



# **MANUAL HANDLING POLICY**

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LEAD: Rebecca Gayden

GOVERNOR RESPONSIBLE: Governing Body

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## **1. Introduction**

Chadsgrove is a Special School for pupils aged 2–19 years whose Special Educational Needs arise from their physical disability or a complex health need. The School accepts pupils with sensory impairments and mild, moderate, severe or specific learning difficulties in addition to their physical disabilities. Many of our children and young people require handling and moving by various methods.

Manual handling is defined as the transporting or supporting of a load (object, people by hand or bodily force). This involves lifting, carrying, supporting, pushing and pulling. Related activities often include bending, reaching, stooping and twisting.

## **2. Purpose**

The purpose of this Policy is to describe our practice in Manual Handling and the principles upon which this is based.

## **3. Aims**

Chadsgrove School adopts the following key aims to prevent injury to staff, not only to the back, but to any part of the body.

- Ensure as far as reasonably practicable the health and safety of all employees
- Provide good quality training & information
- Safeguard against accidents
- Have a reporting procedure
- Promote and advocate working within the safe working load.

## **4. Legislation**

In accordance with The Health & Safety at Work Act 1974 it is our duty to provide a safe place of work, a safe environment and safe systems of work, so far as reasonably practicable. (The term reasonably practicable involves balancing the cost of reducing risk, evaluated in terms of time, effort and money against the likely benefits gained by risk reduction).

4.1 The Manual Handling Operations Regulations (MHOR) 1992 requires an employer to avoid the need for hazardous manual handling activities, so far as reasonably practicable. Where this is unavoidable, an assessment must be undertaken to determine the level of risk and procedures must be put in place to reduce the risk of injury to its lowest extent reasonably practicable.

4.2 There are no maximum weights for lifting laid down in law. Each manual handling task needs to be assessed in relation to individuals and environment. Chadsgrove adopts a Minimal Handling Policy.

## **5. Consultation**

This Policy has been drawn up in consultation with the Manual Handling Team at Chadsgrove School, the Senior Leadership Team and the Governing Body.

## **6. Manual Handling Team**

Rebecca Gayden (Lead), Emma Gilbert, Susan Parkes, Glenda Kelleher, Rachel Burton, Steve Eccles, Rosie Painter (School & Outreach), Claire Stoodley (Outreach) and Ciara Porter (19-25).

Manual Handlers at Chadsgrove School have completed a 5 day train the trainers' course delivered by Centaur. They continue to be assessed every 6 months and complete refresher courses every 3 years to maintain their qualifications.

## **7. Training of staff employed by Chadsgrove**

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 requires appropriate steps to be taken to reduce risk, one of which will be the provision of adequate training.

In nearly every job in the School there are a number of lifting operations carried out by staff including moving children and young adults 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 such as ceiling hoists, free standing hoists and Rotundas. All staff receive practical and theory training on manual handling procedures appropriate to their job role and a yearly update of face to face and on-line based modules.

The Manual Handling Team are able to give bespoke on the job training to all staff should it be required.

## **8. Risk Assessments**

An Individual Pupil Assessment (IPA) form for every pupil at Chadsgrove outlines;

- The Task
- Individual Capability
- Load
- Environment.

The aim of the assessment is to provide a safe system of work. This assessment will be carried out by a member of the Manual Handling Team. All employees who handle pupils must read and sign the individual forms and adhere to the recommendations before handling. This assessment must be reviewed and updated on a regular basis, or as soon as any changes occur.

### **8.1 The Task**

- Bending and stooping to lift a load significantly increases the risk of a back injury

- Items should ideally be lifted from no lower 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) to avoid fatigue
- Avoid tasks which require twisting the body wherever possible
- Use the legs and knees adopting a mobile stable base keeping your spine in line

### **8.2 The Individual**

- 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 who are beyond their individual capability. Assistance must be sought where this is necessary
- Employees with genuine physical or clinical reasons for avoiding lifting should not be required to undertake hazardous lifting or carrying tasks. This is also the case for pregnant women
- 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
- Staff need to ensure that non-restrictive clothing is worn and footwear is flat with enclosed toe and heel – not flip flops or sandals. Staff who do not comply with the Regulations will be sent home to change

### **8.3 The load**

- The load should be kept as near as possible to the body trunk to reduce strain and should not be of such a size as to obscure vision
- An indication of the weight of the load and the centre of gravity should be provided where appropriate
- Unstable and unpredictable 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
- Employees will be informed of the approximate weight of the loads which are handled

### **8.4 The Environment**

- There must be adequate space to enable the activity to be conducted as safely as possible
- Floors and other working surfaces must be in a safe condition

- Adequate ventilation is required particularly where there is no natural ventilation
- Adequate lighting is required particularly where there is no natural light

## 9. Roles & Responsibilities

### 9.1 Senior Leadership Team (SLT)

SLT must ensure 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) are maintained and records are updated on a 6 monthly basis

### 9.2 Manual Handling Team

The Manual Handling Team must ensure that they:

- Complete Manual Handling Assessments and Individual Pupil Assessment (IPA) forms (if required) upon request and update and maintain the IPA
- Attend manual handling meetings or keep up to date by reading the Minutes of the meetings
- Complete requested tasks in a timely manner asking for support when required to ensure high standards of practice are maintained in all aspects of manual handling at Chadsgrove School
- Provide training to staff upon request
- Ensure staff are adhering to safe systems of work and report concerns to SLT immediately
- Monitor and review safety arrangements for manual handling operations with the support of SLT
- Report to SLT any concerns relating to employees undertaking manual handling activities who you deem unsuitable for reasons of health and safety
- If health conditions could be adversely affected by manual handling operations then individuals should be offered support and special arrangements considered
- Support procedures to ensure the Lifting Operations and Lifting Equipment Regulations (LOLER) are maintained and records are updated on a 6 monthly basis
- Report to SLT any defects/damage to manual handling equipment

- Seek advice from Centaur as and when the Manual Handling Team require further support

### 9.3 Duties of Employees

Employees must ensure that they:

- Do NOT engage in any manual handling prior to completing both the theory and practical elements of Chadsgrove's Manual Handling Training.
- Support the Manual Handling Team to complete pupil assessments
- Read, sign and adhere to any pupil's IPA if they undertake any manual handling with that pupil
- Report any concerns regarding a pupil's IPA immediately
- Accept responsibility for their own, pupils' and colleagues' safety
- Undertake training annually and request additional training if required
- Adhere to the School's safe systems of work, complying with instruction and training which has been provided
- Be aware of their own limitations, requesting support if health conditions could adversely affect manual handling operations
- Report to SLT (in confidence) any personal conditions which may be detrimentally affected by manual handling operations
- Report to the Manual handling Team any equipment where the 6 monthly LOLER check has expired and/or any defects/damage to manual handling equipment
- Report any injuries or accidents in line with School policy
- Use equipment which has been provided to minimise the risk from manual handling operations
- Report any concerns to the Manual Handling Team
- Wear appropriate clothing and footwear for their area of work
- Wear minimal jewellery and remove any item that could be deemed a potential hazard
- Ensure nails are kept short and safe to minimise risk to pupils

Commented [RGT1]:

### 10. Linked Policies.

Intimate Care Policy No.74  
Health & Safety Policy No. 44.

### 11. Sources and References

The Health & Safety at Work Act (1974)  
The Manual Handling Operations Regulations 1992  
Centaur Training  
The National Back Exchange publications 2011