



## Manual Handling Policy including Moving and Handling

Version	Date	Description	Chair of Committee	Ratified (Y/N)	Next Review Due
1	June 2012	Presented to Curriculum Committee Meeting	Paul Ilott	Y	June 2013
2	June 16	Presented to Health and safety committee	Paul Ilott		As per gov programme
	September 2016	Adopted	David Champion	Y	September 2016



## **Contents**

1. Policy Statement
2. Definition
3. Purpose
4. Scope
5. Legal
6. **Mandatory Procedures**  
Manual handling
7. **Practise guidelines**
  - a. Risk assessment
  - b. Emergency handling
  - c. Equipment
  - d. Training: initial/cumulative and on-going assessment. Challenging and addressing poor practice
  - e. Responsibility
  - f. Monitoring

### **1. Policy Statement**

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

Our aim is to ensure that the health and safety of all staff and pupils are taken into account when all moving and handling procedures take place.

Key terms:

Moving and Handling is a part of, but not the entirety of, manual handling. Moving and handling is covered within school by internal trainers and involves the use of hoists/slings and positional equipment with pupils.

Manual handling attached to site and facility issues has a key lead in the facilities manager Jo Clarke.

### **2. Definition**

Moving and handling is any action required as part of a person's job that involves the movement of a person or inanimate object by hands or bodily force. This includes such activities as lifting, lowering, pushing, pulling, carrying and supporting a load.

### **3. Purpose**

- The safety and comfort for the individual is maximised
- The risk of injury to staff and pupils is minimised
- Legal requirements are met

### **4. Scope**

The policy covers all moving and handling activities undertaken by staff during the course of their work. It applies to all members of employed staff and some supply staff who have received the appropriate training as well as the pupil or object being moved. Adults not permitted by the school to be involved in moving and handling such as student teachers, supply staff who are not specifically trained and volunteers will be clear that is the case and will not do so except in extreme and unforeseen exceptional circumstance. (We have one volunteer currently who is fully trained and as such will continue to be covered by this policy. We do not envisage additional volunteers being similarly trained)

Granta School will take reasonable steps to ensure that pupils, employees, named supply staff and others have received the appropriate training and information on how to perform safer moving and handling and safer manual handling prior to commencement of duties.

## **5. Legal**

The Health and Safety at Work Act 1974 (HASWA) is the basis of all health and safety legislation and sets out the legal requirements, which employers have towards employees and others, and employees have to themselves and each other.

The Manual Handling Operations Regulations 1992 were put in place to enable the UK to implement the European Directive 901269/EEC, which made a risk assessment approach a requirement.

The management of Health and Safety at Work Act Regulation 1999, places an obligation on employers to carry out suitable and sufficient assessment of the risks whilst they are at work.

The Lifting Operations and Lifting Equipment Regulation (LOLER) 1998.

The Reporting of Injuries, Diseases and Dangerous Occurrences 1995 (RIDDOR).

The Provision and Use of Work Equipment Regulations 1998 (PUWER).

The Human Rights Act 1998 (HRA).

The above is not an exhaustive list.

## **6. Mandatory Procedures - Manual Handling**

Manual handling refers to the moving and handling of any load. Current legislation states each employer shall avoid hazardous manual handling, so far as reasonably practicable, therefore manual handling is not prohibited and requires a balanced approach to ensure that:

- Employees are not required to perform tasks that put them and / or individuals at risk, unreasonably.
- Individual's personal wishes on mobility assistance are respected wherever possible as is their independence and autonomy.
- Manual handling involving pupils (moving and handling) requires two adults except in rare, risk assessed and specific situations where a single person support may be part of an individual pupil physiotherapy or occupational therapy programme.

The aim should be to meet the individuals' wishes using the principles of putting people first in assessing their needs for independence without compromising the safety of anyone concerned with their health and well being. The dignity, autonomy and privacy of the individual should be respected at all times.

There may be cases where there are no reasonable practicable alternative to manual moving and in such circumstances a detailed risk assessment must be completed identifying all elements of risk and staff skills will need to be factored in.

'Best practice identifies that all moving and handling interventions should be facilitated by two trained staff. The level of staff training will be outlined in school risk assessments e.g general or pupil specific.

Manual handling of objects and items will be dependent on their size, shape, weight and position and based on that information a single person manoeuvre may be more appropriate.

All accidents, handling incidents and near misses must be reported promptly in accordance with the reporting procedures.

