



Manual Handling Policy

ABOUT THIS DOCUMENT:

Purpose: This policy is written to make all staff, parents, directors and governors fully aware of the process and approach to manual handling at Daventry Hill School.

Written by Vicki Bond, July 2024

Vision and Values of the School



Our vision and values are at the heart of everything we do and are used to inform our taught curriculum, decisions and priorities.

There is an expectation that our values are the foundation on which we base our interactions with our students, families, staff, visitors, professionals and wider community.

Contents

1. Aims, Scope and Principles	3
1.1 Definitions	4
2. Legislation and Guidance	4
3. Role of Families	5
3.1 Seeking parental permission	5
3.2 Creating an intimate care plan	5
3.3 Sharing Information	Error! Bookmark not defined.
4. Staff Responsibilities	Error! Bookmark not defined.
5. Intimate Care Procedures	6
5.1 How procedures will happen	6
5.2 Concerns about safeguarding	6
6. Toilet Training	7
7. Application of creams and lotions	7
7.1 Suncream	Error! Bookmark not defined.
7.2 skin barrier cream	Error! Bookmark not defined.
7.3 Hayfever wipes	Error! Bookmark not defined.
8. Educational Visits	Error! Bookmark not defined.
Appendix A – Intimate Care Plan	8
Appendix B – Bristol Stool Chart	9

1. Aims, Scope and Principles

This policy aims to:

- Prevent and reduce accidents, incidents and episodes of ill-health to staff and students due to manual handling activities.

This will be achieved by:

- Avoiding the need for hazardous manual handling activities as far as possible;
- Where it cannot be avoided an assessment of risk will be undertaken;
- Reduce the risk of injury (which includes musculoskeletal symptoms) so far as possible through suitable and sufficient controls;
- Compliance with all relevant statutory requirements and where reasonably practicable, best practice guidance.

This will reduce, as far as reasonably practicable, any risk associated with manual handling operations.



Daventry Hill School recognises that there are certain emergencies or risk situations in which exceptions to this policy may occur. A safe system of work must be planned for these situations.

1.1 Definitions

For the purpose of this policy the following definitions have been applied:

Manual handling is the transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force.

A '**load**' refers to an inanimate object, a person or an animal.

Hazardous Manual Handling is an activity that is known or likely to injure those attempting that activity (for example, there is a significant risk associated with the activity).

For example, Injuries can be caused because of the amount of times you have to pick up or carry a load, the distance you are carrying it, the height you are picking it up from or putting it down at (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending stretching or other awkward posture you may get in whilst doing a task.

The risk factors that make it hazardous handling relate to the task, load, environment, and the individual.

Musculoskeletal symptoms relate to any pain or disorders that occur in the neck, shoulders and arms, back, hips, knees, ankles and feet.

Handling equipment/aids are any item that has been provided, through risk assessment, to support with manual handling activities. For example, sack trucks, trolleys, passenger lifts, hoists, slings, tail lifts etc. When selecting these items, they must be suitable for the purpose and undergo the required inspection, testing and examination regime.

Psychosocial risk factors are things that may affect a person's psychological response to their work and workplace conditions. For example, high workload, tight deadlines, lack of control of the work and working methods. Psychosocial risk factors can lead to musculoskeletal disorders.

1.2. Scope

This policy applies to all staff and volunteers who work within Daventry Hill School and undertake manual handling tasks. This includes students, volunteers and employed agency staff. The policy applies to the manual handling of inanimate loads such as objects and animate loads such as people.

2. Legislation and Guidance

This policy links with and supports the compliance to, the following legislation and guidance

- Health and Safety at Work Act,



- The Management of Health and Safety at Work
- Manual Handling Operations regulations
- Provision and use of work equipment regulations
- Lifting Operations and Lifting Equipment Regulations

3. Roles and Responsibilities

3.1 Headteacher, Operations Manager, Manual Handling trainers

The Headteacher, the person responsible for Health and Safety (Operations Manager) and Manual Handling trainers must:

- Avoid the need for 'hazardous manual handling' within your work activities as far as possible;
- Undertake a risk assessment, where hazardous manual handling cannot be avoided, that considers the 'task', 'individual employee', 'load', and 'environment'
- Reduce the risk of injury from any 'hazardous manual handling' through appropriate controls (this may include specific manual handling training/instruction/information, safe systems of work, provision of handling equipment, etc)
- Follow and comply with the appropriate accompanying guidance and specific procedures for the type of manual handling activity undertaken
- Seek advice for employees with musculoskeletal symptoms that may be caused/exacerbated by work activities as some workplace adjustments may be required, or referral to Occupational Health may be required;
- Refer employees to Occupational Health who have been absent from work with a musculoskeletal problem for more than 20 working days (i.e. long-term absence), however, consideration should be given to each musculoskeletal concern as an earlier referral may be beneficial. Liaise with HR Advisory Service accordingly;
- Ensure, where 'handling equipment/aids' are provided/used they must be suitable for the purpose they are provided for, and ensure that it is visually inspected, maintained / tested as required (for example, if it is load bearing it must be inspected annually by a competent person, and if person bearing it must be inspected 6 monthly);
- Provide general indications and, where it is reasonably practicable to do so, precise information on the weight of each load, and the heaviest side of any load whose centre of gravity is not positioned centrally.

