



WALTON HIGH SCHOOL

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MANUAL HANDLING POLICY

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Leadership link person:	Mr M Philips

*Walton Multi Academy Trust refers to all schools within the Trust.
When referring to Trust Boards, this includes Local Governor Boards, and the
term 'Governor' includes all Trustees or Local Board Governors.*

Walton High School

Manual Handling Policy

Member of Staff Responsible: Executive Business Manager

Status: Statutory

'Walton High School promotes the safeguarding and welfare of students in its care: all policies support the "Child Protection Policy" and are fully consistent with the government's agenda to 'help all children achieve more' and fully support the principles of equal opportunities for all and e - safety.'

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Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a. Manual handling risk assessments carried out and kept up to date.
- b. Staff carrying out risk assessments are competent to do so.
- c. Equipment provision as recommended by the risk assessments.
- d. Training records show attendance at appropriate intervals.
- e. Staff have access to manual handling trainers in people handling areas.
- f. Staff identified with musculoskeletal disorders (MSDs) are referred to the Occupational Health Unit and individual risk assessments completed.
- g. Managers use management data (sickness absence, accident records etc) to monitor MSDs.

1. Application

This policy applies to all workplaces and situations where employees are involved in the manual handling of objects, people and/or animals.

2. Introduction

Work related Musculoskeletal Disorders (MSDs), including manual handling injuries are the most common type of occupational ill-health in the UK.

The Manual Handling Operations Regulations (as amended) establish a clear hierarchy of measures for dealing with risks from manual handling. These are:

- Avoid hazardous manual handling tasks so far as reasonably practicable;
- Assess any hazardous manual handling task that cannot be avoided; and
- Reduce the risk of injury so far as reasonably practicable.

The school recognises that it is not practicable to completely eliminate the direct moving and handling of objects, animals and people. However, the school is committed to the minimisation of the risk of injury during manual handling activities by actively promoting the use of good back care principles.

3. Aims & Objectives

Policy Objective

Encourage the establishment of a safe and ergonomically sound working environment and to minimise the amount of lost time resulting from MSDs to employees by:

- Minimising the number of MSDs suffered by employees
- Helping employees with existing MSDs to remain in work
- Facilitating sustainable, early returns to work for employees absent with MSDs.

The aims of the policy are to:

- Support the development of manual handling systems based on risk assessment which will reduce the risk of injury as far as is reasonably practicable;
- Promote a system of continual assessment and ensure that the best working practices are being adhered to within school
- Review incidents reported to monitor trends in MSDs, to allow for clear courses of action which manage the risks and reduce incidents to be identified.
- Where it is appropriate as part of a service provision to manually handle people, this will be carried out commensurate with their best interests, their dignity and the promotion of their independence.
- Take reasonable steps to ensure that services commissioned from outside agencies/contractors use safe, effective and best working practices in relation to manual handling.

4. Definitions

Load includes any person, animal or inanimate object.

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

Hazardous Manual Handling means handling or lifting which involves a significant risk of injury.

People include service user, client, young person, resident, child or pupil who requires assistance.

Competent Person someone with the appropriate training, experience and knowledge to undertake a particular task e.g. risk assessments.

Ergonomics is the means by which the working environment and working practices are altered to more suitably match the individual thus reducing a risk of injury.

5. Arrangements for Applying the Policy

5.1. Manual Handling Risk Assessments.

Where the risk assessment process for an area/service identifies hazardous manual handling tasks then the manager must ensure the following procedure is carried out:

- Consider whether the hazardous manual handling task can be avoided;
- If not, a manual handling risk assessment should be carried out by a competent person;
- The risk assessment should consider the:
 - **Task** – the job/operation being carried out with reference to working postures, moving distance, frequency, number of staff etc.
 - **Individual(s)** - carrying out the task with reference to the need for information, training and supervision, health status, uniform/clothing, footwear and other personal effects.
 - **Load/person** – with reference to weight, size, shape, handholds and external properties of the load. For person other considerations include: physical factors, behavioural factors, history of falls, medication etc.
 - **Environment** – with reference to space, floor surfaces, working heights, equipment, temperature, lighting, arrangement of furniture etc. and
 - **Equipment used** – with reference to what is available, what is suitable for the environment, what would reduce the risks, any training issues and maintenances.

