



# Long Lane Primary School

## Manual Handling Policy

Date	Description
9 <sup>th</sup> July 2024	Agreed by Operations Committee

Review Schedule	Two years
Next Review	July 2026

Manual Handling Operations means “any transportation or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.”

## **Responsibility**

### **Headteacher**

- Ensure all unnecessary manual handling operations are eliminated.
- Carry out full assessment of significant handling risks with written records is undertaken.
- Ensure appropriate equipment is available and used in preference to manual handling in all appropriate situations and that full training in use is provided.
- Ensure adequate training programmes are made available and are updated to include the dissemination of information and new techniques to all staff and students.
- Ensure appropriate training for all staff is undertaken, and recorded on a two-yearly basis.
- Carry out ongoing monitoring of the workplace will be undertaken to ensure standards for manual handling of loads conform to Health and Safety legislation and to codes of practice and other related guidelines so far as is reasonably practicable.
- Ensure information will be made available to staff raising awareness of research and development in ergonomics, manual handling and related issues.
- Ensure arrangements for the assessment of an individual’s ability to manually handle loads, with monitoring and reassessment following relevant muscular-skeletal injury, illness or other change.
- Ensure an appropriate person/people is identified and undertakes the training of their staff.

### **Staff**

- Observe the School policy and guidelines relating to the safe handling of loads.
- Participate in instruction and training.
- Assist in the risk assessment process.
- Use correct handling techniques utilising the equipment provided.
- Wear suitable clothing and footwear and remove any personal effects that may impede their ability to handle loads safely.
- Ensure the Office is aware of any injury, illness or other circumstances, which would result in manual handling capability being impaired.
- Report to the Office any circumstances when safe-handling techniques cannot be used or where appropriate equipment is not available.
- Co-operate fully with Headteacher following up and/or investigating an incident.
- Ensure pupils participating in practical experience as part of their programme of study (eg PE lessons) undertake instruction in manual handling of loads\* and use of equipment and that attendance at training sessions is compulsory and recorded.

(\* loads refer to both inanimate objects and human beings)

### **Governors**

- Conduct staff visits, where appropriate, to better understand engagement with the curriculum and improve governor understanding of school improvement actions that have taken place.
- Liaise with the Headteacher when appropriate to support their work.
- Ensure the effectiveness of policy and procedures relating to manual handling of loads is monitored and problems are reported.

### **Policy Statement**

The School recognises its responsibilities to ensure that as appropriate, staff are trained in handling of loads appropriate to their range of activities.

The School will ensure the risk of injury from manual handling activities is removed or reduced to a minimum level.

Work activities will be suitably organised and appropriate equipment provided in order to avoid, or reduce the need for manual handling of loads by staff, so far as is reasonably practicable.

### **Injury and Ill Health**

Any injury sustained as a result of manual handling must be reported to the Office.

Following a period of muscular skeletal injury staff may be referred by the school to a General Practitioner for assessment of ability to perform normal duties, which may involve manual handling.

Where, in current circumstances, handling of loads forms a significant part of job requirements such referral may be requested prior to the member of staff/student being allowed to return from sick leave.