



Ivel Valley School

Manual Handling Policy

Date	Review Date	Coordinators	Nominated Governors
January 2020	January 2023	Sarah Escott	Estates Committee

Introduction

This policy identifies and sets out our legal responsibilities relating to moving and handling at Ivel Valley School and how risks are identified and minimised. Following this policy ensures that the risk of injury is reduced to a minimum level and that we are adhering to our legal requirements.

This policy has due regard to legislation, including, but not limited to:

- The Health and Safety at Work etc Act 1974 (latest update 2018)
- The Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992 (latest update 2016)
- The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998

We understand that manual handling is defined as “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force,” including inanimate objects as well as pupils. Additionally included is “any twisting, bending, stretching or other awkward posture you may get in whilst doing a task”.

We have a duty under the Manual Handling Regulations 1992 to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by school personnel. Within Ivel Valley this predominantly refers to supporting, transferring and moving pupils alongside behavior management, taking things from a shelf or putting them on, changing wall displays and positioning furniture (see Health and Safety policy).

This policy will look at ways, such as lifting aids and ergonomic design of the workplace, to reduce risk to employees as far as “reasonably practicable” by undertaking a Risk Assessment of each of the tasks (see below).

Aims

Ivel Valley aim to:

- Promote and maintain staff wellbeing by providing an ergonomic workspace and appropriate equipment for manual handling tasks.
- Ensure all staff are aware of their own individual responsibilities in regard to manual handling.
- Ensure all staff are trained and aware of how to look after themselves as well as pupils during manual handling maneuvers.
- To be aware of and comply with all relevant legislation.

- To reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by school personnel.

Risk Management

Risk Assessments are completed to avoid, assess and reduce hazards. In line with current legislation Ivel Valley will:

- eliminate manual handling tasks as far as reasonably practicable.
- for manual handling tasks which cannot be avoided, a specific risk assessment will be carried out / moving and handling plan written by the moving and handling coordinator with input from all relevant people.
- Once a risk assessment / plan is in place it will be implemented and reviewed at least annually unless changes are required sooner.

Information and Training

Ivel valley school will

- ensure that the manual handling coordinator is appropriately trained and accreditation is maintained.
- ensure that staff are aware of and have signed the schools manual handling policy and are adhering to its procedures.
- ensure staff are trained to carry out the manual handling tasks and use the equipment that they are required to as part of their job role.

Roles and Responsibilities

Role of the Governing Body	<ul style="list-style-type: none"> ● The GB has: <ul style="list-style-type: none"> ▪ delegated responsibility to the Principal and School Business Manager for Health and Safety; ▪ nominated a H&S governor to visit the school termly, to liaise with the Principal and to report back to the GB; ▪ a responsibility for the effective implementation, monitoring and evaluation of this policy.
Role of the Headteacher	<ul style="list-style-type: none"> ● The Headteacher will: <ul style="list-style-type: none"> ▪ ensure that everyone connected with the school is aware of this policy; ▪ work closely with the Health and Safety coordinators to promote a safe & healthy lifestyle ▪ monitor the effectiveness of this policy; ▪ annually report to the GB
Role of the Coordinators	<ul style="list-style-type: none"> ● The Coordinators will: <ul style="list-style-type: none"> ▪ write and review the Risk Assessments and pupils individual Manual Handling plans; ▪ attend training as appropriate; ▪ make staff safety representatives aware of the Risk Assessments; ▪ make school personnel aware of the Risk Assessments; ▪ provide adequate information and training to staff carrying out manual

	<ul style="list-style-type: none"> handling; ▪ provide manual handling procedures for school personnel; ▪ investigate any injuries or incidents relating to manual handling; ▪ take the necessary action to prevent further injuries; ▪ monitor and review manual handling procedures
Role of School Personnel	<ul style="list-style-type: none"> • School personnel: <ul style="list-style-type: none"> ▪ are responsible for the health and safety of themselves and the health and safety of others with whom they work; ▪ must follow the guidance and procedures provided; ▪ must undertake manual handling training; ▪ must read and follow all individual Risk Assessments and Manual Handling plans; ▪ must report all accidents or incidents; ▪ must report if the manual handling assessment requires revision; ▪ must report any injury or health problem that affects their ability to carry out the procedures; ▪ will not wear clothing or jewelry that may affect the manual handling procedures;
Risk Assessments	<ul style="list-style-type: none"> • Risk assessments will be undertaken for those tasks which: <ul style="list-style-type: none"> ▪ cannot be avoided; ▪ cannot be mechanised or automated; ▪ pose a foreseeable risk of injury • The following will also be considered: <ul style="list-style-type: none"> ▪ The task ▪ The load (weight, size, shape, ability to be gripped, balance etc). ▪ The person/s ▪ The working environment • On completion of risk assessments control measures will be put into place and monitored.
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none"> • The effectiveness of this policy will be reviewed every three years, or when the need arises, and the necessary recommendations for improvement will be made to the governors.