

Manual Handling Policy

This Policy also includes the Early Years Foundation Stage and After School Provision

1 Introduction

The Manual Handling Operations Regulations (1992) require schools to consider the risks that manual handling can pose to the health and safety of their employees (e.g. lifting, carrying, pulling and pushing).

Employers should carry out an assessment of manual handling tasks performed in the course of an employee's work. Assessments should be recorded and where risk of injury is identified, steps taken to reduce the risk to the lowest level reasonably practicable.

2 Aims and objectives

The aim of this policy is to provide and maintain a safe and healthy working environment, including use of equipment and systems of work for all staff.

The objective of this policy is to eliminate hazardous manual handling as far as is possible.

3 Manual handling

We believe in the importance of safe manual handling and as part of this process we will adopt a policy of minimal lifting.

3.1 We will provide staff with information, skills training and supervision to enable them to safely carry out manual handling duties.

3.2 Safe manual handling practice will be achieved by:

- minimising the risk of injury by manual handling operations through ongoing monitoring, training and support;
- avoiding the lifting of full body weight, where possible. This must only be carried out after a full risk assessment;
- providing training for all staff during their induction and as required after this;
- ensuring good practice by management supervision and monitoring systems;
- implementing risk assessment procedures to identify the safest way for the moving and handling of people or objects.

4 Risk assessment

It is important that all staff are able to accurately risk-assess situations involving manual handling. The main purpose of the risk assessment is to reduce the risk of injury to the lowest level that is reasonably practicable taking into account:

- the task;
- the load;
- the individual;
- the working environment.

5 Staff duties

We stress on an ongoing basis to all our staff that they must always ensure they:

- comply with instructions and training provided in safe manual handling techniques;
- do not put their own or others health and safety at risk by carrying out unsafe manual handling activities;
- observe safe systems of work and use of safety equipment;
- report pregnancy or any medical conditions that may affect their ability to handle loads safely;
- report all accidents, incidents and near misses involving moving, lifting and handling;
- label and withdraw from use any handling equipment found to be faulty, damaged or unsafe for use, and report these immediately.

6 Training

All new staff will receive a basic awareness session identifying the risks associated with manual handling operations, as well as undertaking a practical skills session regarding safe handling techniques.

6.1 All staff will receive regular updates regarding manual handling.

7 Legal reference

This policy and its associated guidance outlines the provisions the school will make to discharge its duties in relation to statutory requirements.

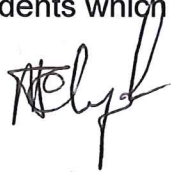
7.1 Both management and employees are responsible for complying with the requirements of legislation.

8 Monitoring and review

8.1 This policy was agreed and implemented on 18th September 2015 and is due for review on 18th September 2017.

8.2 There will be ongoing monitoring of this policy as some aspects may require amending or updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Signed:



Date:

25/02/16

Reviewed by

Governor

Date September 2015

Chair

Date September 2015

Next Review: September 2017

Reviewed: