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MANUAL HANDLING POLICY

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Version History	
V23.1	No Amendments
V25.1	No Amendments

Manual Handling Policy

1. Legislation

Shorefields School aims to ensure that:

- 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

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

Shorefields School senior leadership team alongside the governing body are committed to promoting the best and safest practice in all manual handling operations. The Manual Handling Policy and associated Risk Assessments are the main management procedure to achieve this, and must be complied with, always.

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 of Terms

Moving & 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.

Minimal Handling

- The term 'minimal handling' refers to the moving of objects and people only when necessary and by making full use of techniques advised during training and appropriate handling equipment.

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.

4. Key Principles

All employees/volunteers 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.

The Manual Handling Policy seeks to reduce the need for employees 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 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

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

Each pupils Individual Manual Handling Plan (IMHP) will identify the appropriate 'system of work' (equipment/support ratio). This must be adhered to by all staff.

5. Responsibilities

The Headteacher will ensure that:

- All staff are aware and understand the Manual Handling Policy,
- Ensure that, in accordance with the legislation, employees are not exposed to any foreseeable risk of injury from moving and handling, so far as is reasonably practicable.
- Must ensure that there are clearly identified systems and procedures in place to assess and record the risks associated with moving and handling.
- Ensure that a dedicated member of staff completes Individual Manual Handling Plan (IMHP) for all relevant pupils and that they remain updated and reviewed regularly.
- Ensure that, appropriate equipment is made available for staff to use and training in its use is made available for staff.
- Ensure appropriate systems and procedures are in place to maintain manual handling equipment in line with manufacturers instruction and legislation.

Employees:

- All staff must make full and proper use of any system of work identified by SLT, they must follow the manual handling plans within the manual handling policy and subsequent procedures.
- No employee 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.
- All staff must assist and support pupils within the responsibilities of their job, guided by the risk assessment and system of work prescribed.
- Employees must use equipment for the purpose it was designed and following instruction/training they have received. A visual check must be made to ensure the equipment is safe each time it's used. Employees 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.
- No employee should manually handle a pupil/load beyond their physical limitations.
- Employees must inform their line manager of any health concerns that may affect their ability to perform manual handling tasks so that a dynamic risk assessment can be implemented.
- Employees must report any manual handling accidents and incidents
- Employees 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.
- Employees should not wear jewellery when moving or handling pupils or be aware of the risks to self.
- Employees must participate in Manual Handling training when requested to do so, to ensure their training is up to date and relevant

Manual Handling Co-Ordinator

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

- Will support management by encouraging and leading other employees to follow the procedures outlined in the Manual Handling Policy.
- Will provide training to staff to enable them to use all hoists and equipment safely and confidently.
- Will follow guidelines for Manual Handling as set out in the pupil's individual manual handling plan.

6. Risk Assessments

Risk Assessments 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 must be present when hoisting pupils.

This policy should be read in conjunction with our risk assessment policy.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- Supporting pupils with medical conditions
- Premises management documents
- Lone working
- Risk Assessment Policy