- The assessment must be recorded on the appropriate form
- The assessment must be reviewed if there are substantial changes to the working environment, the task, the load/person, the individual or following a manual handling incident, complaint or change in best practice.
- All manual handling risk assessments must be communicated to relevant staff and partners/agencies.
- Safe systems of work should be recorded on the appropriate manual handling risk assessment form or handling plan and communicated to all relevant staff and partners/agencies.
- All handling must be carried out in accordance with the recommendations of the assessment except in a life threatening or emergency situation. If an emergency situation can be foreseen e.g. person identified as at risk from falls or fire then a plan must be in place.

Managers must be aware of and take account of any of their staff who are new and/or expectant mothers, have disabilities or other health conditions, and those with concerns about their ability to carry out manual handling. Advice can be obtained from the Strategic Health and Safety Service and/or the Occupational Health Unit.

5.1.1 Manual Handling Assessment Charts (MAC)

The Manual Handling Assessment Charts(MAC) is a tool designed by the Health and Safety Executive to help assess the most common risk factors in lifting (and lowering), carrying and team handling operations. Managers may find the MAC useful to identify high risk manual handling tasks and help them complete their risk assessments.

5.2 Load Handling

When the manual handling tasks have been assessed the completed assessment must be used to prioritise the most urgent actions to minimise lifting. Mechanical aids should be used whenever possible.

For complex or very high risk manual handling tasks, the Strategic Health and Safety Service will support the manager/assessor to reduce the risk to an acceptable level. This could include providing ergonomic advice and assessment of the task. Where risks cannot be reduced to an acceptable level this will be discussed with the relevant senior manager.

Good planning and design of the workplace will often eliminate hazards at an early stage.

Safe systems of transportation must be available for the movement of goods, supplies and equipment.

5.3 People Handling

All service users who can safely do so must be encouraged to move themselves. Every person who needs assistance will be individually assessed by a competent person taking into account their individual needs, capabilities and circumstances. The rehabilitation and development needs of service users will also be considered along with the importance of staff and service user safety.

A problem solving approach will be adopted which considers the use of a variety of handling methods and equipment to reduce the risk of injury. Service user independence will be encouraged at all times.

For complex handling tasks, the Strategic Health and Safety Service or training partners can be contacted to support the manager/assessor. This could include providing ergonomic advice and assessment of the task. Where risks cannot be reduced to an acceptable level this will be discussed with the relevant senior manager and/or partners.

Following assessment an individual handling plan will be produced which will be reviewed at appropriate intervals or when circumstances change.

Further information on the safe handling of people is given in appendix 3.

Reference

The “**Guide to The Handling of People 5th Edition**” is a valuable resource for Teams/Schools/Units that may be involved directly or indirectly with the moving and handling of people (ISBN 0-9530582-9-8).

5.5 Manual Handling Equipment

Equipment identified by the risk assessment to be used to reduce the risk must be:

- Appropriate for its intended use;
- Stored in a convenient and easily accessible place;
- Serviced and maintained to meet manufacturers’ standards;
- Where appropriate comply with the Lifting Operations and Lifting Equipment Regulations (Refer to HR105 The Safe Use of Lifting Equipment).

Staff identified as needing to use the equipment must be trained/instructed in its use.

5.6 Dress Code for Moving and Handling

The following dress code must be implemented when carrying out manual handling activities for staff who are involved in regular hazardous moving and handling tasks:

- Flat or low heeled, supportive footwear with non-slip sole (open-toed footwear should not be worn);
- Trousers or culottes instead of dresses or skirts;
- Clothes should be non-restrictive and allow ease of movement;
- Staff should not wear jewellery, body piercing or have long nails/nail extensions which may cause harm to themselves or the person/load being moved.
- Long hair should be tied back.
- Personal protective equipment e.g. gloves and protective footwear should also be worn in accordance with local risk assessments.

5.7 Training

All new members of staff will receive information about this policy as part of their induction programme.

