

Manual Handling

Date:	October 2017	Review Date:	October 2018
--------------	--------------	---------------------	--------------

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 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.

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

- 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.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">□ The GB has:<ul style="list-style-type: none">▪ 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 GB;▪ a responsibility for the effective implementation, monitoring and evaluation of this policy.
Role of the Principal	<ul style="list-style-type: none">□ The Principal will:<ul style="list-style-type: none">▪ 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;▪

Lakeside Community Primary School

	<ul style="list-style-type: none"> ▪ 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	<p>□ School personnel:</p> <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 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 mechanized or automated; ▪ pose a foreseeable risk of injury. • The following will also be considered: <ul style="list-style-type: none"> ▪ The task ▪ The load ▪ The person/s ▪ The working environment • On completion of risk assessments control measures will be put into place and monitored.
Effectiveness	<p>□ We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</p>

