

# Manual Handling Policy



*"We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place."*

Written	Rae Snape	February 2025
Review	Rae Sape	February 2027

## Purpose

This policy aims to ensure compliance with relevant 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

Milton Road Primary School is committed to reducing, as far as reasonably practicable, any risks associated with manual handling operations. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- First Aid Policy

## Scope

This policy applies to all employees, pupils, volunteers, and agency staff. It covers the movement of both objects and people (including children).

## **Definitions**

According to the Manual Handling Operations Regulations 1992, manual handling is defined as:

“Any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, or moving) by hand or bodily force.”

Manual handling can pose risks when it leads to musculoskeletal disorders due to repetition, force, posture, or an inability to hold or grasp an item safely. A hazard is something that has the potential to cause harm, while risk expresses the likelihood and severity of harm occurring. Risk assessment is the process of identifying and managing such hazards.

## **Load Handling**

Milton Road Primary School recognizes that manual handling injuries account for a significant number of workplace accidents. The school is committed to minimizing these risks by:

- Avoiding hazardous manual handling operations where practicable.
- Assessing unavoidable manual handling tasks.
- Reducing the risk of injury through effective measures, training, and guidance.

## **People Handling**

- Staff should not be required to perform tasks that pose unreasonable risks to themselves or pupils.
- Pupils should be encouraged to walk wherever possible, and lifting children is discouraged.
- In emergency situations, or where a child's medical condition necessitates it, manual handling may be required following a risk assessment.
- The school will provide adequate training, equipment, and safe systems of work.
- Parents will be informed of manual handling procedures where necessary.
- Manual handling tasks should be planned and adapted to minimize risk.
- Staff should wear appropriate clothing and footwear to reduce risks.
- Personal Evacuation Plans (PEPs) must be developed for pupils requiring assistance during emergencies.

## **Arrangements**

### **Avoidance of Manual Handling Operations**

Wherever practicable, the school will seek to eliminate unnecessary manual handling tasks. This may include:

- Redesigning tasks to minimize moving and handling.
- Using mechanical aids such as sack trucks and trolleys.
- Ensuring accessible facilities to reduce lifting.

### **Training**

All staff required to undertake manual handling activities must complete appropriate training, organized by the Headteacher or Senior Leadership Team (SLT).

### **Risk Assessments**

Risk assessments must be conducted and reviewed regularly. Assessments will consider:

- Load characteristics (weight, size, balance, animate/inanimate).
- Actions/postures involved (lifting, reaching, twisting).
- Duration, frequency, and environment of the task.
- Individual capacity (age, strength, experience).

Risk assessments must be reviewed whenever significant changes occur, including:

- Alterations to manual handling operations.
- Changes in pupils' needs.
- Modifications to the working environment.
- Accidents or near-miss incidents.

## **Safe Systems of Work**

To ensure safety, the following measures must be taken:

- Avoid manual handling activities whenever possible.
- Follow established safe working procedures.
- Utilize mechanical aids where appropriate.
- Wear personal protective equipment when necessary.
- Plan routes before handling tasks.
- Reduce carrying distances and share loads where feasible.
- Report any uncertainties to the Headteacher.

## **Responsibilities**

### **Management Responsibilities**

The Headteacher and staff must ensure that:

- Alternative measures to manual handling are considered.
- Risk assessments are conducted and reviewed regularly.
- Staff adhere to safe working methods and are monitored appropriately.
- Injuries related to manual handling are reported and investigated.
- Staff complete required training and records are maintained.
- Pregnant staff members undergo risk assessments.

### **Employee Responsibilities**

Employees must:

- Follow safe systems of work.
- Use provided equipment to minimize manual handling risks.
- Report defective equipment or manual handling concerns.
- Inform the Headteacher of any conditions affecting their ability to perform manual handling safely.
- Comply with Personal Protective Equipment (PPE) requirements.
- Familiarise themselves with the guidance that is outside the team room
- Take note of the Guidance from the HSE that is on the website

### **General Requirement**

All staff must adhere to this policy. Senior staff are responsible for its implementation within their areas of work. Any concerns or questions should be directed to the Headteacher.