

BLEASDALE SCHOOL



Manual Handling POLICY

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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 Bleasdale School. 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 excursions, and any other planned activities outside of the school grounds.

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1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974. requires employers to ensure the safety health and welfare at work of their employees so far as is reasonably practicable. It also places a general duty on employers to conduct their business in such a way as to ensure that others (i.e. non employees and members of the public) are not exposed to risks to their health and safety.

Employees are required to co-operate with their employers in complying with health and safety law. They are required to take reasonable care to ensure they do not endanger themselves or anyone else using the premises, which could include students and visitors.

It is the responsibility of the staff member to ensure they:

Follow the instructions and training given by their employer in the safe use of particular items of equipment such as hoists, facilities such as hydrotherapy pools, medical substances such as drugs and safe use of other chemicals such as cleaning materials as appropriate.

Inform their employer of any work situation which is a serious and immediate danger to health and safety (e.g. broken equipment);

Inform their employer of any shortcomings in the arrangements for ensuring the health and safety of employees.

- The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks to the health and safety of employees and others who may be affected by their activities. This may require employers taking advice from other professionals on specific risks such as medical substances.
- The Manual Handling Operations Regulations 1992 requiring employers to identify those activities that have the potential for causing injury, particularly back strain. The nature of the work, the load, the working environment, and the individual should all be taken into account. The Regulations cover all handling operations – lifting, pushing, pulling, holding etc
- The Regulations state: a. Avoid manual handling. b. Assess the risk from handling if it cannot be avoided. c. Reduce the risk by applying controls to prevent injury.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 requires the employer to report some work-related accidents, diseases, and dangerous occurrences (near misses). It applies to all work activities and in certain circumstances may apply to non-employees such as pupils.

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- The Provisions and Use of Work Equipment Regulations 1998 require risks to people’s health and safety from equipment that they use at work to be prevented or controlled. This includes hoists and other mobility equipment that staff may be required to use. In general terms, the regulations require that equipment provided for use at work is a. suitable for the intended use; b. safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case; c. used

only by people who have received adequate information, instruction and training; and d. accompanied by suitable safety measures, e.g. protective devices, markings, warnings. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of LOLER.

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 aim to reduce the risk to peoples’ health and safety from lifting equipment provided for use at work. Generally, the regulations require that lifting equipment provided for use at work is: a. strong and stable enough for the particular use and marked to indicate safe working loads; b. positioned and installed to minimise any risks; c. used safely, i.e. the work is planned, organised and performed by competent people; and d. subject to ongoing thorough examination and where appropriate inspection by competent people.

This policy operates in conjunction with the following school policies:

- Health and Safety Policy

2. Roles and responsibilities

The headteacher will:

- Ensure that specific manual handling tasks are carried out by the most fit and healthy adults.
- Ensure that members of staff will not be at risk when performing tasks.
- Implement a systematic approach to manual handling, whereby everyone will be made aware of their individual roles and responsibilities.

The manual handling coordinator will:

- Provide 2 tiered induction training, ensuring that staff can support pupils in school.
- Complete regular competency observations across school, identifying staff confidence and capability and confidence in tasks. Complete a written report half termly.
- To liaise with NHS professional with regards to moving and handling equipment, move and do plans and additional training for staff.

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- Communicate regularly with the Head teacher to inform of current Moving and Handling processes. Share current risk assessment and discuss action taken surrounding moving and handling tasks that may pose challenges.
- Be responsible for monitoring any control measures put in place to ensure they are reducing the risk of injury and being used correctly.
- To work within the physical development team in school to ensure aligned practice across the curriculum.
- To provide staff support, guidance and training in implementing the curriculum where moving and handling tasks are required
- Keep a central record of all manual handling reports.
- Ensure members of staff are informed and trained to take care of their own health, as well as the health of others.
- Ensure members of staff are informed and trained regarding manual handling tasks, to mitigate any risks.
- Ensure that risk assessments are carried out by the staff completing the task before a manual handling task is completed.

Members of staff will:

- Be fully trained on any/all handling equipment provided, and no member of staff shall, or be expected to use, equipment with which they are unfamiliar and for which they have not been trained.
- Ensure they do not undertake manual handling tasks if they have sustained recent injuries, e.g. hernias, back problems, heart conditions or other physical issues, or if there are any other concerns.
- Inform the manual handling coordinator of any physical health issues they have sustained as soon as possible to ensure risks can be mitigated.
- Comply with relevant legislation and school policies.

Where hoisting is necessary two persons will be present. One person will take charge and direct the transfer, but both will be responsible for ensuring that safe procedures are always adhered to. In certain circumstances the second person may be able to move away from the changing area/ learning activity. They will then return to assist with the hoisting when activity has been completed.

