



# Manual Handling Policy

<b>Scope of Document:</b>	All Stakeholders
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Reviewed	7/10/24
Summary of changes	<p>Amended wording “Key Stage Leader” to “Phase Leader”</p> <p>Made explicit that training is provided through a combination of online learning (FLICK) and face to face.</p>

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## 1. 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 Operations Regulations 1992 and the Manual Handling Operation Regulations 1992 (updated 1998)

This policy outlines the measures that must be taken by both managers and staff to eliminate or reduce the risk of injuries occurring and sets out guidance for the Moving and Handling of patients and loads.

## 2. Policy Statement

High Point Academy recognises its responsibilities to implement so far as is reasonably practicable their duties in respect of the Health and Safety at Work Act 1974 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 High Point Academy is to move the pupil or load effectively, safely and to eliminate injuries relating to such tasks.

Due consideration will be given to the moving and handling issues in the planning design of all new systems of work and services.

## 3. Definition Of Terms

### ***Moving and Handling***

The transporting or supporting of a load (person or object) by one or more workers which includes, lifting, putting down, pushing, pulling, carrying or moving of a load by means of hand or bodily force. The load includes, for the purposes of this Policy, pupils and any inanimate load e.g., all furniture, trolleys, beds etc.

### ***Reasonably Practicable:***

Is understood as, weighing out the potential risk of injury to staff and pupils 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 whole or largest part of the pupil's weight should never be lifted manually except in life threatening situations. They should be encouraged to assist in their own transfers. Appropriate equipment and furniture should be used correctly to reduce the risk of musculo – skeletal injury.

#### **4. Scope Of The Policy**

This Policy applies to all staff employed by High Point Academy, contractual workers, voluntary workers, agency workers, and any other individual accessing school premises for work purposes. Breach of this policy may lead to disciplinary action.

#### **5. Relevant Legislation**

It is a requirement of the law that Managers and staff assume the responsibility of working within the legal parameters set out by statute.

**The relevant pieces of legislation in relation to Moving and Handling are:**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992 (Revised 1999)
- Manual Handling Operations Regulations 1992

**A further 2 legislative articles are relevant to the maintenance of equipment:**

- Provision & Use of Work Equipment Regulations (1992 – (Revised 1998) PUWER
- Lifting Operations and Lifting Equipment Regulations (1998) LOLER

**In Guidance:**

- Manual Handling in the Health Services Advisory Committee (1992)
- Handling of Patients – a Guide for Nurses, RCN, NBPA, 4<sup>th</sup> ed. (1998)

Apart from the above, staff are bound by their registering bodies e.g. UKCC Code of Professional Conduct and GMC requirements. It is important to remember that compliance with the Health and Safety at Work Act (1974) must always take precedence over advice from these governing bodies.

## 6. Specific Issues

### Risk Assessments

By law, the school has a duty to make a suitable and sufficient risk assessment of all hazardous/potentially hazardous moving and handling operations to eliminate the risk or reduce the risk as far as reasonably practicable. An ergonomic system of work is always considered to be the most appropriate.

#### Risk Assessment must be undertaken to:

- Identify the assumed/real risks
- Eliminate/control/reduce the risk
- Provide documentation of the risk assessment undertaken
- Allow communication to other members of the multidisciplinary team, the risks involved.

#### For school purposes, 3 types of risk assessment are needed

##### Health and Safety Risk Assessment – Load Assessment

For each inanimate load that poses a risk of injury through Moving and Handling, a risk assessment should be undertaken before the load is moved. As part of this process, a load assessment form should be used.

##### Generic Risk Assessment – Pupil Assessment

Generic Risk Assessments are assessments which should be undertaken annually and updated as and when systems of work change significantly. It is each Phase Leader's responsibility oversee the creation of the initial report and update, but the task may be delegated to other staff members if necessary. Guidance on completion is available with each form.

##### Individual Pupil Assessments

Individual pupil assessments are to be updated as and when the pupil's condition changes significantly. The report should be kept in the pupil's notes on discharge and not thrown away. This assessment is a legal document and may be used as part of any relevant litigation process.

*All moving and Handling Risk Assessments incorporate the 5 aspects for consideration:*

Load

Individual's capability

Task

Environment/Equipment

- automate
- mechanise

Ergonomic approach

All written risk assessments must be accessible to staff and incorporated as part of the daily care plan.

