Park Hill Primary Manual Handling Policy

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Responsibility for this policy: Kerry King (SENDCo)

Some disabled pupils and/or pupils with SEN may require specialist moving and handling, treatment or facilities. Teachers and teacher assistants might be called upon to deal with issues they have not had to address before. This is particularly likely when students with severe or complex SEN are taught in a mainstream setting or 'special' targeted provision. Pupils may not be able to recognise everyday hazards, communicate distress, or move around independently.

Health and safety legislation does **NOT prohibit all moving and handling**; rather it requires employers to adopt a risk management approach. Employers need to focus on **enabling**, rather than prohibiting, student participation.

1 DEFINITION

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

2 RATIONALE

2.1 There is a legal requirement for the organisation to have a Health and Safety policy that includes a manual handling statement.

2.2 Manual Handling is infrequently carried out by staff employed by Park Hill Primary School (hereafter referred to as the organisation.) Manual handling causes a known risk of musculo-skeletal injuries.

2.3 This policy has been adapted to provide clarity and consistency of manual handling guidelines within the organisation.

3 OBJECTIVES

3.1 The organisation will comply with the requirements of the law as stated in:

- The Health and Safety at Work Act 1974.
- The Manual Handling Operations Regulations 1992.
- All other legislations, or parts thereof, relating to manual handling and provision and maintenance of equipment.
- Follow the Manual Handling policy.

3.2 The organisation will prevent musculo-skeletal injury to staff as a result of manual handling by reducing the risk to the lowest level possible.

3.3 The assessment and reduction of risks from manual handling aims to achieve:

- A safe working environment.
- Suitable and sufficient equipment to reduce manual handling risk.
- Well trained staff who take care of their own health and safety and that of others.

Factors to consider in individual moving and handling risk assessments

Activities where moving and handling may be required:

- moving around school
- toileting
- playground or outdoor activities
- travelling on school transport
- activities outside school eg swimming, educational visits
- emergency procedures eg moving from the floor after a fall, fire evacuation.

Pupil factors:

- ability to communicate
- weight of student
- ability to bear weight
- ability to co-operate and follow instructions
- physical conditions eg spasm, variable muscle tone, impaired eyesight and hearing, and behaviour.

Staffing factors:

- individual capabilities and conditions that may affect or inhibit moving and handling, including pregnancy
- training needs
- level of competence, and number of trained competent staff available.

Environmental factors:

- constraints of space
- poor floors, variations in levels
- poor layout of areas, making moving and handling difficult
- restrictions of movement from clothing, and poor lighting.

4 MANUAL HANDLING RISK MANAGEMENT SYSTEM

4.1 Measurement of the health of staff

The following will be taken into consideration which may affect individual capabilities of employees:

4.1.1 General Physical Capability

A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit, healthy employees. An employee can decide whether or not they can manage the tasks to be performed. However, the Headteacher has a duty to ensure the employee is physically capable of completing the task without injury.

4.1.2 People with health problems

Conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Disability Discrimination Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily.

4.1.3 New and expectant mothers

The law requires employers to make allowances for pregnant women and those at high risk after childbirth, for about six months, to prevent injury from the physical work involved in manual handling procedures. A risk assessment must be carried out on the expectant mother and reviewed monthly as long as the expectant mother continues to work.

4.1.4 Young workers

Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision are needed. Accidents and incidents occurring at work that result in musculo-skeletal injury will be thoroughly analysed.

4.2 Avoidance of risk

The organisation will eliminate, as far as is reasonably, practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

4.3 Assessment of risk
The risk to staff will be assessed and documented where manual handling operations cannot be avoided. The risk assessment will consider:
• Task
• Load
• Individual capacity
• Environment
• Other factors

4.4 Reduction of risk
The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when this should be organised and implemented by. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.
Employers must avoid the need for hazardous manual handling operations at work so far as is reasonably practicable. This may be done, for example, by redesigning the task or by using automated or mechanical assistance

5 RISK MANAGEMENT PROCESS
5.1 Responsibility for assessment
The Headteacher has the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the school which are regularly reviewed.