All staff should be trained to carry out visual inspections of equipment (state of harnesses, slings, cables, hoists etc) prior to use. A system for reporting faults/hazards is in place and comprises of labelling defective equipment immediately and reporting to a senior manager.

Pupil Safety and Dignity.

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The safety and dignity of the pupil is of the highest priority. The following issues are relevant to a handling policy:

- The pupil should feel in control, and be empowered as far as practical
- The pupil should receive respect from staff, especially during activities involving close and physical personal contact e.g., toileting, changing etc
- Child protection issues should include reference to safe moving and handling.
- Health care plans should be completed for all pupils with a medical need.
- Positive handling plans should be an integral part of the safe moving and handling of pupils where their behaviour leads to handling issues e.g. deliberately dropping to the floor etc.
 - Have their dignity and privacy protected and maintained at all times;
 - Have their safety prioritised and the risk of injury will be minimised or avoided.
 - Receive appropriate levels of support and assistance from staff that understand any potential risks and who employ safe systems of work using the Manual Handling Pupil Profile for pupils that they are supporting.
 - Access the entire curriculum, participating fully in all daily aspects of school life.

3. Definitions

According to the Manual Handling Operations Regulations 1992, manual handling is defined as “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 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.

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.

4. Risk management

The process for risk management is to avoid, assess and reduce any hazards.

The school 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.

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Where manual handling tasks are necessary and cannot be avoided, a risk assessment will be completed to identify the potential hazards.

Risk assessments will take account of:

- Task: - Who/what are you moving? Is it necessary?
- Individual Capability - is the member of staff working within their own limits?
- 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, physical health, and strength.
- The environment and workplace conditions such as lighting, access, amount of free space and floor surface.
- Any obstacles or hazards present in the space where manual handling will occur.
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.

Where manual handling involves assisting and/or moving a pupil, moving a pupil from a chair to a wheelchair, or a piece of equipment, the staff member(s) involved will always refer to the pupil's individual care plan to ensure that correct equipment and instructions are used. Moves will be planned to ensure that any equipment needed is available and ready to use. A pupil Moving and Handling Assessment plan will be carried out. This will identify how the handling task will be carried out. The Moving and Handling Assessment Plan will be reviewed at least annually as part of the Annual Review process, or earlier if the task changes e.g., equipment modifications, changes in ability of the pupil, medical needs, transport need, capability of carers etc, or in the event of an accident, incident, or the onset of ill health.

All equipment provided should conform to current standards of design, allow suitable and ergonomic use and be suitable for the proposed use. The advice of the handling co-ordinator, physiotherapist / occupational therapist or the Health and Safety Team should be sought. Equipment will be purchased from approved suppliers, and regularly maintained using a recognised maintenance scheme. Records of maintenance should be rigorously maintained and item of equipment that has exceeded its maintenance period must be put out of service until an inspection/maintenance check has been conducted. Inspections and maintenance should only be conducted by competent persons.

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The school will ensure that manual handling needs are considered in any refurbishment and construction plans to allow staff to always use the correct techniques.

Where possible, pregnant members of staff will not be assigned manual handling tasks. Where this is unavoidable, pregnant members of staff require risk assessments to be carried out for six months before and after childbirth, in order to ensure physical injury does not occur during manual handling procedures. Pregnant members of staff will not participate in any manual handling which causes them, or the health and safety coordinator, any concern.

Once a risk assessment has been carried out, control measures 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 appropriate to the task.

Once control measures are in place, they will be monitored by the manual handling coordinator to ensure they are reducing the risk of injury and being used correctly.

Every stage of this process will be recorded and dates will be provided for each step. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.

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.

5. Risk reduction

Procedures will be followed to ensure risks are reduced as is reasonably practicable. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.

Staff must use the base movement principles when carrying out moving and handling. Suitable clothing and footwear must be worn to allow for ease of movement. Open backed, open toed or loose slip-on shoes are not considered to be safe. Large or angular /sharp pieces of jewellery are also considered inappropriate as is the wearing of scarves.

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.

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

Tasks requiring manual handling of any large or heavy items will be planned before any handling is attempted to ensure adequate space, equipment and personnel. Trolleys and other handling aids or hoists will be used wherever possible to move items.

All accidents and incidents resulting from the handling and moving of pupils (or equipment) must be reported using CPOMs. If an injury or condition develops sometime after an accident or incident, it should still be reported in line with the above guidelines.

6. Monitoring and review

This policy is reviewed every two years by the manual handling coordinator, and the headteacher.

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

The scheduled review date for this policy is 21st November 2024.