



## The Llewellyn School Policies and Procedures

# Manual Handling Policy

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| Policy Reviewed by: | Suzy Hollett (HR Manager) |
| Date:               | 23/01/2024                |

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| Policy Verified by: | Sara Llewellyn (School Leader-CEO) |
| Date:               | 23/01/2024                         |

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| Date for Next Review: | 01/01/2025 |
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Manual handling is one of the major causes of absence through injury in the workplace. The Llewellyn School work with our staff, provide training, and undertake risk assessments to eliminate hazardous manual handling activities as far as possible.

This policy is written with reference to the *Health and Safety at Work Act 1974*, which places a duty on employers "to ensure so far as is reasonably practicable, the health, safety and welfare of its employees", and to the *Manual Handling Operations Regulations 1992 (as amended)*. The Llewellyn School as a responsible employer will also ensure that there are Safe Systems of Working (SSWs) in place so that staff are carrying out their duties in a safer working environment.

The Llewellyn School also recognises it has a responsibility under the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations and Lifting Equipment regulations (LOLER) 1998 to ensure the incidence of risk to staff and pupils are at their lowest. Other legislations that the Llewellyn School also abide by to ensure good manual handling and that safety is paramount within school includes Personal Protective Equipment Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992, and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2003 (RIDDOR).

To limit the risk of injury from manual handling operations, The Llewellyn School will:

- Eliminate hazardous manual handling activities, as far as is reasonably practicable.
- Assess the risks associated with any manual handling activities that cannot be avoided.
- Ensure that appropriate training and induction of performance in carrying out work related tasks are given.
- Keep a record of all training given, ensure that appropriate training and refresher courses are sought as soon as possible when required.
- Ensure that any equipment provided for carrying out manual handling operations are kept in a good, maintained working order, that it is fit for purpose and cleaned regularly as required by HSE regulations. A record of visual inspections will also be kept and updated further actions if required will also be recorded.
- If maintenance is required for any equipment, then the Llewellyn School will ensure that this is carried out by a suitably qualified person.
- If there are any accidents or manual handling incidents that occur at work, then these must be recorded and reported as appropriate to HSE as required by RIDDOR.

The purpose of a risk assessment before any work-related activity is taken is to reduce the risk of injury to the lowest possible levels and should consider the risk assessment.

Manual handling risk assessment can be divided into the five areas, each of which has factors that influence the level of risk associated with the moving and handling operation. All these areas require consideration during the assessment:

**Task** - does the task involve:

- Twisting or stooping.
- Strenuous pushing or pulling.
- Excessive lifting or lowering.
- Handling at a distance from the trunk.
- High task frequency without adequate rest periods.

**Individual movers** - do the people carrying out the tasks require:

- Specialised training.
- Unusual strength or ability.
- A uniform or personal protective equipment.
- Consideration during impaired ability - for example if pregnant.

**Load** - is the person or object being moved:

- Heavy or large.
- Unwieldy or difficult to grasp.
- Unpredictable or unstable.
- Vulnerable to injury or fragile.
- Sharp, hot, or hazardous in any other way.

**Environment** - does the area in which work is carried out have:

- Restricted space
- Slippery or uneven floors

Risk assessments are always carried out by a competent person in the Llewellyn School, currently the school Nurse. Any risk assessments that need reviewing or amending must be given to them. Risk assessments are recorded and monitored on a regular basis within the Llewellyn School, these are kept in the relevant classroom and in the medical room.

The main manual handling hazard at The Llewellyn School is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of an additional member of staff to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

#### **Moving and handling:**

Moving and handling is a big part of the risks involved in manual handling at the Llewellyn School, given the nature of the work environment. All staff at The Llewellyn School are given regular training in Manual Handling practices and given refresher training at least annually. If there is a need for specific training for certain work equipment, then this is provided as soon as it can be (e.g. Hoists and wheelchairs).

Staff are aware that poor moving, and handling practice can lead to:

- back pain and musculoskeletal disorders, which can lead to inability to work
- moving and handling accidents - which can injure both the person being moved and the employee.
- discomfort and lack of dignity for the person being moved.

#### Employee's duties:

It is the responsibility of all staff at The Llewellyn School to:

- Comply with any instructions and training provided in safe manual handling techniques.
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities.
- Report to the School Leader any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).
- They must be familiar with and use any available equipment that is available to them to complete jobs in a safe way.
- They must report if any equipment is unsuitable or needs maintenance to the Senior Leadership Team as soon as possible.
- Ensure that any accidents/hazards/concerns to the Senior Leadership Team as soon as possible and make sure a written report is made and stored.
- Staff will move pupil's using appropriate manual handling techniques.
- If the pupil weighs more than what the staff member is capable of lifting, then the use of appropriate aids such as hoists, moving belts and frames should be used with two members of staff assisting.

#### In summary:

##### Avoid

Whenever possible, avoid manual handling situations.

##### Assess

If avoidance is not possible, make a proper assessment of the hazard and risks.

##### Reduce

Reduce the risk of injury by defining and implementing a safe system of work.

##### Review

Review your systems regularly, to monitor the overall effectiveness of the policy.