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February 2017	March 2018	March 2018	March 2020

Marlborough St Mary's CE Primary School



Manual Handling

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Manual Handling Policy

More than a third of all over-seven-day injuries reported each year to the Health and Safety Executive and local authorities are caused by manual handling.

Marlborough St Mary's is committed to keeping all members of the school community safe and follows the advice included in the Wiltshire Health and Safety Manual with regard to manual handling.

Manual Handling means: The transporting or supporting of a person or load by hand or by bodily force including lifting, putting down, pushing, pulling or carrying.

A load includes a person or animal as well as inanimate objects but does not include an implement, tool or equipment while in use for its intended purpose.

Examples of typical manual handling tasks in schools are:

- moving tables and chairs
- carrying piles of books
- putting out PE equipment
- transferring special needs pupils

Examples that are not manual handling are:

- using a floor polisher
- pouring water from a kettle
- lifting a control lever on a machine

This section deals with two general areas of manual handling:

- **Handling inanimate objects**
- **Handling mobility-impaired pupils**

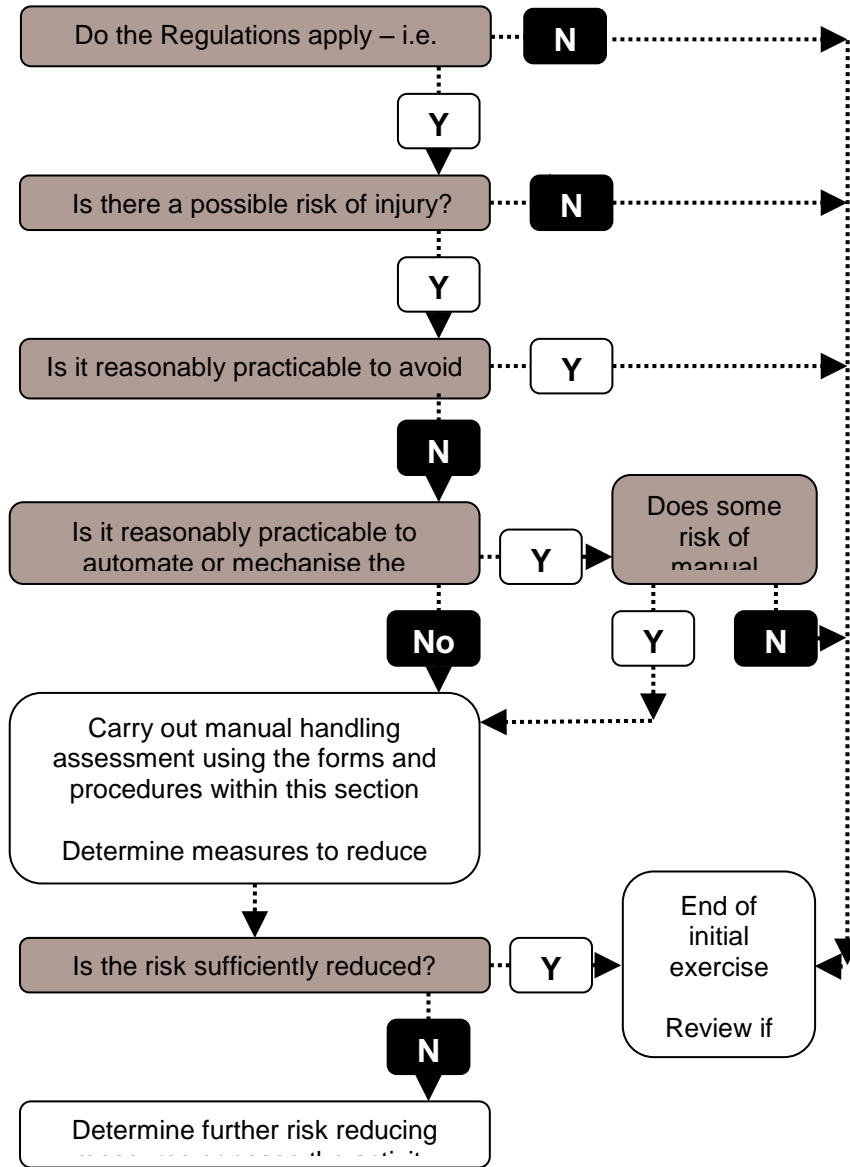


In both cases, The Manual Handling Regulations 1992 (as amended 2002) make it a legal responsibility for schools to carry out RISK ASSESSMENTS. Use the flow chart on the next page to see how the Regulations affect your school.

The Risk Assessment Form at the end of this section is only suitable for assessing the handling risks from inanimate objects.

Manual Handling

How to follow the Manual Handling Operations Regulations 1992



Handling Inanimate Objects

- Schools must carry out risk assessments for manual handling tasks which meet all of these three criteria:
 - cannot be avoided
 - cannot be mechanised or automated
 - pose a foreseeable risk of injury
- Start by compiling a list of all such tasks.
- Look for the possibility of doing generic assessments of similar tasks i.e.
 - putting out stacks of chairs for assembly and putting out chairs for dining tables.
 - moving television from store to classroom and moving overhead projector from store to classroom.

