean not following the prescribed system of work to move a child. These should be addressed through further documentation such as PEEP's and/or Risk Assessments for individuals.

The Manual Handling Policy seeks to reduce the need for staff to perform hazardous moving and handling activities so far as is reasonably practical. A system of Risk Assessment, considering legislation and backed by supportive and appropriate awareness/training will be key to the success of this policy.

The Risk assessment Process will consider:

- The nature of the task
- The nature of the load
- The capability of the person carrying out the task
- The needs of the pupil
- The working environment in which the task takes place

Other staff coming into school, including those not directly employed, will be made aware of specific pupils who will need support and the potential risks associated with moving and handling tasks by the class teacher, year leader or SENCo.

All pupils, who can safely do so, should be encouraged to move themselves wherever possible in order to promote their independence. Where support is required, it should be the minimum needed to safely complete the task/activity.

The Manual Handling Policy will be reviewed every two years, unless circumstances dictate otherwise.

See appendix 1 for risk assessment format.

Manual Handling forms an integral part of the Induction Process, identifying the appropriate support for individual staff:

Course	Purpose	Who
<p>Moving and Handling Children with SEN</p> <p><b>'Staff'</b></p> <p><b>'Key Staff'</b></p>	<p>To equip staff with an understanding of why we approach manual handling of pupils in the way we do, both legally and as a carer.</p> <p>To give staff the knowledge and confidence to deal with each manual handling situation and meet the individual needs of the pupil as they present safely, comfortably, empathetically and modestly.</p> <p>For some pupils manual handling assistance during their educational day is crucial to their comfort, learning, nutritional input, socializing and having fun, their overall well-being.</p> <p>Face to Face training (hoists)</p> <p>Annual refreshers to be maintained</p>	<p>Staff who use equipment such as wheelchairs, walkers, lifts, hoists daily.</p> <p>Staff who transfer pupils into prescribed equipment such as, standing frames/walkers/ wheelchairs, as part of their daily programme.</p> <p>Hoist training to be undertaken by staff when needed.</p> <p>Chair/flat-bed to access changing facilities.</p>
<p>Manual Handling Awareness</p>	<p>The Manual Handling Operations Regulations 1992 require employers to ensure that all employees are aware trained and competent in manual handling. It is the employer's duty to avoid manual handling as far as is reasonably practicable and, if this cannot be done, the employer must take steps to reduce the risk of injury.</p> <p>See appendix 2</p>	<p>All other staff.</p>

## **5. Responsibilities**

### Senior Leadership Team (SLT) and School Business Manager (SBM)

SLT/SBM must be aware of and understand the Manual Handling Policy.

Records of training to be maintained of all staff and refresher training organised.

SLT/SBM must, in accordance with the legislation, ensure that employees are not exposed to any foreseeable risk of injury from moving and handling, so far as is reasonably practicable.

SLT/SBM must ensure that there are clearly identified systems and procedures in place to assess and record the risks associated with moving and handling.

Termly email sent with guidance for all staff to ensure awareness of manual handling.

SLT/SBM must investigate and record incidents involving manual handling.

SLT/SBM must keep a record of any incidences of injury, near misses and sick leave related to Manual Handling, as identified through the incident report form process. Risk Assessments must be reviewed following any report incident.

SLT/SBM must ensure appropriate equipment identified in the manual handling risk assessment is made available and training in its use provided in line with health team staff as appropriate.

SLT/SBM must ensure appropriate systems and procedures are in place to maintain manual handling equipment in line with manufacturers instruction and legislation.

### All Staff

All staff must make full and proper use of any system of work identified by SLT/SBM.

No staff member shall undertake a manual handling task without making an informal/dynamic assessment of the risks involved to themselves or others who may be affected by their actions.

The site team are available to support all staff with particular areas of manual handling with equipment eg: lifting heavy items, moving furniture, hanging items to ensure safety and complete height work.

Staff must assist and support pupils within the responsibilities of their role, guided by individual pupil risk assessments and system of work prescribed. Only key staff should lead any manoeuvres where specific equipment is needed for pupil transfers.

Staff can participate constructively in the risk assessment process to ensure Specific support is available to meet the needs of individual pupils.

Staff should feel comfortable before performing any manual handling task. Where they have concerns, support from Middle leaders and SLT can be gained.

Staff must recognise that lifting pupils from the floor might be required during the school day. If the pupil has specific equipment, this must always be used for this task, except on occasions in an emergency.

Staff must use equipment for the purpose it was designed for and following instruction/training they have received. A visual check must be made to ensure the equipment is safe each time it's used. Staff/SBM must be responsible for ongoing charging of hoist batteries by ensuring that the controller is docked back in the charging station or leaving the battery on charge when not in use on mobile hoists. Employees must report hoist equipment issues and charger failures by logging with SLT/SBM.