## **7. Responsibilities**

### **Responsibilities of High Point Academy's Local Academy Council**

To ensure that the school is complying with all the relevant legislation and that no one is put at risk by the actions of employees within the school.

### **Responsibilities of the Manual Handling Trainer/Advisor**

The Moving and Handling Trained Advisor reports directly to the Head Teacher and is responsible for:

- Monitoring and Audit of compliance with the Moving and Handling Policy across the school
- The provision of guidance on assistance with the formulation of risk assessments
- The provision, organisation and delivery of training programmes tailored to the needs of individual groups
- Liaison with teaching assistants and managers to identify and report on good and inadequate work practices and specific training needs
- The provision of advice on the most appropriate piece of equipment/handling aids for specific areas
- Undertaking annual audit of equipment available in all rooms
- Compile and maintain an inventory of all Moving and Handling equipment
- Investigating (as appropriate) and monitoring accident/incident rates/trends related to manual handling
- Acting as appoint of reference for moving and handling expertise
- Reviewing requests from staff to purchase suitable moving and handling, lifting and ergonomics aids to avoid under or over-ordering and to ensure all relevant issues such as decontamination are attended to etc
- Undertake audits to assist in rationalising the range and quantity of various equipment around the school in line with need
- Ensure daily maintenance e.g. charge hoist batteries

### **Responsibilities of Managers**

- Ensure that staff are aware of changes in current risk assessments.
- Ensure that all staff including Agency staff have competency to undertake Manual Handling.
- Ensure that Generic Risk Assessments are undertaken for their area of work; and ensure that appropriate action is taken as a result and that this document is readily available to all staff.

- Ensure that individual pupil risk assessments are undertaken on pupils.
- Ensure that their staff attend the training provided by the school and that up-to-date training records are kept in the individual's personal files.
- Ensure that the reduction of moving and handling risk is implicit in the management of the day-to-day routine by planning activities so that the workload is spread evenly across the school day.
- Feed reports to the Local Academy Council (as appropriate).
- Ensure that all Moving and Handling injuries are reported in compliance with school Incident Reporting policy and fully participate in any investigation required.
- Refer any employee with back pain or any other physical condition or injury which may affect moving and handling capabilities for assessment.

## **Responsibilities of the Employees**

Employees engaged in moving and handling tasks have duties as outlined below:

- Ensure that they are familiar with the principles outlined in the policy and comply with any established safe system of work.
- Participate and comply with the undertaking and review of generic risk assessments, individual pupil assessments and inanimate load assessments.
- Ensure that they are familiar with techniques and equipment that they may be required to use.
- Attend mandatory training in moving and handling provided by the school.
- Report all moving and handling incidents in accordance with the Incident Reporting Policy.
- Visually inspect all moving and handling equipment prior to each use for any defects. Remove and report faulty equipment as soon as possible.

## **8. Accident And Incident Investigation**

All Moving and Handling Accidents and Injuries must be reported on the official school Incident and Accident form in accordance with the school's Procedure for Investigations.

- It is the Head Teacher's responsibility to conduct initial investigations in the school.
- Any recommendations following the incident will be communicated to the member of staff.
- All investigations are dealt with in the strictest of confidence, ensuring the wellbeing of staff at all times.

## **9. Sickness/Absenteeism**

All staff who are absent from duty due to a Moving and Handling injury should follow the school Sickness Absence Policy.

## **10. Education And Training**

**All training on the safe Moving and Handling of pupils and loads will be undertaken by the Manual Handling Trainer/ Advisor or agencies/persons acting on their authority.**

### **Mandatory Training**

**All members of staff should follow an annual mandatory training programme.**

The school has a set programme for mandatory training. All members of staff will undergo annual updates, to be provided via a combination of online and face to face training.

It is a manager's responsibility to make arrangements for their staff to attend these mandatory training days, and it is each employee's responsibility to attend.

### **Special Training Sessions**

Special training sessions will be booked through the Manual Handling Trainer/Advisor for areas with specific needs or where specialist equipment is used. These training sessions do not replace mandatory training and will be accommodated as resources allow.

## **11. MONITORING REVIEW AND AUDIT**

This policy will be monitored by the Manual Handling Trainer/Advisor in consultation with the Head Teacher and will be reviewed at least every 3 years, or earlier in light of any relevant changes.

The Manual Handling and Trainer/Advisor will undertake an annual audit on compliance with this policy.