



# Manual Handling Policy



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<b>Next review</b>	Autumn Term 2024	

## SCOPE

- Ensure that staff and students are protected from the risk of injury through manual handling.
- Eliminate the need for hazardous manual handling where it is reasonably practicable to do so.
- Assess and reduce risk of injury arising from manual handling operations that cannot be avoided.
- Provide staff and students with appropriate information, instruction and training to achieve the above.

## Legislation

The Manual Handling Operations Regulations 1992 (as amended 2002) require the school to avoid hazardous manual handling as far as reasonably practicable; assess the risk of injury from any such tasks that cannot be avoided; and introduce measures to reduce these risks as far as reasonably practicable.

## Responsibilities

### School

- Ensure that adequate training is completed for appropriate persons.
- Appoint one or more competent persons to oversee implementation of the policy. Brackenfield School competent person is Louise Krier.
- Provide the appointed person(s) with the necessary time resources and support to carry out their role effectively.
- Ensure appropriate mechanical aids & equipment are available.
- Ensure information on safe lifting techniques is provided at induction of all new staff.

### Staff

- Organise work under their control so as to minimise the need for manual handling.
- Identify hazardous manual hands tasks.
- Ensure that risk assessments of hazardous manual handling tasks are carried out and recorded when appropriate.
- Inform the Manual Handling Assessor of tasks requiring detailed assessment.
- Ensure that controls identified as necessary in risk assessments are used.
- Ensure staff and students receive information instruction and training appropriate to their likely involvement in manual handling tasks.
- Following guidelines and instruction provided.
- Participating in training as required.
- Informing their line manager when appropriate, if affected by an illness or injury which may impair their ability to handle loads safely.
- Informing their line manager of any injuries, accidents or near misses resulting from manual handling.

**Their main duties include:**

- Promoting best practice in manual handling.
- Maintaining awareness of hazardous manual handling activities within the school.
- Assisting staff detailed risk assessments if required.
- Assessing needs for instruction or training in manual handling.
- Assisting in the investigation of manual handling accidents or near misses.
- Assisting with the provision of basic information, instruction and training to staff and students.

## Definitions

**Manual Handling Operation.** The transport or support of any load by human effort as opposed to mechanical handling by crane, lift, truck etc. This includes lifting, putting down, pushing, pulling, carrying or moving by application of bodily force.

It also includes operations where mechanical assistance is used but human effort is still required to move, steady or position the load.

A load is any discrete moveable object. It includes persons, animals and heavy tools.

### **Hazardous Manual Handling Operation.**

Any manual handling operation which could cause injury. The nature of the task, the working environment and the individuals involved need to be taken into consideration, as well as the weight and size of the load.

<b>Name of policy</b> Manual Handling Policy	<b>Policy reviewed/amended date</b> June 2022 (V2) August 2023 (V3)
<b>Original policy date</b> February 2021	<b>Current version</b> <b>V4</b>
<b>Date of new review</b> Autumn Term 2024	

## Brackenfield School Risk Assessment

School Name: Brackenfield School		Decide who may be harmed:				
Risk to be assessed: Manual Handling Risk Assessment Date: 15/03/2021		Student	✓	Contractors	✓	Visitors
Staff members All staff	Year group (s)	Staff	✓	Vulnerable People		Volunteers
Identified Hazards	Initial Risk Rating	Existing Control Measures	Who may be harmed	Actions / Comments	Residual Risk Rating H/M/L	
<b>Lifting / putting down / stooping</b>  Staff risk injuries or back pain from handling heavy/bulky objects		Good posture and good lifting technique.		Caretaking staff trained in MH Other staff encouraged to use good safe practises		

Reaching up		<ul style="list-style-type: none"><li>• Do not store items on high shelves where possible</li><li>• Store only light weights or small items on high shelves</li><li>• Store only items that are required infrequently if high shelves must be used</li><li>• Minimise moving objects above head height</li><li>• Do not store heavy files etc. on high shelves</li><li>• Periodically cull stored paperwork so that there is no unnecessary storage - thus freeing up space on lower shelves</li></ul>			
Work at height (i.e. when your feet aren't on the floor)		<ul style="list-style-type: none"><li>• Use appropriate step ladder / kick stool available if necessary</li></ul>			

<p>Holding or manipulating load at a distance from the body</p>		<ul style="list-style-type: none"> <li>• Reduce weight of load</li> <li>• Bring load as close to the body as possible</li> </ul>			
<p>Twisting the body while holding or moving a load</p>		<ul style="list-style-type: none"> <li>• Avoid by moving the feet and whole body</li> <li>• Reduce weight of load if twisting is unavoidable</li> </ul>		<p>Ask for assistance if this manoeuvre is not possible safely</p>	
<p>Distance of movement</p>		<ul style="list-style-type: none"> <li>• Use wheeled equipment where possible</li> <li>• Reduce weight of individual loads if carried</li> <li>• Have 'set-down' points to split up long travel distances</li> </ul>			

Pushing & Pulling		<ul style="list-style-type: none"> <li>• Push rather than pull where possible</li> <li>• Ensure force required to start / stop and maintain load in motion is within individual's capability</li> </ul>			
Frequent or repetitive work		<ul style="list-style-type: none"> <li>• Vary the work to allow one set of muscles to rest while another is used</li> <li>Reduce weight of loads</li> </ul>			
Weight of product to be moved		<ul style="list-style-type: none"> <li>• Store heavy items at an appropriate height.</li> <li>• Use a trolley or sack truck to move heavy items where appropriate</li> <li>• Ensure that the weight / size of object to be moved is within the person's capability</li> <li>• Ensure that staff are made aware of ways to move heavy objects if lifted by hand</li> </ul>			
Unstable items		<ul style="list-style-type: none"> <li>• Check before attempting to lift or move if items are stable and would cause further damage or injury to the handler if they fall</li> </ul>			
Slips/Trips/falls		<ul style="list-style-type: none"> <li>• Visually check the route to ensure no hazards are present in the form of coats, bags, shoes, liquids, uneven floor surfaces</li> </ul>			
Vulnerable individual		<ul style="list-style-type: none"> <li>• Individual assessments to take into account the specific vulnerability</li> </ul>		Within separate RA'S eg maternity it will contain individual guidance advice	

Moving heavy items to upper floors		<ul style="list-style-type: none"> <li>• Under no circumstances should a one person lift take place for items over 15 kg (male) 10kg (female), when lifted/carried at waist height</li> <li>• Ensure that the weight / size of object to be moved is within the person's capability</li> <li>• Reduce weight of loads where possible</li> <li>• 2 person lift/Lifting straps or specialist handling equipment must be used if the load is a single unit or heavier than 15 kgs</li> <li>• 3<sup>rd</sup> person must be used to ensure the route is clear of hazards</li> <li>• Setting down time should be used where appropriate</li> </ul>			
<p><b>Risk Rating Guidance:</b> H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.</p>					
<b>Other Hazards Identified</b>		<b>Additional Control Measures to be Put in Place</b>			
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.		This risk assessment will be updated in line with Government Guidance that is published daily. Staff and parents will be notified of any significant changes to the day to day workings or associated risks.			
<b>Date of Assessment:</b>	15/03/2021	<b>Carried out by:</b>	Louise Krier	<b>Signature:</b>	
<b>Date of next review:</b>	Feb 2024	<b>Carried out by:</b>		<b>Date Review Completed:</b>	Feb 2023
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>					



