



*Nourishing the fitrah of each unique child*

## Manual handling Policy

***“Do not harm yourself or others.”***

**(Sunan Ibn Maḥjah 2340)**

|                          |                              |  |
|--------------------------|------------------------------|--|
| Updated:<br>January 2025 | Review date:<br>January 2026 | Health and Safety Officer:<br>School Administrator |
|--------------------------|------------------------------|--|



## Manual Handling Policy (including People Handling)

At Unique Academy, we are committed to ensure compliance with the Management of Health and Safety at Work Regulations 1999 and Manual Handling Operations Regulations 1992, which supplement the general obligation contained within the Health & Safety at Work, etc. Act 1974. This will be achieved by reducing, so far as is reasonably practicable, any risk associated with manual handling operations.

All staff, pupils and volunteers are included within this policy. This policy takes into consideration the requirements for the movement of both objects and people (including children).

### Definitions

The following definitions are stated in the Manual Handling Operations Regulations. Manual Handling operations are defined as *'any transporting or supporting of a load, including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force'*.

A hazard is something with the potential to cause harm and a risk expresses the likelihood that the harm from a particular hazard is realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity.

An assessment is a procedure for identifying the level of risks or hazards, which may exist in order to introduce procedures to eliminate, reduce or control the risk of injury.

### Load Handling

In recognition of the fact that manual handling injuries account for a significant number of workplace accidents, Unique Academy is committed to reducing the risks involved in these operations. Provisions have been made to reduce risks wherever it is reasonably practical, to give appropriate and effective training and guidance and advice to staff on safe manual handling principles and techniques.

Unique Academy has adopted so far as is reasonably practicable a policy of minimal lifting and handling. The Manual Handling Arrangements (4.0) set out a hierarchy of measures which must be implemented to reduce the risks from manual handling.

These measures include:

**Avoiding** hazardous manual handling operations so far as is reasonably practical.

**Assessing** any hazardous manual handling operations that cannot be avoided.

**Reducing** the risk of injury so far as is reasonably practical.

### People Handling

In addition to the measures outlined above the following approach has been adopted:

- Staff are not required to perform tasks that put them and the pupil at risk unreasonably.
- Pupils should be encouraged to walk wherever possible and picking up children is not encouraged.
- Unique Academy is committed to safe manual handling for staff through the minimal manual handling policy, providing training, equipment and devising safe systems of work.
- Wherever possible staff should apply principles of safe handling and moving to prevent injury not only to themselves but also to the pupil.

It is recognised that, following a suitable and sufficient risk assessment, there may be situations which do require manual lifting of pupils. For example, a pupil's medical condition or in an emergency situation or a smaller child in distress. Where well intentioned assistance, in consideration of an individual's welfare, is offered and results in injury, damage or loss, staff would not be considered blameworthy unless working outside of their remit of authority and expertise.

An overall evaluation of the arrangements for specifically identified children will be carried out. If this identifies the need for manual handling, then a more detailed assessment will be completed.

At Unique Academy, we will ensure that,

- Parents of pupils are to be made aware of this policy as well as staff.
- Manual handling tasks are planned (when part of a routine) and if necessary, altered to reduce risk.
- Clothing, footwear, and personal effects should be minimal; fingernails kept short, loose fitting clothing which is not revealing.
- Further advice and training will be provided when required to ensure that best practice is up to date.
- A PEEP (Personal Evacuation Plan) will be completed for any specific children who have had a Manual Handling risk assessment completed on them. This will be practiced, and all relevant staff made aware of the procedures. A PEEP will be reviewed on an annual basis or if the circumstances change.

## Arrangements

In order to minimise the risk of injury resulting from manual handling operations, so far as is reasonably practicable, the following actions will be taken:

### ***Avoidance of manual handling operations***

Unique Academy will ensure that, wherever it is reasonably practicable, unnecessary manual handling tasks will be avoided. This will be achieved by appropriate changes to systems of work, pursuing ergonomics and by automating or mechanising the process.

Examples include:

- arranging tasks to avoid extensive periods of moving and handling;
- replacing lifting with sliding techniques;
- providing wheelchair accessible vehicles;
- issuing appropriate equipment i.e. sack trucks, trolleys, rollers etc;

### ***Training***

All staff who are required to undertake, or supervise those who undertake, manual handling activities will participate in an appropriate training programme commensurate with their job activity, which will be evaluated. This training will be organised by the Headteacher.

### ***Risk Assessments***

If a risk from manual handling has been identified a manual handling risk assessment will be carried out and reviewed at regular intervals (this will be carried out on an annual basis or if circumstances change).

Assessments will also be reviewed if there are developments which suggest that they may no longer be valid, if:

- there are changes in the manual handling operation;
- the pupil's needs change;
- the working environment changes;
- there has been an accident or a "near miss" incident has occurred. Assessments and reviews will form part of staff practice.

All significant findings of the assessments will be recorded, monitored and updated as appropriate, and be readily accessible to all staff who need to refer to them.

Records of accidents, incidents and "near misses" and ill health will be monitored in order to identify if there is an implication for manual handling operations. All accidents and injuries must be reported to the Headteacher.

Records of manual handling training provided will be maintained by the school administrator. For people handling, records of the content of the training should be documented and retained for six years on recommendation from the HSE.

