

**Ysgol Uwchradd Y Frenhines Elisabeth
Queen Elizabeth High School**



Moving Forward Together

MANUAL HANDLING POLICY

Full Governing Body

Date established by Governing Body: 15th February 2017

Responsible Person – Mrs Lisa Thomas

Designated role – Canolfan Elfed Manager

Chair of Governors signature – Helen Starkey

Date – 10/03/2021

Review Date: Spring Term 2024

Policy Version Control

[illegible]

1. DEFINITION

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*” - Health and Safety Executive (1992) Manual Handling Guidance on Regulations [HMSO].

2. INTRODUCTION

1. The Governing Body has a responsibility to ensure that the school complies with the Manual Handling Operations Regulations;
2. The school recognises its responsibilities to ensure that, as appropriate, staff and students are trained in handling of loads appropriate to their range of activities;
3. The school will ensure the risk of injury from manual handling activities is removed or reduced to a minimum level;
4. Work activities will be suitably organised and appropriate equipment provided in order to avoid, or reduce, the need for manual handling of pupils by staff so far as is reasonably practicable;
5. Information will be made available to staff and to raise awareness of research and development in ergonomics, manual handling and related issues.

3. MANAGEMENT RESPONSIBILITIES

The Headteacher will work with Carmarthenshire County Council to ensure within the school that:

- 3.1. All unnecessary manual handling operations are eliminated;
- 3.2. Appropriate equipment is available and used in preference to manual handling in all appropriate situations and that full training in use is provided;
- 3.3. Adequate training programmes are made available and are updated to include the dissemination of information and new techniques to all staff and students;
- 3.4. Appropriate training for all relevant staff is undertaken, and recorded on a two-year basis;
- 3.5. Arrangements for the assessment of individual ability to undertake manual handling, with monitoring and reassessment following relevant musculo-

skeletal injury, illness or other change in circumstances is undertaken by the Occupational Health Service;

- 3.6. An appropriate person/people is identified to be responsible for, and undertake the training of, their staff: for whole school issues, Mr Billy Jones; for AEN, the appropriate person will be Mrs Gay Morgan, Senior Learning Co-ordinator. In some circumstances it may be more appropriate for training to be arranged in conjunction with an outside agency [e.g. Mr Adryan Jones, CCC Health and Safety Officer; Mrs Janet Hope LSO LA; Mrs Alwena Thomas Manual Handling Coordinator Carmarthenshire CC];
- 3.7. Ensure trainers attend updating sessions annually.

4. STAFF RESPONSIBILITIES

Members of staff will ensure that they:

- 4.1. Observe the school's policy and guidelines relating to the safe handling of pupils and objects;
- 4.2. Participate in instruction and training as arranged;
- 4.3. Assist in the risk assessment process;
- 4.4. Use correct handling techniques utilising the equipment provided;
- 4.5. Ensure they are aware of any injury, illness or other circumstances, which would result in manual handling capability being impaired;
- 4.6. Report to their line manager any circumstances when safe handling techniques cannot be used or where appropriate equipment is not available.

5. INJURY AND ILL-HEALTH

- 5.1. Any injury sustained as a result of manual handling must be reported according to standard school procedure;
- 5.2. Following a period of musculo-skeletal injury staff may be referred to the Occupational Health Service for assessment of ability to perform normal duties which may involve manual handling.

6. MONITORING OF POLICY

- 6.1. The Headteacher will be responsible for ensuring that the effectiveness of the policy is monitored and, where necessary, recommend improvements to the Health and Safety Board;
- 6.2. All members of staff are required to participate in the monitoring process by bringing to the attention of their Line Manager, their Health and Safety representative or the Headteacher any points of concern or suggestions for improvement or modification.