

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 in regard to manual handling. It sets out the processes in place to minimise any risks associated with manual handling at Riverside School.

Full adherence 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.

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

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
- 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 Provisions and Use of Work Equipment Regulations 1998

This policy operates in conjunction with the following school policies;

- First Aid Policy
- Health and Safety Policy
- 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 the LOLER (Lifting Operations and Lifting Equipment Regulations) 1998.

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 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 balanced manner.

Manual handling tasks in school 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

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

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.

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

Risk assessments will take account of:

- 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; and
- the work organisation at the time of manual handling, the presence of others, time restrictions and availability to others to assist.

Where manual handling involves assisting and/ or moving a pupil, moving a pupil from a chair to a wheelchair, the staff member(s) involved will always refer to the pupil's individual care plan to ensure that correct equipment and instructions are used. Moved will be planned in advance to ensure that any equipment needed is available and ready to use at all times.

The school will ensure that manual handling needs are considered in any refurbishment and construction plans.

Where possible, pregnant staff members will not be assigned manual handling tasks. Where this is unavoidable, pregnant staff members 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 staff members 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; and
- training and education appropriate to the task.

Once control measures are in place, they will be monitored by the health and safety 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.

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.

The health and wellbeing of all staff members will be maintained and promoted by providing a safe working environment, specifically with regard to manual handling tasks.

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.

5. Information and Training

The school will ensure the following:

- the moving and handling coordinator 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.

6. 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 health and safety coordinator/ manual handling coordinator will:

- Be responsible for monitoring any control measures put in place to ensure they are reducing the risk of injury and being used correctly.
- 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, in order to mitigate any risks.
- Ensure that risk assessments are carried out before a manual handling task is completed.
- 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 actions 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 from use.
- All employees have undergone manual handling training.
- All manual handling accidents and incidents are fully investigated and followed up on. Risk assessments should be carried out immediately on the tasks being

performed, and include where the incident took place and measures put in place to prevent its reoccurrence.

Members of staff will:

- 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 health and safety 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.
- Familiarise themselves with the document, and therefore their rights and 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.
- Report all manual handling accidents, incidents and 'near misses' to the moving and handling coordinator or another relevant person.

7. Monitoring and Review

This policy will be reviewed on a bi-annual basis, or sooner if there are any changes to relevant legislation.

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 upon 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 their trunk when turning to the side, but should remember to move their 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; and
- be aware of your own fitness and capability to follow safe lifting procedures.

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

Safe Moving and Handling of Pupils

(A copy of this is kept in 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; and
- 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 for use of hoist equipment.

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 relevant school policies when handling pupils in preparation for intimate care. You should ensure that every pupil is treated with dignity and respect and that privacy is maintained.