3.2 Employees

Employees must:

- Follow systems of work and defined procedures in place for their safety;
- Use equipment provided for their safety properly;
- Cooperate with their line manager on health and safety matters including controls put in place (e.g. attend/follow training provided) to protect them against manual handling risk(s);
- Inform their line manager if they identify hazardous handling activities;



- Inform their manager about any physical health conditions suffered which may affect their ability to undertake manual handling safely (such as, back injury, pregnancy, etc) so that the risks can be assessed;
- Take care to make sure their activities do not put others at risk.
- Be aware of their own capabilities.
- Not pick children up or lift them without the use of a manual handling aid and manual handling plan.

4. Organisational Arrangements

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

4.1 Assessment of risk for manual handling

4.1.1 identifying hazardous manual handling

At Daventry Hill School it is likely that all employees will undertake a manual handling activity at some point.

If employees are undertaking manual handling activities on a low risk/ad hoc basis, then these should be considered as part of the normal activity risk assessment process. However, if manual handling activities are an integral part of an employee's job and it is undertaken on a regular and frequent basis (i.e. daily/weekly), then this is hazardous manual handling.

The risk factors that make it hazardous handling relate to the task, load, environment, and the individual.

- For loads that are inanimate (e.g. table, box) the initial assessment 'Section A' on the manual handling of loads risk assessment form (appendix A) should be completed for all activities involving the transportation of inanimate loads. This will determine whether a detailed specific assessment is required (Section B and C). If managers are unsure, then a detailed specific assessment should be completed as best practice.
- For loads that are animate (e.g. moving and handling of people) the relevant guidance and specific procedures for people moving and handling activities as referred to in **section 3** should be followed and adhered to. If students require regular manual handling support then an individual manual handling plan will be completed and followed **(See Appendix)**

4.1.2 Assessing hazardous Manual handling

Where hazardous manual handling cannot be avoided then an assessment of risk must be undertaken so that risks can be eliminated, reduced or adequately managed/ controlled.

When assessing manual handling activities the following is considered:

- Task; the specific task that is being undertaken or needs to be undertaken.
- Individual capability; the person carrying out the task and their ability to be able to manage it safely, considering any health/medical conditions etc.



- Load; the item being moved, e.g. table or box or physically assisting the movement of a person.
- Environment; the environment the task will take place in, considering lighting, flooring, space, furniture/equipment, noise etc.
- Other factors, for example, pregnancy, use of protective clothing, and work organisation (i.e. psychosocial factors).

The emphasis given to each of these factors may depend in part on the nature and circumstances of the manual handling operations.

5. Training

Daventry Hill School considers the training of staff in safer manual handling of people to be mandatory. All staff will receive appropriate moving and handling theory training and basic practical training from a Manual Handling trainer. Those staff who are involved in regular manual handling activities for a student with a manual handling plan will receive specific training for that student from a Manual Handling trainer.

6. Incident and Accident Reporting

All accidents, injuries and 'near misses' must be reported via Daventry Hill Schools incident reporting form on Evolve Accident Book.

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.



Appendix A – Risk Assessment for an Inanimate Load

Appendix B – Individual Manual Handling Plan

NAME:

ASSESSMENT DATE:	DOB:	M/F: M	School:
RE-ASSESSMENT DUE: Annually or when there is a change in equipment, setting, child/young person's needs or any circumstance affecting handling. Any change in circumstances must be communicated immediately to the Qualified Manual Handling Risk Assessor.			

Print Name(s)	Present at assessment	Signature(s)	Date
QUALIFIED RISK ASSESSOR Name:	Yes No		
PHYSIO/OT Name(s):	Yes No		
Teacher/TA Name(s):	Yes No		
Pupil	Yes No	Pupil signature or mark	



Parent/ Carer Name(s):	Yes No		
Head Teacher Name:			

Summary Manual Handling Guidelines

Health and Safety at Work Act, 1974.

Employers Responsibility

Under Section 2 of the Health and Safety at Work Act 1974 (HSWA) employers have a duty to safeguard the health, safety and welfare of their employees, as far as is reasonably practicable.

Under Section 3 of HASWA employers have a duty to safeguard the health, safety and welfare of others, affected by their undertaking, as far as is reasonably practicable.'

