



Heath Hayes Academy

Manual Handling Policy

REVIEW DATE:	October 2018
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Signed by Chair of Governors	Date
	October 2017

Heath Hayes Academy Manual Handling Policy

GENERAL STATEMENT:

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure manual handling tasks are carried out safely.

This policy will apply to all work activities involving manual handling across the Academy. Individual classes or activities may need to supplement this policy with specific guidance relating to their areas of service provision, particularly those who are involved in known high risk activities such as the manual handling of people or machinery.

The Academy recognises its responsibility both to provide access for pupils and to ensure the health, safety and welfare of its employees as far as is reasonably practicable, when having to: lift, support a load, (carrying), pushing, pulling, setting down as well as turning, twisting and reaching.

No identified Manual Handling tasks should be undertaken without, appropriate training, information, and where needed supervision. If there are any issues with a Manual Handling task, clarification must be sought prior to the task being attempted.

Signed _____
(Head teacher)

Date _____

Signed _____
(Chairperson of the Governing Body)

Reviewed and updated with all staff annually and New Dimensions quarterly.

OBJECTIVES:

- Avoid any hazardous manual handling as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Review all the handling procedures and risk assessments annually, quarterly with the H&S advisor, or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Ensure full access to the Academy for pupils with disabilities.

Any children with mobility issues, must have an assessment carried out to identify the following:

- How best they can move around the Academy.
- If Manual Handling is required the number of times this will be carried out, daily, and by which staff, and the number of staff required.

- The Manual Handling equipment required.
- Arrange training for staff required to move pupils around the Academy with Manual Handling aids.

RESPONSIBILITIES:

Governors:

The Academy Governing Body has a duty of care for all staff, contractors and visitors.

The Head Teacher:

Is responsible for the effective implementation of, monitoring and evaluation of the 'Manual Handling Policy' through: Risk Assessment Accident and absences statistics

The Head Teacher:

Is responsible for delegating responsibility to a member of staff for implementing 'The Manual Handling Policy.'

Dave Lovatt (H&S Officer):

Is responsible for Manual Handling will ensure manual handling and related legislation are fully implemented.

Training:

Annually provide refresher training in 'Safe Handling' for all staff. Any new members of staff are to be trained in 'Manual Handling.' Records of this training and the content of training will be kept for a minimum of 7 years. Records will include lesson notes for both induction and annual refresher training.

Risk Assessments:

Manual Handling tasks identified are risk assessed by either the class teacher or site manager. Risk assessments to be reviewed annually, quarterly with the H&S advisor or when circumstances change.

Equipment:

Appropriate resources are provided for moving and handling. Responsibility for maintaining an inventory of all moving and handling equipment to include maintenance and inspection records, is Dave Lovatt (H&S Officer)

Class Teachers:

Are responsible for ensuring:

- Risk assessments are carried out for manual handling tasks. This will be undertaken with the support and guidance of the Head Teacher These must be updated at the end of term or when circumstances change.
- Safe systems of work are in place.
- Any concerns about equipment or manual handling tasks are addressed.

Employees have a duty to:

- To take reasonable care of their own health.

- Make full and proper use of any equipment, systems of work and training provided for their safety.
- Report any accidents or near misses in Class Incident Book and in Accident book (kept in Academy Offices)
- Report any faults or defects, or any potential dangers e.g. unsafe flooring, inadequate lighting. Any concerns about any aspect of Manual Handling report to the Head Teacher.
- Inform the Head teacher of any physical condition that might affect their ability to undertake moving and handling tasks safely.
- Attend Annual Refresher training.
- Wear suitable clothing and footwear.