



Manual Handling Policy



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Next review	March 2027	

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.

This policy will be reviewed annually and updated in addition, when regulatory updates are published.

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 the Compliance Manager or the Headmaster.
- 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 Compliance Manager 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.

Line Managers 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 pupils.

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.

<p>Name of policy Manual Handling Policy</p>	<p>Policy reviewed/amended date June 2022 (V2) August 2023 (V3) September 2024 (V4) August 2025 (V5) March 2026 (V6)</p>
<p>Original policy date February 2021</p>	<p>Current version V6</p>
<p>Date of new review March 2027</p>	

Brackenfield School Risk Assessment

School Name: Brackenfield School		Decide who may be harmed:					
Risk to be Assessed: Manual Handling Risk Assessment Date: 04/08/2025		Student	✓	Contractors	✓	Visitors	
Staff members & contact numbers 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

<p>Injury due to incorrect technique whilst:</p> <ul style="list-style-type: none"> - Lifting / putting down / stooping - Reaching up - Moving heavy loads 	H	<ul style="list-style-type: none"> • Manual Handling Policy sets out responsibilities • Caretaking staff trained in manual handling (good posture/correct lifting technique/reducing load weight and twisting) • Use of wheeled equipment where possible when moving large/heavy object(s) • All staff encouraged to use good, safe practices (good posture/correct lifting technique/reducing load weight) • Heavy items stored on low shelves, infrequently used or light items stored on higher selves • Weight / size of object to be moved is within the person's capability • Periodic review of storage to ensure the risk is minimised • Government guidance regularly reviewed 	Staff	<p>Manual handling online training to be refreshed annually for caretaking staff.</p>	L
<p>Injury from manual handling due to poorly maintained equipment or dangerous surroundings</p>	M	<ul style="list-style-type: none"> • Manual Handling Policy sets out responsibilities • Caretaking staff trained in manual handling • Periodic review of equipment (ladder, straps etc) • All staff encouraged to use good, safe practices • Daily site check done to ensure walkways are free from debris which could cause slips/trips/falls • Ladder safety check completed quarterly • Government guidance regularly reviewed 	Staff	<p>Manual handling online training to be refreshed annually for caretaking staff.</p>	L

Injury due to working at height (i.e. when your feet aren't on the floor)	M	<ul style="list-style-type: none"> • Use of appropriate step ladder / kick stool • Equipment is maintained and checked regularly ensure that it is suitable, stable and strong enough for the job (Ladder safety check completed quarterly) • Work at height never completed when alone on site and process in place to communicate work taking place in advance so other people are aware of whereabouts for safety • Government guidance regularly reviewed 	Staff	Manual handling online training to be refreshed annually for caretaking staff.	L
Injury due to repetitive manual handling tasks	M	<ul style="list-style-type: none"> • Repetitive tasks are limited where possible • Caretaking staff trained in manual handling and repetitive tasks (varying work to allow one set of muscles to rest whilst the other works) • Equipment is maintained and checked regularly ensure that it is suitable, stable and strong enough for the job (Ladder safety check completed quarterly) • All staff encouraged to use good, safe practices 	Staff	Manual handling online training to be refreshed annually for caretaking staff.	L
Risk Rating Guidance: 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.					
Other Hazards Identified	Additional Control Measures to be Put in Place				
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. Contractors carrying out work on site are approved and where necessary risk assessed prior to the commencement of work.				

Date of Assessment:	04/08/2025	Carried out by:	Abigail Turner	Signature:	Abigail Turner
Date of next review:	03/08/2026	Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	Manual Handling Policy				