Employees Responsibility

Under Section 7 the employees have to take reasonable care of his or her own health and safety and also that of other people who may be affected by the employee's act or failure to act.

Manual Handling Operations Regulations, 1992

Employers Responsibility (Regulation 4)

Avoid, Assess, Reduce, Review.

To **avoid**, where possible the need for manual handling, where it is not possible an **assessment** of risk is required to **reduce** the risk to the lowest level reasonably practicable. This will be **reviewed** periodically and/or where the assessment becomes invalid or there is significant change.

Employees Responsibility

Each employee while at work shall make full and proper use of any system of work provided for their use by their employer in compliance with Regulation 4.

The formal pupil specific risk assessment **MUST** be carried out by a competent handling trainer who has qualified with a recognised organisation. This assessment should demonstrate a balanced approach to the legal framework that embeds manual handling and the needs and opinions of the pupil.

All staff or volunteers carrying out manual handling following the formal risk assessment:

- Must have received a practical and theory-based training program from the manual handling trainer, including any equipment being used.
- Must be responsible for their own physical ability to carry out manual handling and must alert their line manager immediately if they are unable to do so. (including pregnancy)
- Must carry out their own informal risk assessment before every handling task:
- Must wear appropriate clothing for the task
- **Must have the compliance of the pupil to carry out the task**
- Must alert the handling trainer immediately if there are **any** changes to the formal risk assessment including the pupil's physical capabilities, equipment, environment, health, or opinions as to how the handling is carried out
- All **accidents** and **near miss accidents** must be recorded by the school following the accident/incident reporting policy and guidelines and the handling trainer notified immediately

Pupil's Physical Capability

Disability:

Medical Needs:

Weight without aids:

Height:

History of falls Y/N

Any additional weight e.g. body brace

Ability to use each body part

	Fully	Partially	Unable
Upper Right limb			
Upper Left limb			
Lower Right limb			
Lower Left limb			
Left wrist			
Right Wrist			
Left foot			
Right foot			
Trunk Control			
Head Control			
Weight Bearing			
Balance when standing			
Balance when sitting			

Other documentation for the handler to be familiar with:

Documentation	Where it is kept
PEEP	
Individual Risk Assessment	
Care Plan	

Mental/physical state which may increase risk to handler

Is there a risk to the handler or pupil from:	Y	N	Comments
Hearing impairment			
Visual Impairment			
Communication methods			
Unpredictable Behaviour			
Uncooperative Behaviour			
Aggressive Behaviour			
Frustration/Impatience			
Confusion			
Unconscious/semi-consciousness			
Standing balance			
Sitting balance			
Involuntary movements			
Muscular spasm			
Muscular stiffness			
Muscular weakness/low tone			
Paralysis			
Attachments, e.g. feed lines, catheters, oxygen			
Internal pumps, e.g. Baclofen pumps			
Pain			
Incontinence – urine/ faeces			
Lack of sensory awareness, e.g. touch			
Skin condition			
Child's clothing			
Other - areas of concern increasing risk to handler Environmental Issues:			

Equipment

	A service is the requirement of the manufacturer of the equipment or legislation to ensure the equipment is kept in a safe working order				An assessment for appropriateness of use is carried out by a professional who recommended the equipment/has professional knowledge of the equipment to ensure it continues to meet the child or young person's need.			
Equipment	Contact if equipment is faulty.	Service date	Service due	How service is organised?	Assessment for appropriateness of use carried out by:	Assessment date	Assessment due	Organised by

Infection control:

Equipment	Single Use	Shared use	Management of infection control/ cleaning etc.

CLINICAL REASONING FOR HANDLING PLAN

The clinical reasoning gives the reader the opportunity to understand the thought process of the assessor: how a decision was reached may then be clearer and available for others in the future.

Reason for Manual Handling Risk Assessment

Task:	Risk from Environment	Risk to Handler(s)	Pupil's views considered	Method/ comments
All transfers	High Med Low	High Med Low	Yes / No	
CAR/TRANSPORT	High Med Low	High Med Low	Yes / No	

HANDLING PLAN

- Remember to include what occurs in the event of a foreseeable emergency
- Adult should communicate using appropriate methods with the students before and during all handling procedures

Task:	No of staff:	Equipment needed (including size and type of sling to be used)	Method/ comments
From chair to chair			•
From chair to bed or floor			•
From floor/ bed into chair			•
Into hydro pool			•
Procedure in the event of a fall			
Procedure in the event of equipment failure			
Handling for Personal Emergency Evacuation Plan (PEEP)			
CAR/TRANSPORT			

Pupil has given permission to use any photographs included in the handling plan	yes	no
Parent/carer has given permission to use any photographs included in the handling plan	yes	no
Pupil comments, if required:		

RECORDS NEED TO BE KEPT FOR 6 YEARS

Overhead tracking and high / low beds are a school responsibility and must be serviced.