



LONG FIELD ACADEMY

Manual Handling Policy

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Senior Team Responsibility	
Governors' Reviewing Committee	FRHP
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Associated Documentation:	Health and Safety Policy

1. Introduction

Staff and students are not to lift, drag, push or carry heavy/awkward loads that pose a risk of injury unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should contact the Business Director who will direct the Estates and Facilities Manager to conduct the necessary assessment.

2. Pushing, Pulling, Carrying, Moving (Manual Handling)

2.1 Staff should not undertake tasks which over reach their individual limits and should not move heavy equipment. If the load to be moved requires unusual strength or height, puts people at risk who are pregnant or have health problems or requires specialist knowledge or equipment, every effort will be made to redesign the task to remove or reduce the risks. The Academy objectives in relation to manual handling are:-

- Avoid any hazardous manual handling as far as is reasonably practicable
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it
- Reduce any risks that are identified to the lowest level
- Review all the handling procedures and risk assessments annually
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees
- Ensure full access to the Academy for pupils with disabilities whilst ensuring the safety and welfare of staff.

2.2 To this end, no manual handling tasks should be undertaken without appropriate training and the supervision of the Site Officer who has received specialist/relevant training. If there are any issues with a manual handling task, clarification must be sought before the task is attempted.

3. Risk Assessment

3.1 The Premises Officer is responsible for undertaking a general risk assessment for manual handling – consulting with staff regarding the types of manual handling they need to undertake as well as listing the activities the post holder themselves is asked to undertake. Consideration should be given to work practices and work place design/layouts that could minimize the amount of manual handling required and reduce the associated risks.

3.2 Appropriate resources are provided for moving and handling. The Premises Officer is responsible for maintaining an inventory of all moving and handling equipment to include maintenance and inspection records.

3.3 In the event of unusual manual handling requirements which are not covered by the generic risk assessment, consideration needs to be given to the type of load and whether it is potentially hazardous – i.e. heavy, bulky, difficult to grasp, unstable or

sharp/hot. If these factors are present then an on the spot risk check needs to be undertaken. If it has been decided to proceed, the following process should be followed:-

- Stop and think – is there another way to move the load or can any trolleys or other equipment be utilized to reduce the potential risk?
- Plan the lift – where is the load to be placed? Is help required with the load? Are there any obstacles that need to be removed? Does the load need to be rested on route?
- Position the feet to give a balanced and stable base.
- Adopt a good posture – bend the knees if lifting from a low level, keep the back straight, keep the shoulders level and facing in the same direction as the hips.
- Get a firm grip – a hook grip is less tiring than keeping the fingers straight.
- Keep the load close to the body, do not move suddenly, move your feet not your body.
- Lift smoothly.
- Do not twist the body when turning – move your feet instead.
- Put the load down, rest and then adjust as necessary.

3.4 Any children with mobility issues must have an assessment carried out by the SENCo (assisted where necessary by the Premises Officer) to identify the following:

- How best they can move around the Academy.
- If Manual Handling is required the number of times this will be carried out, daily, and by which staff, and the number of staff required.
- The Manual Handling equipment required.
- Arrange training for staff required to move students around the Academy with Manual Handling aids.

3.5 All staff are responsible for ensuring:

- Risk assessments are carried out for manual handling tasks. This will be undertaken with the support and guidance of the Premises Officer. These must be updated annually or when circumstances change.
- Safe systems of work are in place.
- Any concerns about equipment or manual handling tasks are addressed.

3.6 Employees also have a duty to:

- Take reasonable care of their health.

- Make full and proper use of any equipment, systems of work and training provided for their safety.
- Ensure equipment is stored in such a manner as to reduce any manual handling requirements.
- Report any accidents or near misses in the Incident Book (kept in Academy Offices).
- Report any concerns about any aspect of Manual Handling to the Premises Officer.
- Inform the Business Director or the Principal of any physical condition that might affect their ability to undertake moving and handling tasks safely.
- Attend Annual Refresher training if identified as having Manual Handling responsibilities.
- Wear suitable clothing and footwear.

3.7 Any regular occurrence of back disorders or other ailments which may be associated with unsatisfactory manual handling processes need to be investigated by the Head and School Business Manager to see whether new procedures and storage solutions need to be introduced or new equipment purchased.