5.2 Manual Handling Adviser(s)
The Headteacher will ensure a competent person or persons are trained to carry out risk assessments. The manual handling adviser will also train in safe systems of work and monitor for good practice.

6 REDUCING THE RISK
6.1 A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Appropriate steps must be taken to reduce the risk of injury to the lowest level practicable, eg by adopting an ergonomic approach using mechanical assistance such as hoists, making a load lighter or easier to grasp, or team handling where this is appropriate. Where this is not reasonably practicable, a risk assessment of any lifting and handling operations must be undertaken, taking into account such factors as the frequency of the operation, any excessive pushing/pulling involved, known pregnancies, back problems among staff etc.
The principles of risk assessment for manual handling should centre on four key, and often interrelated, factors:
• the task itself, eg the way it is carried out, the handler's posture
• the load, eg the size and shape of the load
• the working environment, eg is it cramped or hot?
• individual capability, eg is unusual strength required?
The operation should be designed to suit the individual. The individual should not be expected to adapt him/herself to the operation.

6.2 Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

7 INFORMATION AND TRAINING
The organisation will ensure all employees receive information and training in manual handling. The purpose of this is to:
• Inform employees of legislations, policies and procedures they must follow to reduce the risk of injury.
• Inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions.

• Provide practical advice and training on best practise in manual handling.
• The Headteacher is responsible for ensuring all employees attend training sessions.

8 RESPONSIBILTIES

8.1 The Headteacher, along with the manual handling advisers, will ensure:
• Manual handling risk assessments have been carried out and updated as necessary or at yearly intervals.
• Following risk assessments, a remedial action plan has been documented and acted upon in the given timescale.
• Employees are monitored to check safe systems of work are being followed.
• All employees have manual handling training and records of attendance are kept.
• Manual handling accidents or incidents are fully investigated and followed up as necessary.
• Liaison with OTs and Physiotherapists to give a multi-disciplinary approach to manual handling issues.

Employees must make full and proper use of any system of work provided by the employer concerning steps taken to reduce the risk.

THE LEGAL FRAMEWORK

• The Health and Safety at Work etc Act (HASAWA) 1974 places general duties on employers for the health and safety of their employees and anyone else on the premises such as pupils and visitors in schools.

• The Management of Health and Safety at Work (MHSW) Regulations 1999 set out the legal requirements for risk assessment under which employers must make an assessment of the risks to the health and safety of their employees while at work and to the health and safety of persons not in their employment.

• The Manual Handling Operations Regulations (MHO) 1992 (as amended 2002) set out further legal requirements for risk assessment relating specifically to risks from manual handling. The MHO Regulations' requirements must be applied wherever general risk assessments indicate possible risks arising from the manual handling of loads. The MHO Regulations require employers to assess risks to employees involved in handling activities but not risks to individuals being moved or lifted. The MHSW Regulations require employers to assess the risks to such individuals as well.
Arrangements for assessing any risks to individuals being moved or lifted should therefore sensibly be included as part of all manual handling risk assessments. For schools, manual handling risk assessments should cover movement of furniture, bulk movement of textbooks and transport of equipment between classrooms. They should cover, not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them. They should also cover lifting and handling of pupils with special needs or with emotional and behavioural difficulties

RELEVANT CURRENT LEGISLATION

1. Health and Safety at Work Act 1974.
2. Management of Health and Safety at Work Regulations 1999.
3. Manual Handling Operations Regulations 1992.
4. Workplace (Health, Safety and Welfare) Regulations 1992.
5. Provision and Use of Work Equipment Regulations 1998 (PUWER)
6. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995
7. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
8. Children Act, 1989.
9. Disability Rights Act
10. Human Rights Act, 1998
11. Restraint Policy (DMBC)
12. DMBC Health and Safety file
13. Manual handling at work guide

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