



THE ST. BART'S
ACADEMY
— TRUST —

**Manual Handling
Policy**

June 2019

The St. Bart's Academy Trust

Manual Handling Policy

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1. Introduction

1.1 Statement of Intent

The St. Bart's Multi Academy Trust (SBMAT) is committed to protecting the health, safety and welfare of all employees and others affected by its work. We recognise our responsibilities to comply with the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992) as well as other related legislation in regard to the manual handling of loads for workers.

To this end they will ensure all manual handling hazards which are not trivial will be risk assessed. All staff engaged in manual handling operations should be given information and training to enable them to carry out their duties safely and effectively.

Manual handling operations both on and off the school site will be avoided where possible and mechanical aids/equipment should be supplied where reasonably practicable. Control measures will be introduced and regularly reviewed for effectiveness.

1.2 The Law

There are multiple pieces of legislation relating to the practice of safe manual handling at work and the most relevant are listed below.

- Health and Safety at Work etc. Act 1974
- Manual Handling Operations Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Lifting Operations & Lifting Equipment Regulations 1998 (LOLER '98)

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

1.3 Definitions

The Manual Handling Operations Regulations 1992 define manual handling as:

"...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying, moving, or restraining thereof) by hand or bodily force".

The load can be an object, person or animal.

Hazardous Manual Handling means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:

- Repetitive or sustained application of force;
- Repetitive or sustained awkward posture;
- Repetitive or sustained movement;
- Application of high force;
- Exposure to sustained vibration.
- Handling live persons or animals.
- Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold.

Current legislation in manual handling defines both the employers and the employees responsibilities in providing and maintaining a safe working environment where hazards are assessed and associated

risks reduced to acceptable levels. Some of the required terms used within the legislation are as follows:

Hazard - A hazard is anything that has the potential to cause harm (e.g. slippery floors, a frayed electric flex or a heavy load).

Risk - A risk is the chance that somebody will be harmed by the hazard and can be quantified as high, medium or low depending on the severity and likelihood of an incident.

Ergonomics - The study of the relationship between workers and their environment. Ergonomics can be used to assess the 'fit' between people, the work that they do and the things that they use.

Safe Systems of Work - Safe systems of work require risk assessment and analysis of all manual handling tasks undertaken, the individuals performing such tasks, the loads being handled, the environment in which handling takes place and the equipment available. Control measures to reduce all such identified risks to acceptable levels will result in safe systems of work that can be recorded and implemented.

Reasonably Practicable - Legislation requires that control measures are put in place to reduce identified risk so far as is reasonably practicable, that is to assess the cost of the control measure against the consequences of the identified risk. It should be remembered that there are potential financial implications to the consequences of unmanaged risk as well as to control measures to

2. Responsibilities

The Principal will:

- Ensure that adequate arrangements exist and that adequate resources are available to facilitate the effective implementation of this policy.
- Ensure the co-ordination of activities and that decisions are implemented in accordance with this policy.
- Ensure effective implementation of this policy and that arrangements are in place to monitor its effectiveness.
- Ensure that all employees are aware of their responsibilities under this policy.
- Supervise the effective day-to-day implementation of this policy.
- Avoid the need for employees to carry out manual handling operations so far as is reasonably practicable.
- Where hazardous handling tasks cannot be avoided ensure a suitable and sufficient risk assessment is made.
- Ensure the results of the risk assessment is communicated to all relevant employees.
- Implement control measures identified from the risk assessment.
- Discipline any employee not using identified control measures.
- Ensure risk assessments are reviewed on a regular basis and after every manual handling incident.
- Ensure any equipment provided to aid manual handling is effective and maintained.
- Ensure all employees involved in manual handling operations receive appropriate information and training and are fully aware of moving and handling techniques and the principles of avoiding manual handling operations wherever possible.
- Ensure that any accidents, injuries and near misses are recorded, reported and investigated where necessary.

Employees will:

- Raise issues of concern with the appropriate manager.
- Participate in training events and the risk assessment process (including regular review of control measures).
- Comply with control measures designed to minimise risks.
- Notify their manager of any health problem or condition, whether or not due to injury, which may affect their manual handling capabilities.
- Ensure they are familiar with the techniques and equipment that they may be required to use in the execution of safe manual handling tasks.
- Ensure they do not put themselves or others at risk by taking part in any manual handling operation which they believe could harm them.
- Visually check all manual handling aids or equipment before use and notify any defects immediately to their line manager.
- Ensure they have read the Manual Handling Policy and are familiar with the principles outlined within it.
- Report any incidents, accidents or near misses to their manager immediately.

3. Risk Assessment

Legislation requires that all manual handling operations that may present a risk of injury must be the subject of a risk assessment carried out by a competent person.

Additional guidance can be found from the HSE at: <http://www.hse.gov.uk/msd/manualhandling.htm>

The purpose of a risk assessment is to:

- Identify all hazardous moving and handling tasks carried out at work and determine the likelihood and severity of any injury or harm arising from these tasks and to whom.
- Assess all factors, including existing control measures, involved in the hazard using the TILE(E) analysis.
- Identify control measures that will reduce the risk of injury to acceptable levels.
- Identify all employees who may be at risk of injury from moving and handling tasks in the performance of their duties.

3.1 The TILE(E) analysis in risk assessment

Manual handling risk assessment can be divided into the five areas, each of which has factors that influence the level of risk associated with the moving and handling operation. All of these areas require consideration during the assessment:

T (Task) – does the task involve:

- Twisting or stooping.
- Strenuous pushing or pulling.
- Excessive lifting or lowering.
- Handling at a distance from the trunk.
- High task frequency and duration without adequate rest periods.

I (Individual movers) – do the people carrying out the tasks require:

- Specialised training and experience.
- Unusual strength or ability.
- A uniform or personal protective equipment.
- Consideration during impaired ability – for example if pregnant.

L (Load) – is the person or object being moved:

- Heavy or large.
- Unwieldy or difficult to grasp.
- Unpredictable or unstable.
- Vulnerable to injury or fragile.
- Sharp, hot or hazardous in any other way.
- Persons or animals
- The time, and distance, over which an object is handled.

E (Environment) – does the area in which work is carried out have:

- Restricted space.
- Slippery or uneven floors.
- Slopes, ramps or steps.
- Adequate levels of heat light and ventilation.
- Height of workbenches, racking and shelving.

E (Equipment) – is any equipment used:

- Suitable for the task.
- Available in all circumstances.
- Maintained and inspected.
- Clean.

In schools, manual handling risks include:

- Moving furniture.
- Carrying computers/televisions.
- Pushing a trolley.
- Lifting a ladder.
- Restraining a frightened child.
- Typing school reports using a laptop or computer in an awkward position.
- Stretching to reach a high shelf.
- Separating fighting students.
- Lifting PE mats and other PE equipment.
- Standing on a table and/or chair to pin up pupils work.
- Bending to a bottom shelf to reach a materials.
- Carrying large boxes of food, drink and stationary materials.
- Lifting containers of cleaning chemicals with one hand.
- Bending over for extended periods to be at the same height as pupils.

All these areas form the basis for both the assessment and the control measures that can be put in place to minimise risk and enable safe systems of work.

4. Training

The Principal will ensure that any employees that require manual handling training and that use mechanical equipment will receive the appropriate level of training required. This must be recorded and refreshed at regular intervals.

The Principal will also arrange for staff to complete a separate manual handling course in moving and handling people should this be a requirement in their academy.

5. Equipment

Current legislation in manual handling practice requires that the first duty of employers is to **avoid** manual handling tasks at work. Where manual handling tasks cannot be completely eliminated, they must be assessed and all associated risks reduced as far as reasonably practicable – generally by the provision of further handling aids and equipment, staff training and modifications to the environment.

5.1 Selecting Equipment

Equipment provided to carry out moving and handling actions in the workplace must be:

- Fit for the purpose.
- Available in sufficient quantity.
- Maintained in good working order.

5.2 Maintenance of Equipment

The Health and Safety Executive have issued regulations that apply to the use and maintenance of equipment provided for use in the workplace, details of which are given below.

Provision & Use of Work Equipment Regulations 1998 (“PUWER ‘98”)

These regulations specify requirements of the employer to ensure that all equipment provided for use at work is:

- Suitable for the intended use.
- Maintained in a safe condition so that people’s health and safety is not at risk.
- Inspected in certain circumstances to ensure that it is and continues to be safe for use.
- Inspected by a competent person and a records kept.
- Equipment users are trained in the safe use of the equipment.

Lifting Operations & Lifting Equipment Regulations 1998 (LOLER ‘98)

In addition to PUWER above, these are further requirements to maintain the safety of lifting equipment (e.g. hoists, slings and adjustable height furniture) in particular these regulations specify the time scale for maintenance:

- Equipment for lifting persons that may be exposed to conditions causing deterioration is inspected and maintained at six monthly intervals and all other lifting equipment is inspected and maintained 12 monthly intervals and a record kept of the inspection.
- Employees should be trained in use of equipment and in pre-use checks.

6. References

Manual Handling Operations Regulations 1992
<http://www.hse.gov.uk/pubns/priced/l23.pdf>



THE ST. BART'S ACADEMY

— TRUST —

St. Bart's Multi-Academy Trust
c/o Belgrave St. Bartholomew's Academy,
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP
www.sbmat.org T: 01782 235524 F: 01782 235525