

RIVERSIDE SCHOOL



Moving and Handling Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

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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 Riverside School.

Full compliance with this policy will ensure not only legal compliance but also that risks of injury related to manual handling are reduced to a minimal level.

1. Introduction

Manual handling means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

The guidelines in this document apply to school staff, pupils, visitors, contractors and volunteers ("relevant persons").

It applies to all activities both on and off school property, including school trips, overnight stays/ residentials, and any other planned activities outside of the school grounds.

This Policy has due regard to legislation, including, but not limited to:

- 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
- LOLER 1998 (Lifting Operations and Lifting Equipment Regulations 1998)

This Policy should be read in conjunction with the Health and Safety Policy and Staff Wellbeing Policy.

2. Aims

This policy aims to:

- Promote and maintain the health and wellbeing of those involved in our school by providing a safe working environment, specifically with regard to manual handling tasks;
- Implement a systematic approach to manual handling, whereby everyone is aware of their individual roles and responsibilities;
- Provide practical, workable solutions to improve the efficacy and safety of our working practices;
- Provide the equipment and information necessary to ensure the health and safety of those involved with manual handling;
- Ensure staff are informed and trained to take care of their own health, as well as the

- health of others; and
- Ensure compliance with relevant legislation, such as The Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992 and LOLER 1998 (Lifting Operations and Lifting Equipment Regulations 1998).

3. Definitions

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”, and 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, and/ or a person’s ability to hold/ grasp the particular item in a safe and balance manner.

Manual handling tasks in schools generally include supporting pupils, managing dysregulation, moving furniture, restraining pupils, stretching to reach shelves/ storage, changing wall displays, moving heavy PE/ Science/ Art equipment, navigating workstation layouts, supporting pupils during a fire evacuation (in line with their PEEP) etc.

4. Risk management strategy

According to the relevant regulations, the process for risk management is to avoid, assess and reduce any hazards. These will be explained in further detail below.

Avoidance: per legislation, Riverside School will eliminate, as far as reasonably practicable, the need for relevant persons to carry out any manual handling tasks that involve a risk of injury.

Assessment: where manual handling tasks are necessary and cannot be avoided, an assessment must take place. For pupils, a risk assessment will be undertaken by the Moving and Handling Co-ordinator in conjunction with physiotherapists and occupational therapists.

Identification: the identification of hazardous manual handling tasks should take account of:

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, animate/ inanimate etc.;
- The actions/ postural requirements involved in the task-reaching, leaning, lifting etc.;
- The time, distance, duration and frequency of the manual handling;
- The individual’s capacity for manual handling – their age, skill, experience, strength etc.;
- The environment-layout and workplace conditions such as lighting, access, free space, floor surface etc.; and
- The work organisation at the time of manual handling presence of others, time restrictions, availability of others to assist etc.

Control: once risk assessments have been carried out, controls to manage the relevant risks must be put in place. These may include:

- Redesign to eliminate or reduce the risk;
- Changes to the workplace, systems of work and/ or the object;
- Provision of mechanical aids to reduce the risk of injury, along with training for the use of these; and
- Training and education, appropriate to the task.

Monitoring: once control measures are in place, they should be monitored to ensure they are reducing the risk of injury and being used correctly. The school's Moving and Handling Co-ordinator is responsible for this step.

Recording: every stage of this process should be recorded and dates provided for each step (identification, assessment, control). Risk assessments will be recorded centrally.

5. General physical capability

Risk of injury is unacceptable if the specific manual handling task cannot be carried out by most reasonably fit and healthy adults. While employees can decide whether or not they can manage the task, it is ultimately the Headteacher's duty to ensure the employee will not be at risk when performing the activity. Individual capabilities will be considered and assessed accordingly.

Health issues: it must be taken into account if a relevant person has sustained recent injuries, hernias, back problems, heart conditions or other risk factors. If there are concerns, the advice of the Occupational Health practitioner will be sought and reasonable adjustments will be considered where practicable within the requirement of the role (The Equality Act may require adjustments to enable a person with a disability to perform certain manual handling tasks safely).

New or expectant mothers: require risk assessments to be carried out for about six months following childbirth in order to ensure physical injury does not occur during manual handling procedures. It is strongly advised that pregnant women are not to participate in any manual handling which is a cause for concern either to themselves or the Moving and Handling Co-ordinator.

6. Risk reduction

In order to reduce risk:

- Procedures must be followed to ensure risks are as minimal as is reasonably practicable;
- Manual handling issues will be considered during the design, refurbishment, alteration or rearrangement of school spaces; and
- Relevant persons will receive information and training regarding manual handling so that they are able to mitigate any risks to their health and safety.

