



FOUNTAINS

PRIMARY SCHOOL

Always achieving our potential

Manual Handling Policy

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Policy Owner: Miss Eleana O'Hare (Assistant Headteacher)

Ratified by: Mrs Nicola Price (Headteacher)



Introduction

Fountains Primary School recognises its responsibilities under current legislation with regard to the moving and handling of students and inanimate objects.

The aim of this policy is to ensure the co-operation of all staff in working together positively to achieve an environment which minimises risk and promotes the health and safety of all staff and pupils.

Fountains Primary School recognises the risks attached to diverse work activities that involve moving and handling and is committed to assessing those risks in a systematic way to enable safer systems of work to be designed.

It is essential that this policy is read and followed in conjunction with the following Trust Policies, Guidelines and Regulations:

- Manual Handling Operations Regulations (1992)
- Provision and Use of Work Equipment Regulations (1998)
- Lifting Operations, Lifting Equipment Regulations (1998)
- Health and Safety Policy & Guidelines/Health and Safety at Work Act (1974)
- Regulatory Reform (Fire Safety) Order October 2006

Purpose

Principles of Moving and Handling

Fountains Primary School adopts the principles of the Manual Handling Operations Regulations (1992) which outline the following responsibilities:

- Avoid, wherever possible in the workplace, the necessity to carry out manual handling tasks that may involve a risk of injury.
- Ensure that a suitable and sufficient assessment of the risk is carried out for those tasks where manual handling is unavoidable.
- Having identified manual handling risks, take action to reduce those risks to the lowest level reasonably practicable.
- Undertake to review manual handling assessments as the situation changes.

This policy is intended to assist staff to maintain safe systems of work whilst Moving and Handling loads and teaches the principles of Moving and Handling as recommended in the Manual Handling Operations Regulations (1992 as amended). Compliance with this policy is mandatory and the Governing Body will ensure that Managers regularly monitor their performance against this Policy.

Duties and responsibilities

Governors

The Governing body will:

- Ensure a Moving and Handling Policy is adopted and monitored.
- Ensure all staff have Moving and Handling training and updates when required.
- Ensure that the children's Moving and Handling plan are up to date, and parents have access to them as well as staff.

Headteacher

The Head teacher will:

- Ensure that a strategy for safer handling is developed.
- Identify personnel responsible for risk assessment and training.
- Ensure resources are made available to allow implementation of the strategy.
- Liaise with Occupational Health Services where there are concerns about the health and fitness of staff.
- Liaise with LA. Health and safety team as appropriate.
- Liaise with Moving and Handling Lead

Moving and Handling Lead will:

- Assist with the development of a safer moving and handling strategy.
- Support and supervise workers.
- Always ready to offer advice and support to all staff.
- Liaise with other Therapeutic staff and to keep each other informed of any developments.
- Ensure an appropriate training plan is developed in consultation with the head teacher/staff
- Review handling in school.
- Refer to Head teacher issues requiring involvement of LEA Health and Safety Team.
- Carry out risk assessments – both Establishment Assessments and Personal Handling Risk Assessments and Personal Handling Plans.
- Assessments on load Handling
- Support staff in implementing safer procedures.
- Act as a specialist resource for moving and handling.
- Plan, deliver and evaluate moving and handling training programmes.
- Keep records on all events and training.
- Make regular observations on all staff and pupils.

All employees:

- Take all reasonable steps to ensure their own safety and that of others.
- Co-operate with training and guidance provided.
- Follow the instructions on the Handling Plans
- Comply with the guidance given during training
- Do not carry out an activity if you feel you may be at risk.
- Remove hazards where possible and report those which cannot be removed.
- Use equipment only if training has been provided.
- Report all accidents, health problems and incidents.
- Wear correct clothing and footwear.
- Report any injuries or fitness difficulties.
- Remove dress jewellery.

Definitions

Manual Handling Operation

The movement of a load by means of bodily force. This includes lifting, carrying, putting down, supporting, pushing or pulling (HSE, 1992).

Load

This refers to people as well as inanimate objects

Staff

All employees of the School, including supply agency and trained volunteers.

Development of procedural documentation

Prioritisation of work

This document has been prioritised to ensure Fountains Primary School is compliant with Health and Safety regulations.

Responsibility for Document Development

For this procedural document the Lead for Moving and Handling within their portfolio, was identified as Catherine Shakles and Vikki Haynes.

Scope of the Policy

“There is no single correct way to lift and many different approaches are put forward” (Manual Handling Operations Regulations 1992 as amended) p.41 Section 198.

Fountains Primary School follows and teaches the principles of safer Moving and Handling as recommended by the Moving & Handling Operations Regulations 1992, The Guide to the Handling of People (HOP 5) – 5th Edition 2005 edited by Jacqui Smith, Back Care, Royal College of Nursing(RCN), National Back Exchange (NBE).