Manual handling training, including training in any associated equipment, will be provided to all staff as identified by line managers.

Refresher training should take place in accordance with the training programme.

Line managers must ensure that records of manual handling training, including refresher training are kept for at least 5 years.

5.7.1 People Handling Training

Managers may nominate staff to be trained as manual handling trainers. Manual handling trainers will train relevant staff in safe people handling practices.

Managers must ensure they have access to trained manual handling trainers so that all relevant staff can perform handling techniques and use equipment safely.

5.8 Incidents/Ill health

Managers must ensure that they record every work related manual handling incident and reported ill health.

Where personal injury results from any manual handling activity an Accident Investigation Report Form (HSF 40) must be completed and forwarded to the Strategic Health and Safety Service in accordance with HR52 Accidents.

Managers must review incidents reported to monitor trends in MSDs, to allow for the manager to identify clear courses of action which manage the risks and reduce incidents and lost time.

5.9 Monitoring and Review

Systems must be established to ensure that local risk assessments and control measures are reviewed at least annually to ensure they are up to date, reflect current best practice and are working effectively. Any changes to local assessments and control measures must be incorporated into staff instruction and training arrangements and effectively communicated to staff and other relevant parties.

The Councils' Health and Safety Evaluation and Self Audit Tool includes elements on manual handling risks and is a key policy area that will be audited by the Strategic Health and Safety Service where manual handling is identified as a key risk area.

The Strategic Health and Safety Service and Occupational Health Unit will monitor the effectiveness of this policy by reference to sickness absence information and feedback from training providers.

5.10 Management of Contract Activities

When commissioning outside agencies/contractors to carry out a service on behalf of the council that involves hazardous manual handling tasks, it is essential that services ensure that the commissioning process includes the following:-

- An assessment to determine the competency of the agency/contractor;
- A review of their health and safety performance and access to competent advice;
- Ensuring evidence that suitable risk assessments and control measures are in place;
- The agency/contractors working practices are inline with the councils manual handling policy;
- Suitable training is in place where need identified and this training is documented;
- Agency/contractor has suitable public and employer liability insurance cover in line with council guidelines (further advice and guidance available from Insurance Services);
- Agencies/contractors are audited and monitored by the service to ensure standards are maintained.
- Agencies/contractors report all manual handling accidents/incidents to the commissioning officer where applicable.

6. Key Accountabilities

6.1 Planners and Implementers

All managers must:

- Be aware of manual handling risks within their area of responsibility;
- Avoid the need for staff to carry out any hazardous manual handling tasks so far as is reasonably practicable;

- Carry out a manual handling assessment of any hazardous manual handling task that cannot be avoided in order to reduce the risk of injury;
- Keep a record of the manual handling assessment (using forms in appendices 1, 2 and 3 as appropriate) and communicate to all staff involved. In people handling tasks an individual handling plan should be completed;
- Introduce appropriate risk reduction measures to avoid or reduce risk by elimination of the task, redesigning the operation or the use of mechanical aids;
- Monitor and review manual handling assessments regularly and when there is reason to suppose that they are no longer valid due to a change in working conditions, people, task or the load. A review should also take place following an incident or accident. This review should consider the quality of the assessment and ensure control measures are adequately managing the risks identified;
- Keep records of all manual handling risk assessments along with up to date records of training received by staff;
- Provide information to staff on the risks associated with manual handling tasks and the safe systems of work that are in place to protect them;
- Ensure that staff receive appropriate training in manual handling relevant to their job ensuring new staff have received appropriate training before any manual handling tasks are carried out;
- Ensure that mechanical aids provided are easily accessible and properly maintained in line with HR104 The Safe Use of Work Equipment and HR105 The Safe Use of Lifting Equipment policies;
- Ensure staff wear suitable clothing and footwear when carrying out manual handling tasks and if they are provided with protective equipment it does not interfere with handling activities;
- Ensure that manual handling requirements are clearly identified when recruiting staff so that OHU can assess the physical suitability of any potential employee through the pre-employment health screening;
- Make allowance for any known health problems or pregnancy that might have a bearing on an existing employee's ability to carry out manual handling operations in safety;
- Refer to OHU if there is any good reason to suspect that an individual's state of health might significantly increase the risk of injury from manual handling operations;
- Record and investigate any injuries or incidents relating to manual handling and take remedial action where appropriate.
- Ensure their staff have access to manual handling trainers (people handling areas only).
- Supervise and monitor working practices of their staff to ensure compliance with safe working practice.