N.B. Generic assessment between schools is not possible as each location will have different problems.

- Decide who will do the assessments. In larger schools it will probably be better to do them by department.
- For each assessment use the form at the end of this section. The prompts on the reverse of the form reflect the 4 areas to which the Regulations draw attention as affecting the risk of injury: the TASK, the LOAD, the WORKPLACE and the PERSON.

Remember to consider everyone who may be required to undertake the task including, if appropriate, pupils.

Whilst it is not unlawful to ask pupils to assist in manual handling tasks, and indeed in some cases may in fact be viewed as part of the educational process e.g. setting up gym equipment, schools must ensure that an assessment of the risks has been carried out and that due consideration has been given to the physical and psychological capability of the individuals concerned.

- Having completed the assessment, the school must put into place, and monitor adherence to any control measures necessary to reduce the risk to an acceptable level.
- Any control measure which is beyond the scope of the school should be brought to the attention of the LA Health and Safety Adviser.

Handling mobility-impaired pupils

A number of pupils will have some degree of mobility-impairment. Whether this a permanent impairment or a temporary one, schools must have procedures in place to ensure the safety of the pupil and of the staff that may be assisting.

Short-term immobility

When mobility-impairment is temporary such as when a pupil (or adult) has a limb in plaster or is using crutches then the school should assess the means by which that person can move safely around the school site and most importantly, evacuate in the event of an emergency.

Staff or, if suitable, other pupils can be allocated duties to provide a steadying hand for balance, on steps and slopes for example, but no untrained person should be allowed to lift, carry or provide significant weight-bearing support. If a pupil has a degree of immobility requiring this level of assistance then the school must undertake a full assessment of need with the parents before the child next attends school.

Permanent or long-term immobility

Pupils with permanent or long-term mobility-impairment require specific attention to ensure that the manual handling situations that will be encountered are identified, assessed and controlled so that the health, safety and well-being of the pupil and staff are protected.

The Physical Impairment Specialist SEN Service within the LA provides a range of support for mainstream schools (special schools have their own manual handling specialists) and should be involved in the preparation of assessments and handling plans in all cases at the stage when pupils are about to start school or transfer to a new school. This support is available to All schools including Foundation, Academy and Voluntary Aided.

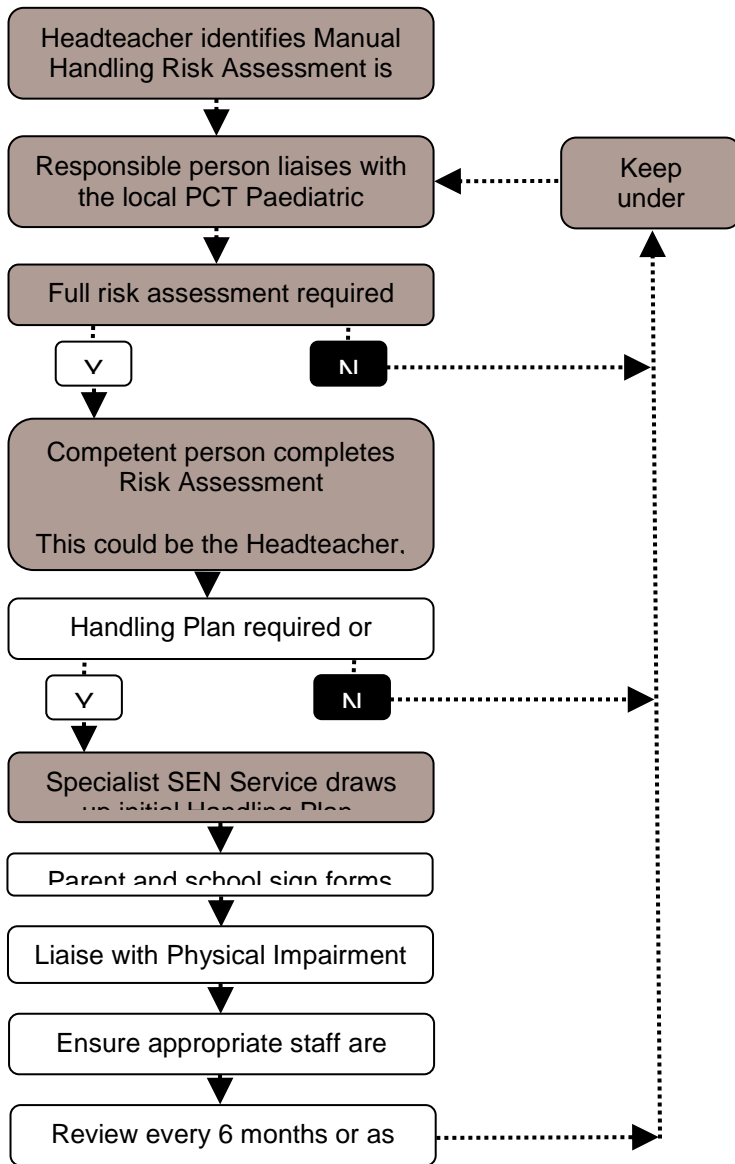
The general procedure for support is shown in the flow-diagram later in this section.