“The content of training in good handling technique should be tailored to the particular handling operations likely to be undertaken”. (Manual Handling Operations Regulations 1992 as amended) p.41 Section 198.

During both client and load handling training sessions, various approaches are considered in relation to staff need, risk assessment and the principles of moving and handling. The theoretical and practical techniques covered within **each** practical session are recorded on training records. The records are held by moving and handling lead and school office.

All staff must attend moving and handling training that is relevant to their job role. If it is identified that a staff member has a particular problem, is pregnant or has a disability which may prohibit them from attending a group training session, the business manager will assess the situation and adapt or defer a training to that particular staff member's need where possible. If the school business manager identifies a concern or risk during assessment that may prohibit a staff member from carrying out Moving and Handling as part of their role the information will be forwarded to the class teacher and senior leadership team.



Letters will be sent to staff and budget holder managers when staff do not attend their allocated training session without prior notice. It is the responsibility of the senior leadership team to ensure that:

- Employees new to their area receive appropriate information regarding moving and handling risks together with instruction on correct moving and handling procedures before they undertake such tasks (this includes agency, volunteers).
- Managers must ensure that staff new to the area, do not undertake tasks for which they are not trained to carry out.

New staff will attend an Induction Programme as a result of which they will enrol on an appropriate (Moving & Handling - load or client handling) training session within 3 months of commencement of post. In the interim period prior to accessing mandatory training, staff can consult the appendices of the Moving & Handling Policy for initial information. This is **NOT** a substitute for attendance on an appropriate mandatory training course.

Relevant training is identified for staff through the induction and appraisal/performance review process. Staff must attend training and subsequent refreshers as advised by the Moving and Handling Specialist Adviser, according to specific service training needs and risk identification/needs analysis. All staff must attend a relevant moving and handling training course appropriate to their role. Staff who are pupil handling must also participate in a practical training. It is currently recommended that staff receive some refresher training at least every 12 months.

Staff implement correct moving and handling procedures in accordance with training, Moving and Handling Policies

Staff are responsible for:

Following the principles of safer moving and handling and any safety procedures relevant to their area of work and challenging others who do not demonstrate safe practice.

Moving and Handling Maintenance

Cleaning and maintenance of moving and handling equipment:

Refer to manufacturers guidelines. Equipment must be labelled asset registered or tagged name if equipment is for use by an individual pupil and must be used following the manufacturers' guidelines.

It is each individual employee's responsibility to ensure that they know and understand the correct use of moving and handling equipment prior to its use.

Records of instruction/training in the use of equipment must be kept for each member of staff by the moving & handling lead.

Faulty/unused Equipment in Good order

Faulty Equipment and Equipment in good order but no longer needed - contact either Moving and Handling lead or site manager to arrange storage or collection.

Risk Assessment

It is a legal requirement that moving and handling risk assessments must be carried out in line with the Manual Handling Operations Regulations (1992). Where there is a potential risk of injury to the handler or pupil then an appropriate risk assessment must be completed along with a suitable and timely action plan.

Compliance with risk assessment must be monitored. The Moving & Handling lead will carry out quality assurance across the school on an annual basis.

Incident/Accident reporting

In the event of moving and handling equipment being involved in an incident/accident:

- Equipment must be taken immediately out of use.
- It must be labelled “out of use” and signed and dated (as for faulty equipment).
- Inform the site team & record on parago.
- Make a document/record of the serial number on the equipment.
- Equipment must be retained for further inspection.

The following must be made aware of the incident:

- Teacher
- Persona responsible for Health and Safety
- SLT
- Moving & Handling lead

Review, Revision, Dissemination and Implementation arrangements including archiving

The policy will be reviewed bi-annually and at any time deemed necessary by the Headteacher. Previous/out of date policies will be held by the Moving & Handling lead and archived as per Policy for the development, approval and dissemination of policy and procedural documents

The Policy will be implemented as part of training programme and induction programme or as part quality assurance by the Moving and Handling lead.

Process for monitoring compliance and effectiveness including standards and key performance indicators

During training staff practice will be observed, assessed and corrected if necessary.

All Moving and Handling incidents will be recorded. Any investigation and /or appropriate advice will be given where necessary.

An annual quality assurance check will be made in all appropriate service areas, The outcome of the quality assurance with recommendations will be supplied upon completion to the senior leadership team.

References

Manual Handling Operations Regulations 1992. H.S.E. Books 3rd Edition 2004. The Stationary Office ISBN 071762823

Health and Safety at Work Act Ch 37. The Stationary Office 1974 ISBN 0105437743

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