6.2 Employees

Every employee of the school will:

- Ensure that they wear appropriate clothing, footwear and personal effects that are not likely to cause harm to them or the load/person during a handling activity;
- Co-operate with their managers in making assessments of hazardous manual handling tasks;
- Comply with safe systems of work and use of safety equipment, reporting any defects in mechanical aids and handling equipment to their manager;
- Participate in any training given in manual handling including regular refresher training;
- Inform their manager if they feel they require further training;

- Report pregnancy or any medical conditions which might affect their ability to handle loads safely;
- Report any changes in working conditions, personnel involved in handling or a significant change in the nature of the task or load which may necessitate a review of the assessment;
- Ensure they have read all relevant manual handling risk assessments so they are aware of the safe systems of work;
- Report any incidents, accidents or ill health due to manual handling activities to their manager.
- When involved in people handling, be aware of the dignity of the service user, recognise personal preferences, be aware of diversity and follow agreed guidelines.

6.3 Manual Handling Trainers

Manual handling trainers must:

- Be nominated by their manager before receiving initial training;
- Attend regular update training within specified time limits;
- Train nominated staff in safe people manual handling and back care practices to ensure the competency of staff in performing techniques and using equipment;
- Carry out and review risk assessments as necessary.

7. Specialist Advice

7.1 Occupational Health Unit

- Carry out appropriate pre-employment screening as requested to identify those persons for whom manual handling tasks would present a particular risk and advise managers of any restrictions;
- Provide early assessment following injury as a result of manual handling or a significant change in the employee's ability to carry out manual handling tasks. A suitable rehabilitation programme will then be planned commensurate with the needs of the individual.
- Monitor the effectiveness of this policy by reference to sickness absence information and feedback from rehabilitation programmes.

7.2 Strategic Health and Safety Service

The Strategic Health and Safety Service will provide specialist support and advice to staff on any aspect of manual handling by:

- Supporting managers carrying out risk assessments on complex or high-risk manual handling activities;
- Providing ergonomic advice and assessment as appropriate;
- Providing relevant training and/or instruction.
- Monitor the effectiveness of this policy by reference to sickness absence information and feedback from training providers.

7.3 Training Providers/Partners

- Deliver manual handling and back care training to staff as requested/contracted.
- Provide the council with details of the training given e.g. training programme, attendance etc.
- Inform the commissioning officer of any accidents or concerns arising from the delivery of training e.g. venue, individual capabilities, immediately.
- Attend regular review meetings with the commissioning officer.
- Provide specialist advice and support as detailed in the arrangements of the contract.

7.4 Schools Manual Handling Team (SID)

The Schools Manual Handling Team provide schools with access to competent manual handling assessors for advice on complex/specialist manual handling issues.

8. Legislative Framework

- a. *The Health and Safety at Work Act*
- b. *The Management of Health and Safety at Work Regulations*
- c. *The Manual Handling Operations Regulations 1992 (as amended)*
- d. *Provision and Use of Work Equipment Regulations*
- e. *Lifting Operations and Lifting Equipment Regulations*
- f. *Disability Discrimination Act*
- g. *Human Rights Act*

9. Equalities and Human Rights Consideration

This policy has had an equalities impact assessment using the equality commission screening criteria. No significant equality implications have been identified.

10. Glossary of Terms

Manager - is any employee who supervises at least one other member of staff or manages the provision of a County Council service including head teachers, supervisors, team leaders, premise managers and heads of establishment.

Employee - also includes trainees on government schemes, volunteers, agency workers, temporary workers and casual workers.

This policy is

Y

DESAP compliant

Y

Dyslexia compliant

Y

Healthy Schools compliant

Y

Gender Equality compliant