No staff member should manually handle a pupil/load beyond their physical limitations. Staff can request support from colleagues where needed.

Staff must inform their line manager of any health concerns that may affect their ability to perform manual handling tasks so that a risk assessment can be implemented with reasonable adjustments to support the staff member in their role within the educational setting.

Staff must report any manual handling accidents and incidents via the first aid room, completing an accident form, which is then handed to the Deputy Head Teacher, who will pass to the SBM.

Staff must wear clothing and footwear, in line with the Staff Code of Conduct, that does not restrict their movement or posture, and protects their feet.

Staff should not wear jewellery when moving or handling pupils or be aware of the risks to self, taking the responsibility for any injury.

## Key Staff

Will promote best practice in Manual Handling techniques and procedures when moving and handling pupils.

Will support management by encouraging and leading other staff to follow the procedures outlined in the Manual Handling Policy.

Will complete all training to enable them to use all hoists and equipment safely and confidently.

Will follow guidelines for Manual Handling as set out in Risk Assessments for pupils and ensure these are consistent across the school day.

Will follow advice from Therapy Teams as necessary and when requested.

## **6. Risk Assessments**

Risk Assessments (see appendix 1) take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of children and young people involved, the degree to which they may either assist in a lift or actively resist lifting, and the individual capabilities of the members of staff and frequency of lifting operation.

Appropriate mechanical equipment, such as hoists, should be considered in the initial lift and not as a secondary precaution.

Hoisting – a minimum of two staff should be present when hoisting pupils, where possible.

## **7. Best Practice**

Mobile Hoists to be used without brakes on.

Always put brakes on wheelchairs and postural equipment when placing or assisting pupils into and out of equipment.

Never leave pupils unattended on changing beds or other equipment where they could be vulnerable.

Physiotherapy Team will provide training on the use of pupil specific equipment, this training must be signed and reviewed annually.

Equipment Legislation Requirements: all hoists, changing beds and equipment will be LOLER tested.

## **8. Emergency Situations**

The regulation of Manual handling tasks does not apply in genuine emergency situations – i.e.; assistance should be offered if someone is in imminent danger of drowning or in danger from a fire or collapsing building. However, situations such as a pupil with epilepsy having a seizure, or a standard fire evacuation is not considered an emergency as these are foreseeable and safe systems of work are planned and risk assessed

## Appendix 1: Risk Assessment



### Risk Assessment

Activity / Person			
Location			
Department			
Assessor(s)			
Manager		Signature	
Employee Rep		Signature	
Date			

Resultant Risk Rating	
Please tick	
High	
Medium	
Low (normal)	/

Medical Reason	
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Start date		Review Date: (3 months)	
Review Date: (6 months)		Improvement expectations:	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed

All areas of staff role are expected to be completed, reasonable adjustments **(RA)** will be actioned to support staff member to access their expected role and the environment the role is within. These are decided between the employer and employee together, giving the employer the opportunity to support the employee to access their role and the employee the opportunity to suggest areas they feel will support them in their role.

It is important to discuss the risk assessment and proposed actions with staff and their representatives.

A risk assessment is only effective if you and the staff member act on it. Both parties must follow through with any actions required and review it on a regular basis 3 months, and 6 months. Reasonable adjustments **(RA)** are a temporary measure with the intention that an employee will be able to regain the ability to complete the full expectations of their role within a reasonable time frame (maximum 6 months). If the employee is not able to render their role after the 6-month period, further advice from Human Resources (HR) will be sort. It should also be reviewed if you and the employee think it may no longer be valid.

## Appendix 2: Rules for Safe Manual Handling

1. Stop and think. It is important to plan the lift. 'Where is the load being moved to? Are hoists or other lifting aids needed? Is someone else needed to help? Is there any obstruction in the way?
2. Position the feet. A lift should be carried out with the feet apart. This gives a balanced and stable base for the lift. The leading leg should be as far forward as is comfortable.
3. Adopt a good posture. When lifting from a low level, the knees should be bent. However, the lift should not begin from a kneeling position. The lifter should avoid over flexing the knees. It is very important to keep the back straight. If necessary, the lifter can lean forward a little over the load, for a better grip. The shoulders should be level and facing the same direction as the hips.
4. Get a firm grip. The best position and the best type of grip depend on the circumstances of the lift and the individual's preference. There needs to be a firm grip.
5. Raise your head as you start to lift, lift using your leg muscles, use smooth movements.
6. Tuck your arms in to avoid straining your neck or shoulder muscles.
7. Hold the load or student, close to your body.
8. Don't block your view by carrying too large a load.
9. Move the feet. The lifter should not twist his or her trunk when turning to the side but should remember to move his or her feet instead.

### The First 3 Principles of Good Manual Handling

Remember to follow the first three principles of good manual handling to avoid placing unnecessary pressure on your spine.

1. Keep your spine in line
2. Create a stable base
3. Keep any load close to your body