

Manual Handling

This policy forms part of the Trust Health and Safety Policy

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Definition of Manual Handling

- According to the Manual Handling Operations Regulations 1992, manual handling is defined as '**any transporting or supporting of load (including the lifting, putting down, pushing, carrying or moving thereof) by hand or bodily force.**'
- Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.
- Manual handling can prove hazardous when it has the potential to cause musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task or a person's ability to hold or grasp the particular item in a safe and balanced manner.

1. Aims

The schools within the Yorkshire Endeavour Academy Trusts aim to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

2. Roles and responsibilities

2.1 The governing board

The Board of Trustees has ultimate responsibility for all health and safety matters across the Trust schools.

The Trust Board has delegated responsibility for the strategic management of such matters to the Schools Local Governing Boards (LGB).

Day-to-day responsibility is delegated to the headteacher of individual academy Schools.

Yorkshire Endeavour Academy Trust, as an employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage these risks.
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

2.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Ensure that specific manual handling tasks are carried out by the most fit and healthy adults.
- Ensure that members of staff will not be at risk when performing tasks
- Implement a systematic approach to manual handling
- Ensure members of staff are informed and trained to take care of their own health, as well as the health of others
- Ensure members of staff are sufficiently informed and trained to carry out their duties to mitigate any risks
- Ensure appropriate Risk Assessments are in place

2.3 All employees

- Ensure they do not undertake manual handling tasks if they have sustained recent injuries, or have any concerns.
- Inform the Headteacher of any physical health issues they have sustained as soon as possible to ensure risks can be mitigated
- Comply with relevant legislation and Trust policies

3. Risk Management

The process for risk management is to avoid, assess and reduce any hazards.

The Trust will, as far as is practicable, reduce the need for staff to carry out any manual handling that involve a risk of injury.

Where manual handling tasks are necessary and cannot be avoided, a risk assessment will be completed to identify potential hazards and mitigate risk.

Risk assessments will take account of:

- The nature of the load weight, size, shape, ability to be firmly gripped, balance and whether the object is animate or inanimate.

- The actions of postural requirements involved in the task, including reaching, leaning and lifting.
- The time, distance, duration and frequency of the task
- The individuals capacity for manual handling, including their age, skill, experience, physical health and strength.
- The environment and workplace conditions such as lighting, access, amount of free space and floor surface
- Any obstacles or hazards present in the space where the manual handling will occur.
- The work organization at the time of the manual handling, the presence of others, time restrictions and availability of others to assist.

Risk Assessments

Once a risk assessment has been carried out, control measures to manage relevant identified risks will be put in place, this may include:

Changes to the workplace and systems of work

Provision of mechanical aids to reduce risk of injury, along with training in the use of these

Training and education are appropriate to the task.

Risk Reduction

Procedures will be followed to ensure risks are reduced as is reasonably practicable. Manual handling issues will be considered during the design refurbishment. Alteration and rearrangement of school spaces.

The health and well-being of all members of staff will be maintained and promoted by providing a safe working environment, specifically with regard to manual handling tasks.

Practical and workable solutions for any large or heavy items will be planned before any handling is attempted to ensure adequate space, equipment and personnel. Trolleys and other handling aids or hoists will be used wherever possible to move items.

In the headteacher's absence, the deputy, teacher in charge, or other nominated Senior Leader, appropriate to the individual academy school assumes the above day-to-day health and safety responsibilities.