

Shorefields School – Manual Handling Policy

Introduction:

This Policy has been drawn up with reference to the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1992, and the Manual Handling Operation Regulations 1992 and the Manual Handling Operation Regulations 1992 (updated 1998)

This Policy outlines the measures that must be taken by all school staff to eliminate or reduce the risk of injuries occurring and sets out guidance for the Moving and Handling of Learners.

Policy Statement:

Shorefields School recognises its responsibilities to implement so far as is reasonably practicable their duties in respect of the Health and Safety at Work Act 1994 and the Manual Handling Operations Regulations 1992 (updated 1998) Measures to achieve this will include suitable and appropriate ergonomic design of the workplace, operational procedures, training and the provision of mechanical aids..

The overall aim of all moving and handling tasks at Shorefields School is to move the learner effectively, safely and to eliminate injuries relating to such tasks.

Definition of Terms:

Moving and Handling:

The transporting or supporting of a learner by one or more members of staff which includes, lifting putting down, pushing, pulling carrying or moving by means of hand or bodily force.

Reasonably Practicable:

Is understood as weighing out the potential risk of injury to staff and learners versus the cost of supplying equipment to provide a safe working environment. (Lord Justice Asquith)

Introduction to Safer Handling:

Safer handling requires a risk assessment to be made of all handling tasks and the risk to either be eliminated or to be reduced to the lowest level that is reasonably practicable, as stated in the Manual Handling Operations Regulations 1992: Guidance on Regulations. (1992)

According to this Policy, the learners weight should never be lifted manually except in life threatening situations. They should be encouraged to assist in their own transfers, where appropriate. Appropriate equipment and furniture should be used.