Whilst this procedure and support will help schools to manage each situation there are a number of further points to consider to ensure that the handling plans are as effective as possible:

- Attention must be given to the requirements of the Disability Discrimination Acts 1995 & 2005. Schools can get advice on this legislation from the Schools HR Section at County Hall and details relating to structural adjustments from the Schools Buildings and Places Section. Contact details are given at the end of this section.
- As a general rule, the lifting, carrying and weight-bearing of pupils should be avoided or kept to a minimum. Account should be taken by those trained to do so of the benefits and rehabilitation effect of encouraging the pupil to provide independent movement.

- Risk Assessments must be undertaken and recorded for all pupils needing physical assistance. All aspects of school life must be considered including access to the curriculum, outdoor education, PE lessons, emergency arrangements as well as therapy and toileting needs. The Physical Impairment–Specialist SEN Service will undertake these assessments and prepare handling profiles, in conjunction with the school, for pre-schoolers and for pupils transferring from primary to secondary schools. At all other times and for reviews, the school has this responsibility.
- Risk assessments must consider the risks to both the pupil and the employees involved and be regularly reviewed at intervals not exceeding 6 months (children grow!) or whenever other circumstances likely to affect the assessment present themselves.
- For pupils with Education, Health and Care Plans (EHCP) the need for physical assistance must be part of the Annual Review.
- Assessors and handlers will require specific training.
- Suitable numbers of trained staff must be available to carry out manual handling tasks safely and cover for absences. Those involved should be trained in advance of having to handle pupils. This requirement means that recruitment and training must be planned well in advance. Funding for this is available through the Physical Impairment Specialist SEN Service
- All relevant staff should have access to the risk assessments and handling plans for the pupils that they are assisting. They should also be aware of the LA and school policy on manual handling.
- All members of staff should be aware of the importance of highlighting any personal injury or condition, including pregnancy, which might affect their ability to safely carry out their duties.
- All handling equipment identified by the risk assessment and handling plan must be available and kept maintained, serviced and in proper working order. Faults and repairs must be dealt with promptly. The Physical Impairment Specialist SEN Service provides funding for the provision and maintenance of appropriate equipment.

Handling Mobility-Impaired Pupils –Flow Diagram



MANUAL HANDLING RISK ASSESSMENT FORM FOR SCHOOLS

School: _____ Dept or Area:

THIS ASSESSMENT WILL IDENTIFY THE RISK OF INJURY TO EMPLOYEES, AND IF APPROPRIATE, PUPILS FROM THE MANUAL HANDLING OF LOADS.

1. Can the task be avoided? Yes/No

If Yes, explain how _____

If the task can be avoided then assessment need go no further. Just complete Section D below.

2. Is there any suitable lifting aid or mechanism which could be provided to assist in this task? Yes/No 3. Can the **entire** operation be made safe by using this mechanical means or lifting aid? Yes/No

If Yes, the assessment need go no further. Just complete Section D below.

If No, complete Section B overleaf

Taking into account all the factors identified overleaf as contributing to the likelihood of the person doing this task being injured:

**FOR EMPLOYEES: THE RISK OF
INJURY FROM THIS TASK IS CURRENTLY**

The higher the risk, the greater remedial action must be taken with the aim of reducing the eventual risk as far as is reasonably practicable.

To reduce the risk of injury from this task the following action will be taken:

Name of Assessor (please print): _____ **Signature:** _____ **Date:** _____

Date of assessment review: _____

4. Observe the task and answer the following questions;

Does the task involve:

- holding loads away from the trunk
- twisting
- stooping
- reaching upwards/downwards/outwards
- carrying more than 10 meters
- unpredictable movement of the load
- repetitive periods of strenuous activity
- insufficient rest or recovery periods

STAFF

- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No

PUPILS (if appropriate)

- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No

Is the load being moved:

- heavy
- bulky/unwieldy
- difficult to grasp
- intrinsically harmful (eg. Sharp/hot etc)

- Yes/No
- Yes/No
- Yes/No
- Yes/No

- Yes/No
- Yes/No
- Yes/No
- Yes/No

Does the working environment have:

- restricted space
- uneven/slippery floor surfaces
- obstacles
- variations in levels eg. steps, stairs
- any other hazards (please state what)

- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No

- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No

NOTE
Every
yes
answer
increases
the
risk
of
injury

Will the task adversely affect people who:

- have an existing medical health condition
- are or may be pregnant
- have not received training/instruction
- are not appropriately dressed
- attempt the task alone
- are not of a particular physique or level of fitness

- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No

- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No
- Yes/No

Are there any other factors which may affect the likelihood of someone being injured during the task? If so please state them here.

Copies of this form are available from the Health and Safety Advisor at County Hall