



Saint Benedict
A Catholic Voluntary Academy

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Policy for the Safe Handling of Children and Adults at Saint Benedict Catholic Voluntary Academy.

Introduction

Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury. (www.hse.gov.uk/toolbox/manual)

Purpose

This document provides the employer and employees with a brief summary of the safe handling of children and adults, to ensure compliance with the Health and Safety at Work Act 1972 (HASWA), Manual Handling Operations Regulations 1992 (MHOR) and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

It applies to all staff and visitors working at Saint Benedict Catholic Voluntary Academy who are involved in the safe handling of children and adults, and covers all working environments. Managers and employees are responsible for complying with the requirements of the above legislation and subsequently of this policy.

This policy also aims to reduce as far as is reasonably practicable the risk of injury to employees and pupils arising from manual handling tasks and operations. It should be read in conjunction with the school Health and Safety Policy.

Responsibilities

Employers Responsibilities relating to Manual Handling.

- Avoidance of manual handling.
- Assessment of Risks – Task, Load, Individual Capability, working environment.

- Reduction of Risk (as above)
- Provision of Information on the load
- Review of Risk Assessments

Employees Responsibilities relating to Manual Handling

- To have reasonable care of the health and safety of him/ herself and other people.
- To co-operate with the employer
- To use equipment appropriately.
- Using Safe Systems of Work – by law you must comply with systems specified in policies and procedures relating to manual handling.

Risk Assessments

Effective risk control is based on good risk assessment.

Regulation 4 of the Manual Handling Operations Regulations 1992 (as amended 2012) requires employers to:

1. **AVOID** the need for staff to perform hazardous manual handling as far as reasonably practicable.
2. **ASSESS** the risk of injury from any manual handling operation or task that cannot be avoided.
3. **REDUCE** the risk of injury from hazardous manual handling as far as reasonably practicable for all concerned.
4. **REVIEW** the risk assessments at regular intervals and as and when any changes occur.

The Qualified Manual Handling Trainers will complete a full risk assessment of any Manual Handling activity involving a child or adult that needs to take place in school with a pupil. This will be done in collaboration with Physiotherapists, Occupational Therapists and the Local Authority Physical Needs Advisor as appropriate. The risk assessment will then be shared with all relevant school staff and parents. Staff will be required to sign the risk assessment to show they are aware of its contents.

All risk assessments and equipment prescribed will be reviewed as circumstances change or every six months, whichever comes soonest.

Where hoists and slings have been prescribed, a visual check of the equipment will be carried out prior to every use, and the equipment replaced if defects are found.

All hoists and hydraulic beds are inspected by a competent person from an appropriate company every six months.

Training and Instruction

All staff employed to work in the Enhanced Resource Base at Saint Benedict Catholic voluntary academy will receive a full days training in the Safe Handling of Children and Adults from the school manual handling trainers. This will then be followed up on an annual basis with a half day refresher training.

When any new equipment is provided to support Manual Handling of pupils, staff will be given training to safely use this before they use the equipment with the pupil.

Staff have a personal responsibility and accountability to ensure that they are trained in the safe use of the equipment they need to use and safe lifting techniques. They should alert the school trainers if they feel they need additional training or support.

Staff competency in manual handling will be monitored on a regular basis through the normal school processes. Any staff not meeting the appropriate competency will be given appropriate training and monitoring.

Accident/Incident Reporting

All accidents involving staff and/ or pupils must be reported. A first Aider must be called and the accident recorded appropriately.

Any 'near miss' should be reported to the school Manual Handling trainers so they can ensure risk assessments remain appropriate and staff feel competent and adequately trained to carry out their role. They should also be recorded and reported to the appropriate member of staff in school.

Any accidents and ear misses will be investigated by the manual handling trainers to ensure risk assessments remain up to date and are appropriately followed.

Under RIDDOR 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) there is a statutory requirement that certain categories of accidents/injuries are reported to the HSE (Health & Safety Executive). This will be determined by the Multi Academy Trust Health and Safety Team.

Health Surveillance

As part of an individual's pre-employment health screening, consideration should be given as to whether an individual is able to undertake manual handling. However, this can be based on the information provided by the individual.

If manual handling is only part of the work to be undertaken and the Equalities Act applies, reasonable adjustments may need to be considered.

Allowances must be made for pregnancy where the employer could reasonably be expected to be aware of it i.e. where it is visibly apparent, or the staff member has informed their manager that they are pregnant. An appropriate risk assessment will be completed.

Consideration should also be given upon their return to work and an appropriate risk assessment completed..

Allowances should also be made for any health problem which the employer could reasonably be expected to be aware of and which may have a bearing on the ability of the individual to carry out manual handling operations safely. If there is reason to suspect an individual's state of health might significantly increase the risk of injury

from manual handling operations, an appropriate risk assessment will be completed to ensure the employees safety is maintained.

Further Information:

A range of useful manual handling information can be found on the HSE's website;

www.hse.gov.uk/msd/manualhandling.htm - Manual Handling

www.hse.gov.uk/pubns/indg143.pdf - Manual Handling at Work (a brief guide)

<http://www.hse.gov.uk/pubns/indg398.pdf> - Making the best use of lifting and handling aids

<http://www.hse.gov.uk/pubns/books/l113.htm> - Safe use of Lifting Equipment

<http://www.hse.gov.uk/pubns/indg478.htm> - Risk assessment of pushing and pulling

www.hse.gov.uk/healthservices/moving-handling.htm - Moving and handling in Health and Social

Care www.hse.gov.uk/msd/ - Musculoskeletal Disorder