



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- MANUAL HANDLING POLICY -

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

Manual Handling Policy

This establishment recognises the importance of the need to minimise the risk of injury through manual handling tasks and operations, especially as this is one of the commonest causes of injury amongst workers in all types of operations.

The scope of this policy covers the principles of the Manual Handling Operations Regulations and seeks to eliminate or reduce, wherever practicable, the need for manual handling through the provision of manual handling aids and training.

The fundamental requirement of the above regulations is to assess the risks from all types of manual handling and to take into account the abilities and capabilities of individuals.

RESPONSIBLE PERSON: Premises Officer

The primary functions of the named person is to ensure that all significant manual handling tasks and operations carried out in this establishment are identified and assessed for the risks they present.

This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with manual handling and the selection of suitable persons and organisations involved for training are competent to do so and follow the principal requirements of this policy.

In addition, the above named person is responsible for keeping under review any risk assessments carried out and for seeking to find easier and safer methods of manual handling through good practice.

The Policy:

- To identify all significant manual handling tasks, where 'significant' in this case means such tasks and operations that may pose a reasonable risk of injury.
- To ensure that all significant manual handling tasks and operations are assessed for their associated risks.
- To seek to eliminate or reduce the risks wherever reasonably practicable to do so.
- To ensure that those who are required to carry out any significant manual handling tasks and operations are suitably trained by a competent person or organisation.
- To take account of the individual abilities and capabilities of individuals, particularly those who are likely to be more vulnerable, such as through inexperience, physical limitations or medical dispositions.
- To try to take account of current good practice and guidance in finding solutions to difficult manual handling problems.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who undertake significant manual handling tasks and to determine the necessary precautions required to adequately control the risks.
- The provision of various manual handling aids, such as sack barrows, pallet trucks and anything else that is deemed appropriate as an aid.
- A reporting procedure for any accidents or incidents that may occur as a result of manual handling.
- A system for evaluating individual abilities and capabilities that includes reference to any medical records available to the organisation.

- The provision of official manual handling guidance books and publications that can be used to assist in finding solutions.
- Maintenance and servicing schedules for all mechanical and powered manual handling aids, including pre-use checklists where deemed appropriate.
- A reporting procedure for any equipment found to be defective or damaged.

Responsibilities:

All Staff:

- To ensure that any equipment they are trained to use as a manual handling aid is only used for such purposes.
- To ensure that any powered manual handling aids are only used by those specifically trained or certificated to do so.
- To carry out any pre-use checks of their equipment using the appropriate form(s) provided.
- To report any concerns they may have regarding manual handling tasks they have been asked to carry out, with particular regards to any changes to their physical or medical condition that may affect their ability to carry them out.

Training:

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All relevant staff will be trained in the basic principles of safety in manual handling tasks.
- All relevant staff will be trained in the use of those manual handling aids needed to carry out their normal tasks.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy, such as those trained and sufficiently competent to train others in the principles of basic manual handling safety.
- Key staff may require additional, more specific training in tasks or operations that require two or more persons to carry out.

Agreed/ Ratified by Governors: Spring 2015

Signed By: *Rev Rosemarie Mallett*

Designation: Chair of Governors

Next Review: Spring 2017