

O. School

Moving and Handling Policy

Policy prepared by:	
Date:	
Date adopted by the governing body:	
Review date:	

Introduction

O. seeks to follow practices and procedures laid out in the local authority Safety Management Standards for Manual Handling. This is in conjunction with H.M.E. who is our training provider and advisory service and with whom O. holds a service level agreement.

Within our school we have two IOSHH accredited Manual Handling trainers and one key worker . Training is updated on a regular basis and a training record is maintained.

Aims

O. School seeks to provide a safe and healthy environment for its pupils, staff and all other users and visitors on the school's premises.

It will therefore, take all reasonably practical steps to fulfil this responsibility and meet the requirements of relevant statutory provisions regarding Manual Handling.

All employees will continue to display a high level of awareness concerning Manual Handling and will liaise with the trainers on the effective implementation of usable equipment and training techniques.

Safe systems of work are identified through a risk assessment process to be carried out by P. within school.

A record of all employees at risk of manual handling injuries is maintained by P. and is kept in the school office.

When the correct equipment has been identified to reduce manual handling risks to acceptable levels, this shall be provided, recorded and appropriately maintained.

Records of manual handling accidents and incidents will be kept in the school office in order to identify hazards.

Legislation

Current legislation in manual handling defines both the employers' and the employees' responsibilities in providing and maintaining a safe working environment, wherein hazards are assessed and associated risks reduced to acceptable levels.

Some of the required terms used within the legislation are defined as follows:

- **Hazard** ~ anything that has the potential to cause harm
- **Risk** ~ the chance that somebody will be harmed by the hazard and can be quantified as high, moderate or low, depending on the severity or likelihood of an incident.
- **Ergonomics** ~ The study of the relationship between workers and their environment. Ergonomics can be used to assess the 'fit' between people, the work that they do and the things that they use.
- **Safe systems of work** ~ Safe systems of work require risk assessment which contains an analysis of all manual handling tasks undertaken, the individuals performing such tasks, the loads handled, the environment in which handling takes place and the equipment available. Control measures to reduce all such identified risks to acceptable levels will result in safe systems of work that can be recorded and implemented
- **Reasonably practical** ~ Legislation requires that control measures are put in place to reduce identified risk so far as is reasonable practicable; that is to assess the cost of the control measure against the consequences of the identified risk. It should be remembered that there are potential financial implications to the consequences of a managed risk as well as to control measures to control risk.
- **Employer** ~ The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the Walsall Education Authority.
- **Emergency situations** ~ The regulation of manual handling tasks does not apply in genuine emergency situations i.e. Assistance should be offered if someone is in imminent danger. However,

many untimely situations such as a pupil with epilepsy having a seizure or fire evacuation drill/practice, is not considered an emergency because it is foreseeable and safe systems of work can therefore be planned.

Current Legislation and Guidance Documents

There are several pieces of legislation relating to the practice of safe manual handling at work and the most relevant are listed below:

- Health and Safety at Work 1974
- Manual Handling Operations Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Provision & Use of Work Equipment Regulations 1998
- Lifting Operations & Lifting Equipment Regulations 1998

The Health and Safety at Work Act, 1974

This act remains the enabling act for all subsequent legislation and sets out responsibilities for both employer and employee. The employer is required to provide:

'such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of his employees'.

The act requires employees to:

'take reasonable care for his or her own safety and the health and safety of other people who may be affected by his or her acts or omissions.'

Most recently there has been European wide legislation – the Framework directive on Health and Safety, part of which included the Manual Handling Operations Regulations (1992) with further guidance published Nov.1998; the Management of Health and Safety at Work Regulations and the Provision and Use of Work Equipment Regulations.

The Manual Handling Operations Regulations 1992

These regulations establish a clear hierarchy of measures to be taken by employers:

- Avoid hazardous manual handling operations as far as is reasonably practicable.
- Make a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided and take into account all factors:- task, load, individual capacity, environment and equipment.
- Reduce the risk of injury from these operations as far as is reasonably practicable using an ergonomic approach.

The employee also has a specified responsibility to:

- Co-operate with safe systems of work and follow Health and Safety instructions.
- Participate in training and report defects.

Management of Health and Safety at Work Regulations 1999

The employer is also required to:

- Make suitable and sufficient assessment of the risk to the Health and Safety of their employees whilst at work, as well as the risk to the health and safety of others who may be affected.
- Record any group of people who may be at risk of injury.
- Give information on the nature of manual handling hazards
- Set up safe emergency procedures.

Roles and Responsibilities:

Employers must:

- Agree and disseminate the standards and procedures as outlined within the policy and ensure their implementation.
- Identify and locate resources (staff, equipment and access strategies) to comply with control measures to reduce manual handling risks as far as is reasonably practicable.
- Facilitate and support managers in the setting up of safe systems of work, to ensure access to training for all members of staff who may be at risk from manual handling operations at work and the supervision of such work practices by a competent person .

Managers must:

- Be aware of the manual handling operations within their own area of responsibility
- Give full information to staff on the nature and weight of manual handling hazards within their workplace.
- Ensure that all staff receive appropriate training before carrying out an manual handling tasks and that accurate records are kept of the training content and attendance.
- Ensure that written risk assessments are kept and updated to identify appropriate control measures to minimise manual handling risks as far as is reasonably practicable.
- Ensure that equipment provided is suitable and sufficient and is maintained in accordance with relevant legislation.
- Set up emergency procedures and carry out drills as necessary.
- Maintain an accident and incident reporting system and take appropriate action when manual handling hazards, accidents or 'near misses' are reported.
- Give details of moving and handling requirements in job descriptions and person specification.

Employees must:

- Accept responsibility for their own safety – as well as that of the pupils and colleagues with whom they work
- Undertake training offered
- Be aware of health and safety issues and the hazards associated with manual handling tasks including the cumulative effect of repeated manual handling operations.
- Follow any control measures and care plans required by the generic or individual risk assessments.
- Be familiar with their own limitations and inform their employer of any circumstances that may alter their ability to perform manual handling tasks.
- Report accidents and hazards.
- Report deficiencies in the employers health and safety protection arrangements

Risk Assessment and Implementation Procedures

Legislation requires that all manual handling operations that may present a risk of injury must be the subject of a risk assessment carried out by J. or P. The assessment must be suitable and sufficient and must be in writing.

Assessment, Recording and Reporting

Pupils are assessed for any Manual Handling issues and where necessary a handling plan is written to accommodate their needs.

Staff are fully updated on pupils individual handling plans and training will be carried out by one of the above key workers. This training is updated annually (unless circumstances change in which case it is updated immediately) and a signed record of this is kept with P.

All lifting equipment is serviced on a six monthly basis by an outside contractor.

Any faulty equipment will be reported immediately to P. or a member of senior management.

All LOLER (Lifting Operations and Lifting Equipment Regulations) examination reports can be accessed in the school office.

Monitoring

All equipment is visually monitored on a daily basis. Any problems will be reported immediately to P. or a member of senior management.

All manual handling training is updated annually and recorded (unless circumstances change), but is monitored on a regular basis.

All lifting equipment is serviced 6 monthly by an outside contractor.