



# Manual Handling Policy



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## 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) require the College 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.

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