

Manual Handling

Lead Reviewer: **Health and Safety Co-ordinators**

Who this is aimed at: ***All staff & support volunteers involved with the manual handling of students***

Version	Reason for Change
2	Review
3	Review
4	Annual Review
5	Annual Review
6	Annual Review
7	Annual Review

Frequency of review	Yearly	Review due	January 2024
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Moving & Handling Policy

Definition:

The transporting or supporting of a load (object or person) including, lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

Intent:

People and objects (load) will be moved safely at Rosewood School without risk of injury to any person.

Legal Responsibilities:

THE EMPLOYER:

- Avoid hazardous manual handling operations, so far as is reasonably practicable.
- Assess risks where manual handling tasks cannot be avoided using a suitable and sufficient risk assessment tool.
- Eliminate or reduce the risk of injury to the lowest level so far as is reasonably practicable.
- Review the assessments when there is a change.

THE EMPLOYEE:

- Must take reasonable care of their own safety and that of others who may be affected by their actions.
- Must make full and proper use of any equipment or system of work provided.
- Must inform their employer if any moving and handling task is causing a problem.

Implementing These Responsibilities:

It is the responsibility of the Head teacher as the employer to ensure that school procedures fulfil the requirements of the law.

Three distinct forms of manual handling are recognised by Rosewood School:

- Moving a person to meet educational and daily living needs.
- Moving a person as part of a therapy programme.
- Moving an object/load.

At Rosewood a team approach will ensure the safety of staff and pupils. Key members of the team will be:

- The Head teacher
- The Manual Handling Trainer/s and Risk Assessor
- The Therapists
- The Classroom Staff
- The School Nurse/s

At Rosewood:

The Head teacher will ensure that:

- The school has a qualified trainer and risk assessor.
- A risk assessment is completed for all hazardous moving and handling activities.
- Safe systems of work are identified and implemented.
- Staff are trained and monitored.

The Manual Handling Trainer and Risk Assessor will ensure that:

- Through suitable and sufficient risk assessment that hazards are identified in the areas of the task, the individual carrying out the task, the object or person to be moved, the working environment and the equipment needed.
- Through implementing control measures that risk is reduced to the lowest practicable level.
- Safe systems of work written and handling plans are implemented.
- Risk assessments and handling plans are reviewed termly or when any change has been identified.
- Staff are trained and monitored.
- Individual personalised risk assessments for staff are managed.
- Manual handling equipment is provided and maintained.
- The working environment is organised and maintained to assist with manual handling tasks.

The Therapists will:

- Complete a risk assessment and handling plan for any pupil needing therapy involving moving and handling activities in conjunction with the Manual Handling Trainer and Risk Assessor.
- Provide specific training to enable education staff to undertake any delegated therapeutic handling task competently and safely.
- Identify and provide equipment necessary for the therapeutic programme or negotiate with the school over the provision.
- Review the risk assessment and handling plan at regular intervals.

The Classroom Staff will ensure that:

- They assist the Manual Handling Trainer and Risk Assessor in the risk assessment process and following said risk assessment.
- They assist in the writing of handling plans.
- They inform the Head teacher or Manual Handling Trainer and Risk Assessor of any reason why they may not be capable of undertaking any task.
- They report any difficulties so that the risk assessment can be reviewed.
- They safeguard their own health and safety at work and that of any person who may be affected by their actions.
- To follow any personal staff risk assessment.
- They comply with working practices, safe systems of work and equipment identified for particular tasks.

- Failure to comply with the working practices, safe systems of work & risk assessments will result in a verbal warning initially. If there is a second incident a written warning will be issued. Any further incidents will result in disciplinary action being taken.
- They come to work suitably dressed for the tasks. Shoes should be sensible and fully enclosed. Clothing should allow full movement and not form a hazard itself.
- Hair should be tied back and jewellery be kept to a minimum and any jewellery not to cause a snagging or scratching hazard.
- Refer to and adhere to relevant school policies that support Manual Handling.

The School Nurse will:

- Provide essential information and advice to inform the risk assessment and handling plan writing processes.
- Liaise between the school and Heath Trust colleagues.
- Identify any problems or changes leading to a review of the risk assessment.

Training:

- The Head teacher will identify a Manual Handling Trainer and Assessor and ensure she/he is competent and attends annual refresher training
- New staff will attend a day's induction training. Modules covered include: Relevance of moving and handling, Anatomy/24-hour back care/Posture awareness, Legislation, Risk assessment, Principles of manual handling, Equipment, Demonstration of ability to perform manual handling techniques.
- A competency of new staff will be completed by Manual Handling Trainer after a minimum of 6 weeks of employment.
- Trained staff will attend a yearly refresher course, with updated legal regulations theory or practical.
- Training records will be maintained – Personal Manual Handling Profile
- Staff can ask for advice and support at any time.
- Staff individual capabilities taken into account
- Specific training for therapy programmes will be provided by the Therapist.

Equipment:

- Rosewood School will provide equipment identified in the risk assessment.
- The equipment will be maintained in good condition.
- All staff aware to put faulty equipment out of action and report to Manual Handling Trainer.
- Staff will be trained to use the equipment.
- The equipment will be appropriate for the task.
- The equipment will reduce risk rather than introduce further risks.
- A minimum of two staff will be available for hoisting procedures but refer to risk assessment.
- No wheelchair will be pushed by another pupil.

Environment:

- Rosewood School to be maintained and safe for manual handling tasks.

- Areas of use clear of clutter and housekeeping maintained throughout the working day.
- Monthly building audit completed to support a safe working environment.

Emergency Situations:

- An emergency is a sudden, unforeseen event requiring immediate action.
- Possible situations will be risk assessed.
- A pupil's handling plan will identify who will be responsible and how the pupil will be moved in an emergency.

Accidents and Incidents:

- Following an accident or incident, a full report should be completed in as much detail as possible whether to staff or pupil.
- After an accident or incidents, the risk assessment must be reviewed.
- Accidents & incidents reported and reviewed at health and safety committee meeting, termly.