



Manual Handling Policy

September 2020

Date	Review Date
September 2020	September 2023

Head teacher:		Date:	8.10.2020
Chair of Governing Body:		Date:	8.10.2020

Introduction

The Governing Body of Ash Grove Primary School understand that manual handling is the movement of a load (inanimate objects as well as pupils) by means of bodily force which includes lifting, supporting, carrying, putting down, pushing and pulling.

We acknowledge our 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.

This policy should be read in conjunction and with regard to the following documents;

- The WMDC Manual Handling Guidance document that is attached as Appendix A, this forms part of the wider WMDC Health and Safety Handbook for Schools;
- The WMDC Workplace Inspection Checklist that is attached as Appendix B;
- The Health and Safety Executive short guide – Getting to grips with manual handling that is attached as Appendix C;
- WMDC Risk Assessment Form that is attached as Appendix D;
- WMDC Risk Calculator / Control Table that is attached as Appendix E.

We will look at ways such as lifting aids and ergonomic design of the workplace to eliminate manual handling operations altogether. But if this is not possible then we must reduce risk to employees by undertaking a Risk Assessment of Manual Handling Operations at Work

Aims

The aim of the Manual Handling Policy is 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.

Roles and Responsibilities

Role of the Governing Body

The Governing Body has:

- Appointed a member of staff to be the Coordinator for Health and Safety;
- Nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- A responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- Undertake the Risk Assessments;
- Attend Risk Assessment training;
- 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 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

School personnel:

- 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 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

Risk assessments will be undertaken, using Appendix D, for tasks which:

- Cannot be avoided;
- Cannot be mechanized or automated; □ Pose a foreseeable risk of injury.

The following will also be considered:

- The task;
- The load;
- 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

The effectiveness of this policy will be reviewed in line with the Policy Review Overview document, or when the need arises, and the necessary recommendations for improvement will be made to the governors.