

St Luke Academies Trust



Manual Handling Policy

Our Lady of Walsingham Catholic Primary



Presented to Directors: 27th March 2017

Adopted by Directors: 19th April 2017

Review date: March 2020



Our Vision

The vision of St Luke Academies Trust is to develop each of its schools as welcoming and inclusive communities, where faith is nurtured, excellence in learning is achieved and pupils are inspired to serve others, following the example of Jesus.

We aspire to follow the Church's mission; to make Christ known to all people, placing Christ and the teaching of the Catholic Church at the centre of people's lives.

The expectation of the Trust Board is that the work of all members of St Luke Academies Trust is based on trust, collaboration and respect, with all members and their contributions equally valued.

Introduction

This policy is designed to outline the Trust and its schools' legal responsibilities with regard to manual handling. It sets out the processes in place to minimise any risks associated with manual handling. Full adherence with this policy will ensure legal compliance, and also reduce the risks of injury related to manual handling.

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 trips and any other planned activities outside of the school grounds.

1. Legal framework

1.1. This policy has due regard to legislation, 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 Provision and Use of Work Equipment Regulations 1998

1.2. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy.
- First Aid Policy.

2. Aims

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

2.2. A systematic approach to manual handling will be implemented, whereby everyone will be made aware of their individual roles and responsibilities.

2.3. Practical and workable solutions will be provided to improve the effectiveness of working practices.

2.4. Equipment and information will be provided, which is necessary to ensure the health and safety of staff involved in manual handling.

2.5. All members of staff will be informed and trained to take care of their own health, as well as the health of others.

2.6. Every member of staff will ensure compliance with the relevant legislation.

2.7.

3. Responsibilities

- 3.1. The headteacher will ensure that specific manual handling tasks are carried out by the most fit and healthy adults.
- 3.2. While staff can decide whether or not they can manage the task, it is ultimately the headteacher's duty to ensure the member of staff will not be at risk when performing the task.
- 3.3. If a person has sustained recent injuries, hernias, back problems, heart conditions or other physical issues, or if there are any other concerns, the manual handling task will not be undertaken.
- 3.4. New or expectant mothers require risk assessments to be carried out for six months before childbirth, and after childbirth, in order to ensure physical injury does not occur during manual handling procedures.
- 3.5. Pregnant women will not participate in any manual handling which is a cause for concern, either to themselves or the headteacher.
- 3.6. A member of staff's age will be taken into account where this has implications regarding their ability to safely carry out the required manual handling task.

4. Definitions

- 4.1. 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."
- 4.2. Manual handling 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.
- 4.3. 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, or a person's ability to hold or grasp the particular item in a safe and balanced manner.

5. Risk management

- 5.1. The process for risk management is to avoid, assess and reduce any hazards.
- 5.2. Our Ladys will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.

- 5.3. Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks. This 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 and strength.
 - The environment and workplace conditions such as lighting, access, free space and floor surface.
 - The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.
- 5.4. Once a risk assessment has been carried out, controls 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.
 - Training and education, which is appropriate to the task.
- 5.5. Once control measures are in place, they will be monitored to ensure they are reducing the risk of injury and being used correctly. The school's School Business Manager is ultimately responsible for this.
- 5.6. Every stage of this process will be recorded and dates will be provided for each step.
- 5.7. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.
- 5.8. Reports will be provided to all relevant members of staff, and the School Business Manager will keep a central record of all the reports.

6. Risk reduction

- 6.1. Procedures will be followed to ensure risks are reduced as is reasonably practicable.
- 6.2. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.
- 6.3. Where practicable, equipment will be provided to assist with manual handling and reduce any risks.
- 6.4. All members of staff will receive information regarding manual handling in order to mitigate any risks.

7. Pupils

- 7.1. All members of staff should make themselves aware of the health and safety arrangements for the areas of activity that they are teaching. All pupils must be taught how to handle and carry apparatus and resources appropriately in PE. They should be taught to recognise hazards, assess the consequent risks and take steps to control the risks to themselves and others. See the school PE Policy for further details.

8. Policy review

- 8.1. This policy will be reviewed every three years.
- 8.2. All members of staff will be made aware of this policy.

