



Manual Handling Policy

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Manual Handling Policy

This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace. It is to ensure that both staff and pupils are kept safe as much as practicable possible at Chadsgrove School.

1. Overview of Manual Handling at Chadsgrove School

Under Section 2 of the Health and Safety at Work etc. Act 1974, every employer has the duty to provide a safe place of work, a safe environment and safe systems of work, so far as is reasonably practicable. This duty includes the need to minimise risk arising from manual handling tasks.

2. Definition of Manual Handling

Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load. At Chadsgrove we have children and Young people that need to be moved by various methods at all times we operate a **Minimal Handling Policy**.

Regulation 4 of MHOR requires the employer to avoid the need for hazardous manual handling activities, so far as is reason to practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk. Suitable controls must then be introduced to reduce the risk of injury to the lowest extent reasonably practicable.

3. Risk Assessments

An assessment should take into consideration the tasks, the load, the individual, the environment and any other factors which may affect its safe lifting and carrying for example the use of hoists and other toileting equipment. Assessments should be reviewed when there is a significant change in:

- (a) the activity or process
- (b) the working environment
- (c) the numbers or abilities of personnel
- (d) the nature of the load(s) to be handled.

Reassessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective. The Manual Handling Team will reassess children as often as required.

4. Load of the child

Where appropriate the employer is also under a duty to provide employees with information on the weight of the load and the centre of gravity, where this is not positioned centrally. There is no maximum weight that a person can be required to handle. Tasks should be

assessed on the basis of an ergonomic approach to Manual Handling operations in the workplace, i.e. fitting the task to suit personal abilities and limitations.

5. Training of staff employed by Chadsgrove School

The Health and Safety at Work Act requires the provision of suitable training, instruction and information. This extends to training in safe methods of lifting and carrying for those employees who undertake manual handling activities. (MHOR) also require appropriate steps to be taken to reduce risk, one of which will be the provision of adequate training.

5.1

In nearly every job in the school there are a number of lifting operations carried out by staff including moving children from the floor and using mechanical equipment. A number of practical things can be done to reduce the risks of injury from manual handling operations. All staff are provided with adequate equipment: including ceiling hoists, free standing hoists and Rotundas. All staff receive a 1 day course on Manual handling procedures and a yearly update on the laws and legislation. The Manual Handlers are available to give bespoke training to all staff should it be required.

6. Arrangements for securing the Health and Safety of Employees

The elimination of hazardous manual handling activities:

The school will ensure the operations which involve manual handling are eliminated, so far as is reasonably practicable.

The Bathrooms and Personal Care areas have been designed to provide the most ergonomically work space possible.

Assessment of a lifting risk:

An assessment of manual handling activities will be carried out by the manual Handling Trainer. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors should be considered during the assessment.

The task

- Bending and stooping to lift a load significantly increases the risk of a back injury.
- Items should ideally be lifted from no higher than knee-height to no higher than shoulder height
- Outside this range, lifting capacity is reduced and the risk of injury is increased.
- When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used
- Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferred, particularly where the back can rest against a fixed object to give leverage.
- Carrying distances should be minimised, especially if the task is regularly repeated.
- Repetitive tasks should be avoided whenever possible
- Tasks which involves lifting and carrying should be designed in such a way as to allow for significant rest breaks (rotation of tasks) of to avoid fatigue
- Avoid tasks which require twisting the body wherever possible

The load

- The Load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision
- An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution. The change in the centre of gravity is likely to result in over balancing
- Ensure there is a secure hand hold

The individual

- The consideration must be given to age, body weight and physical fitness.
- Regard must be given to personal limitation, employees must not attempt to handle those which are beyond their individual capability. Assistance must be sought where this is necessary
- Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks
- Significant knowledge and understanding of the work is an important factor in reducing the risk of injury
- Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk

7. The working environment at Chadsgrove School

- There must be adequate space to enable the activity to be conducted as safely as possible
- Floors and other working services must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation

Other factors

- Constant interruptions from other employees must be avoided, as this can reduce the concentration of an individual.

Chadsgrove School has 5 trainers completing Centur Training on a regular basis. Exams and refresher courses are completed to keep qualifications updated.

8. The Responsibility of Senior Leadership Team

- Managers or supervisors must ensure and that:
- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are regularly monitored and reviewed
- employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work

- special arrangements are made, when necessary, for individuals with health conditions who could be adversely affected by manual handling operations
- The Lifting Operations and Lifting Equipment Regulations (LOLER) will be stored in the Assistant Headteacher's office and updated on a six monthly basis

9. Duties of Employees

- Employees must ensure that:
- They report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- They comply with instruction and training which has been provided in safe manual handling activities
- Their own health and safety is not put at risk when carrying out manual handling activities
- They use equipment which has been provided to minimise the risk from manual handling activities
- Any problems relating to the activities are reported to a responsible person
- All staff are required to wear appropriate clothing for their area of work. Staff need to ensure that non restrictive clothing and flat and enclosed toe shoes are required – not flip flops or sandals. Staff who do not comply with the regulations will be sent home to change
- All staff should wear minimal jewellery and remove any item that could be deemed a potential hazard

10. Information and Training

- Suitable information and training, will be provided to persons who are required to carry out manual handling activities
- Training needs will be identified and reviewed by the Trainers
- Refresher training will also be given at reasonable intervals
- Employees will be informed of the approximate weight of loads which are handled and objects which have eccentric weight distribution

11. Safe System of Work

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

- Ensure that formalised systems of work have been designed for the work activity and are complied with
- Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment
- Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height
- Use the legs and knees to bend and lift - do not stoop or bend the back
- Avoid tasks which require stretching or twisting

- Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions
- Make full and proper use of personal protective equipment
- Report any problems or concerns associated with manual handling operations to a responsible person without delay