## **7. Practice Guidance**

### **a. Risk Assessments**

Risk assessments must be completed for any essential moving manual and handling tasks including moving and handling. Occasionally dynamic risk assessment is required to respond to unforeseen circumstance. .

Staff who have undertaken the training course on People Handling and Risk Assessment are responsible for the risk assessments and training within school for moving and handling. The facilities manager is responsible for other elements of manual handling and specifically in respect to site and cleaning team jobs.

Risk assessments should be reviewed annually or earlier if there has been a change in circumstances.

Specific risk assessments will be put in place for expectant mothers and those who have given birth within the previous 6 months or are breast feeding and for staff who have any existing injuries or conditions.

### **b. Emergency Handling**

Some situations are foreseeable and can therefore be planned for to reduce the risk of injury. However there may be situations where staff have no time to get to equipment or plan the move.

Always Consider the safety and the safety of others around you prior to taking further action. Where they are in place, follow emergency evacuation and pool protocol procedures. Use the following guides: AVOID/ASSESS/REDUCE/REVIEW

### **c. Equipment**

Staff must avoid all unnecessary manual handling and use the appropriate equipment where it is assessed as necessary. All equipment must be suitable for use in line with PUWER regulations 1998.

Equipment for site will be purchased as an outcome of risk assessments carried out by the site manager. Equipment for moving and handling is purchased via therapy staff and the local authority.

The Headteacher will make the final decision with regard to the purchase of school owned equipment .

All equipment must be serviced and maintained in accordance with guidelines laid down and, in the case of centrally owned equipment, through process as commissioned from the local authority. . All staff have a responsibility to use moving and handling equipment correctly and to report any malfunctions immediately to the responsible person.

Any faulty equipment must be marked with a sticker and dated to alert other people to the potential problem and moved to a safe place until it can be checked/serviced by a competent person.

Specific lifting appliances, eg. hoists must have a current test certificate signed by a competent person and carry the safe working load, this must not be exceeded. The equipment is also required to have a thorough and documented examination by a competent person every 6 months (LOLER 1998) The local authority currently arranges this on behalf of the school for the majority of equipment.

#### d. Training

Staff who have undertaken the training course on People Handling and Risk Assessment will keep their own training up to date by attending sessions paid for by the school. We currently use 'Edge Services' to provide this training.

All new class based staff will attend a full day training event on moving and handling and following this will have cumulative assessments on practical skills throughout the year. In addition they will have one teaching session per year.  
All school staff will have annual moving and handling training/awareness sessions.

Key trainers will have regular opportunities to meet and work together as part of the timetables.

Managers must ensure that written records of training are kept, that a system for identifying staff needing updates is in place, and that staff are put forward for appropriate training at the right time with identified frequencies.

#### Quality Assurance for moving and handling

Staff qualified to deliver training (i.e. assessment key trainers) are responsible for quality assurance for moving and handling practice and record keeping. This role involves promoting good practice through advice and if necessary additional refresher training. This could be delivered through school briefing or 'bite size' sessions.

#### e. Responsibilities

Employees must take reasonable care for their safety, and that of others when carrying out moving and handling and attend moving and handling training as required. All possible injuries or pre-existing conditions must be notified so that school can ensure assessments for fit to carry out duties can be undertaken in line with duty of care.

Employees must read /review and sign risk assessments and the moving and handling plan before they attend to an individual and after every subsequent risk assessment review.

Employees must use moving and handling equipment and techniques in accordance with training and manufacturers' instructions. Employees should wear suitable clothing and footwear and any personal protective equipment provided. Employees are reminded that, unless specifically assessed otherwise, all pupil based moving and handling tasks require 2 adults: i.e. hoisting students, pushing students on beds or in frames.

Employees must comply with infection control procedures.

Managers must ensure, in accordance with HASAWA, that no one is exposed to foreseeable risk of injury so far as is reasonably practicable.

Risk assessments must be carried out by trained staff.

Managers must attend training on Health and Safety management and ensure that all employees are trained in basic skills of manual handling before being asked to move any persons or objects.

f. Implementation

Manual handling and Moving and handling training will be underpinned by this policy and other relevant policies. Practice will be informed by latest guidance and advice from suitable sources and as such is liable to amendment. It will be monitored by the incident reporting and complaints monitoring.

g. Monitoring

This policy will be monitored through staff supervision, record review, the reporting of accidents, incidents and sickness returns. This policy will be reviewed annually.