### ***Safe Systems of Work***

In order to ensure that risk reduction measures are implemented, the following must be considered:

- avoid manual handling activities wherever possible;
- adhere to safe systems of work which have been designed to reduce the risk of injury;
- fully cooperate with the employer to ensure safe working practices
- fully utilise mechanical / automatic lifting and carrying aids were identified as appropriate;
- fully utilise personal protective clothing / equipment;
- ask suppliers to assist when deliveries are made;
- plan your route prior to undertaking the manual handling activity;
- reduce the carrying distances;
- carry lighter or less bulky loads or consider sharing the load;
- vary the work, allowing one set of muscles to rest;
- request assistance from the school administrator if unsure about any activity;

## Leadership Responsibility

The Headteacher and staff must ensure that:

- alternative measures to undertake the task should be considered to avoid manual handling
- risk assessments are carried out, reviewed and appropriate records are maintained;
- staff are made aware of their responsibility to follow safe working methods and systems are in place to enable this to be checked at appropriate intervals;
- immediate action is taken where it becomes apparent that an employee is not following safe working systems;
- any manual handling injuries are reported, investigated where appropriate with remedial action taken;
- employees receive manual handling training and records are maintained by the school administrator;
- If they have concerns about the use of equipment or any activities, they must speak to their line manager.

## Employee Responsibility

Employees must ensure that they:

- take personal responsibility to follow safe systems of work and do not risk their own health and safety nor that of others when conducting manual handling operations;
- use any equipment provided to reduce manual handling activities;
- report any problem related to an activity or any defective equipment to the school administrator;
- in line with legislation designed to protect the safety of employees, report to the Headteacher any personal condition or circumstances which may affect their role. It is also advisable that in the interests of safety to mother and baby, the Headteacher is informed of pregnancy at the earliest opportunity;
- adhere to safe systems of work as defined within the manual handling risk assessments;
- if the risk assessment requires the wearing of Personal Protective Equipment staff must comply with the findings of that assessment
- speak to the Headteacher if there are any concerns on the use of equipment or any aspect of the risk assessment.

## General Requirement

All staff referred to within the scope of this policy are required to adhere to its terms and conditions. Any queries on the application or interpretation of this policy must be discussed with the Headteacher.



Manual Handling

# Manual handling

**FACT** Manual handling was the most frequent cause of over-seven-day injury in 2014/15 and approximately 909,000 working days are lost each year due to handling injuries.\*  
\*UK Manual Handling Injuries in Great Britain Report, 2014

## 1 STOP AND THINK

- Where is the load going?
- Are there any obstacles?
- Are there any aids to help me?
- Consider the size, shape and weight of the load



## 2 THE LIFT

- |  |  |
|--|--|
| ✓ Keep distances to a minimum            | ✓ Firm hold from below                         |
| ✓ Prepare the area (remove trip hazards) | ✓ Lead with your head as you lift              |
| ✓ Test the load                          | ✓ Keep movement smooth                         |
| ✓ Feet apart                             | ✓ Keep load close to your body                 |
| ✓ Leading leg slightly forward           | ✓ Reverse the procedure when lowering the load |
| ✓ Hips and knees relaxed                 |  |

## 3 DON'T

- |               |                                  |
|---------------|----------------------------------|
| ✗ Jerk        | ✗ Twist                          |
| ✗ Overstretch | ✗ Lift loads which are too heavy |



## 4 ASK FOR HELP IF REQUIRED

If the load is too heavy or you have a problem, ask for help



### Manual Handling Information Checklist

| Questions to consider:                              | Enter<br>Y or N | Comments - a YES response indicates that further action may be required. Record any relevant comment here. |
|---|-----------------|--|
| <b>The Task</b> – does it involve:-                 |                 |  |
| Holding loads away from the trunk?                  |                 |  |
| Twisting or stooping?                               |                 |  |
| Reaching upwards?                                   |                 |  |
| Large vertical movement?                            |                 |  |
| Long carrying distances?                            |                 |  |
| Strenuous pushing or pulling?                       |                 |  |
| Unpredictable movement of loads?                    |                 |  |
| Repetitive handling?                                |                 |  |
| Insufficient rest and recovery?                     |                 |  |
| A work rate imposed by a process?                   |                 |  |
| <b>The Individual's capability</b> - does the job:- |                 |  |
| Require unusual capability?                         |                 |  |
| Endanger those with a health problem?               |                 |  |
| Endanger those who are pregnant?                    |                 |  |
| Call for special information or training?           |                 |  |
| <b>The Loads</b> – are they:-                       |                 |  |
| Heavy? What is the weight and frequency?            |                 |  |
| Bulky or unwieldy?                                  |                 |  |
| Difficult to grasp?                                 |                 |  |
| Unstable or unpredictable?                          |                 |  |
| Intrinsically harmful (e.g. sharp or hot)?          |                 |  |
| <b>The Environment</b> - are there:-                |                 |  |

|   |  |              |
|---|--|--------------|
| Constraints on posture?   |  |              |
| Poor floors?  |  |              |
| Variations in levels?   |  |              |
| Hot, cold or humid conditions?  |  |              |
| Strong air movements?   |  |              |
| Poor lighting conditions?   |  |              |
| <b>Other factors -</b>  |  |              |
| Is movement or posture hindered by clothing or personal protective equipment? |  |              |
| Record here any further comments or notes about this assessment.              |  |              |
| <b>Completed by:</b>  |  | <b>Date:</b> |
| <b>Position:</b>  |  |              |