7. Information and training

The school will ensure the following:

- The Moving and Handling Co-ordinator will be appropriately trained. They will train, assess, record keep and maintain risk assessments;
- All relevant persons to be aware of the school's policies and procedures regarding manual handling; and
- Practical advice and training regarding best practice and strategies to minimise risk during manual handling should be provided where practicable and relevant.

8. Responsibilities

The School Business Manager/ Moving and Handling Co-ordinator will ensure:

- Risk assessments have been carried out and updated as necessary (these should be reviewed at least once annually);
- Where there has been a risk identified, that this has been followed up appropriately and within a reasonable amount of time so as to ensure the risk to any relevant person is minimal;
- That all remedial action and risks are documented;
- Relevant persons are following the school's health and safety procedures;
- That all relevant equipment is maintained regularly in line with current legislation and that unsafe equipment is withdrawn for use;
- All employees have undergone manual handling training; and
- All manual handling accidents/ incidents are fully investigated and followed-up on. Risk assessments should be carried out immediately on the task being performed when the incident took place and measures put in place as soon as possible to prevent its reoccurrence.

Staff members must:

- Familiarise themselves with this document, and therefore their rights/ responsibilities under the Health and Safety at Work Act 1974; Manual Handling Operations Regulations 1992; and LOLER 1998 (Lifting Operations and Lifting Equipment Regulations 1998);
- Be aware of their own individual capabilities and refuse to undertake manual handling which would exceed this and place them at risk of injury;
- Attend manual handling training sessions; and
- Report all manual handling accidents, incidents and 'near misses' to the Moving and Handling Co-ordinator or School Business Manager or another relevant person.

Appendix 1: Rules for Safe Manual Handling

Stop and think – It is important to plan the lift. Where is the load being moved to? Are hoists or other lifting aids needed? Is someone else needed to help? Is there any obstruction in the way?

Position the feet – A lift should be carried out with the feet apart. This gives a balanced and stable base for the lift. The leading leg should be as far forward as is comfortable.

Adopt a good posture – When lifting from a low level, the knees should be bent. The lift should not however begin from a kneeling position. The lifter should avoid over-flexing the knees. It is very important to keep the back straight. If necessary, the lifter can lean forward a little over the load, for a better grip. The shoulders should be level and facing the same direction as the hips.

Get a firm grip – The best position and the best type of grip depend on the circumstances of the lift and the individual's preference. There needs to be a firm grip.

- Raise your head as you start to lift, lift using your leg muscles, use smooth movements;
- Tuck your arms in to avoid straining your neck or shoulder muscles;
- Hold the load or pupil close to your body;
- Don't block your view by carrying too large a load;
- Move the feet. The lifter should not twist his or her trunk when turning to the side but should remember to move his or her feet instead.

In order to apply the above principles you must:

- Wear suitable clothing, loose comfortable garments and flat shoes.
- Inform the senior management team if there is any reason why you should not lift.
- Be aware of your own fitness and capability to follow safe lifting procedures.

Please remember staff should have regard to the school's Intimate Care Policy when handling/ lifting pupils in preparation for intimate care. They should ensure that every pupil is treated with dignity and respect and privacy is ensured.

Safe Moving and Handling of Pupils

(A copy of this is kept in the front of every class's Manual Handling Folder)

Riverside recognises its responsibility to ensure the health, safety and welfare of its employees as far as reasonably practical.

It is the policy of Riverside School to conform to the requirements of the Manual Handling Operations Regulations 1992.

To this end Riverside aims to:

- Avoid manual handling operations, which are a risk to its employees, as far as is reasonably practical.
- Assess all operations involving manual handling procedures judged to be potentially hazardous, and reduce the risk to the lowest level which is reasonably practical.
- Provide all employees involved in manual handling of clients with thorough training covering all the key elements for safe handling processes.

The First Three Principles of Good Manual Handling

Remember to follow the first three principles of good manual handling to avoid placing unnecessary pressure on your spine.

1. Keep your spine in line
2. Create a stable base
3. Keep any load close to your body

Clothing – wear comfortable clothes and flat shoes.

Individual Capabilities – If you feel you are being put at risk you must speak to someone about it before you injure yourself. It may be possible to reorganise the task to suit you. It is your responsibility to look after your back.

Equipment – All equipment must be handled by trained staff, especially the use of the hoist.

Time – Remember it is important to take your time and think before any handling task to ensure the safest way to do it. If you are in any doubt, stop and seek advice from trained staff

Intimate Care – Please remember staff should have regard to the Intimate Care Policy when handling pupils in preparation for intimate care. You should ensure that every pupil is treated with dignity and respect and that privacy is ensured.