



# ElmsBank

## Manual Handling Policy

This policy is reviewed every two years by the Resource Committee

### History of Document

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1	Kristie Bloomfield	01/12/2017			
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## **Statement of intent**

This policy is designed to outline the school's legal responsibilities with regard to manual handling. It sets out the processes in place to minimise any risks associated with manual handling at Elms Bank. Full adherence with this policy will ensure legal compliance, and also reduce the risks of injury related to manual handling.

The guidelines in this document apply to school staff, pupils, visitors, contractors and volunteers. It applies to all activities both on and off school property, including school trips, excursions, and any other planned activities outside of the school grounds.

## **1. Legal framework**

1.1. This policy has due regard to 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 Regulations 1998

1.2. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy.
- First Aid Policy.

## **2. Aims**

2.1. The health and wellbeing of all members of staff will be maintained and promoted by providing a safe working environment, specifically with regards to manual handling tasks.

2.2. A systematic approach to manual handling will be implemented, whereby everyone will be made aware of their individual roles and responsibilities.

2.3. Practical and workable solutions will be provided to improve the effectiveness of working practices.

2.4. Equipment and information will be provided, which is necessary to ensure the health and safety of staff involved in manual handling.

2.5. All members of staff will be informed and trained to take care of their own health, as well as the health of others.

2.6. Every member of staff will ensure compliance with the relevant legislation.

## **3. Responsibilities**

3.1. The Head Teacher will ensure that specific manual handling tasks are carried out by the most fit and healthy adults.

3.2. While staff can decide whether or not they can manage the task, it is ultimately the Head Teacher's duty to ensure the member of staff will not be at risk when performing the task.

- 3.3. If a person has sustained recent injuries, hernias, back problems, heart conditions or other physical issues, or if there are any other concerns, the manual handling task will not be undertaken.
- 3.4. New or expectant mothers require risk assessments to be carried out for six months before childbirth, and after childbirth, in order to ensure physical injury does not occur during manual handling procedures.
- 3.5. Pregnant women will not participate in any manual handling which is a cause for concern, either to themselves or the health and safety coordinator.
- 3.6. A member of staff's age will be taken into account where this has implications regarding their ability to safely carry out the required manual handling task.

#### **4. Definitions**

- 4.1. 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."
- 4.2. Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.
- 4.3. 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.

#### **5. Risk management**

- 5.1. The process for risk management is to avoid, assess and reduce any hazards.
- 5.2. Elms Bank will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.
- 5.3. 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 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.
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.

5.4. Once a risk assessment has been carried out, controls to manage the relevant risks will be put in place. These will include:

- Changes to the workplace and systems of work.
- Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
- Training and education, which is appropriate to the task.

5.5. Once control measures are in place, they will be monitored to ensure they are reducing the risk of injury and being used correctly. The school's health and safety coordinator is ultimately responsible for this.

5.6. Every stage of this process will be recorded and dates will be provided for each step.

5.7. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.

5.8. Reports will be provided to all relevant members of staff, and the health and safety coordinator will keep a central record of all the reports.

## **6. Risk reduction**

6.1. Procedures will be followed to ensure risks are reduced as is reasonably practicable.

6.2. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.

6.3. Where practicable, equipment will be provided to assist with manual handling and reduce any risks.

6.4. All members of staff will receive information and training regarding manual handling in order to mitigate any risks.

## **7. Policy review**

7.1. This policy is reviewed every two years by the Business Manager.

7.2. All members of staff will be made aware of this policy.