

Manual Handling Policy

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Authorised By:	Board of Trustees
Author:	Carley Holliman, <i>Deputy CEO</i>
Owner:	Carley Holliman, <i>Deputy CEO</i>
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This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

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1. Background and legislation

This policy is intended to “provide a solid foundation in good moving and handling practice throughout the academy. The Trust’s goal is to avoid where possible the need for manual handling, however where it cannot be avoided that we can demonstrate that a school has reviewed the task and where it is reasonably practicable to carry out the tasks all precautions have been considered and limited if not remove entirely.

The policy intends to adhere to the requirements put upon the academy of the “Health and Safety at Work Act 1974 Act”, the “Manual Handling Operation Regulations 1992” and the “Management of Health and Safety at Work regulations 1999.

1.1. The Health and Safety at Work Act, 1974

This puts responsibility on the employer to provide adequate training of staff, supervision as is necessary to ensure as far as is reasonable the health and safety at work of its employees. The act also requires employees to: “take reasonable care for his or her own safety and the health and safety of other people who may be affected by his or her acts or omissions”.

1.2. The Manual Handling Operations Regulations (1992)

These Regulations require employers to assess the risks to employees' health involved in moving and handling objects at work and to remove or minimise these risks.

The Regulations require employers to:

- Carry out a **risk assessment** to establish what, if any, risks exist from manual handling operations;
- Assess and implement alternative methods that can be used to reduce risks;
- Provide equipment (e.g., a hoist) to assist with manual handling where appropriate; and
- Provide training to staff on how to minimise risks of injury when carrying out manual handling tasks.

1.3. Lifting Operations and Lifting Equipment Regulations (1998) - LOLER

The Lifting Operations and Lifting Equipment Regulations (LOLER) are in place to ensure that all lifting equipment is used in a safe manner. Any organisation whose employees operate lifting equipment on the job are required to comply with these regulations, which come under the Health and Safety at Work Act 1974 (as above).

1.4. Provision and Use of Equipment at Work (1998) - PUWER

The Provision of Use of Equipment at Work Regulations, also referred to, as PUWER, are places duties on companies to ensure equipment used by their employees is:

- Suitable for the intended use;
- Safe for use, maintained in a safe conditioned and serviced in line with guidance (shown below in the table);
- Ensure staff using the equipment are trained to use the equipment; and
- Used for the purpose it is intended.

This policy is particularly pertinent to staff (but not limited to) who are required to assist pupils in moving and handling using specialist equipment. This document can also be used to apply the general principles of moving and handling of large items/ boxes.

2. Pupil moving and handling risk assessments

A pupil should not be moved and handled unless a risk assessment has taken place.

The school will ensure that each pupil requiring Manual Handling will undergo regular manual handling risk assessments, with a review done at minimum every 12 months or whenever there is a change to their needs.

A pupil risk assessment will be carried out by one of the schools' Manual Handling trainers. It will be done ideally prior to their admission/transfer to the school but where that cannot happen then it will be done within a week of admission/transfer. Therapists will be invited to contribute to the risk assessment to ensure a complete picture.

A pupil risk assessment will be made available to the following parties:

- The **class teacher** will be sent a copy to hold on file in the pupil folder and to make available for all staff working with the pupil.
- Two copies will be sent home to the **parent/carers**, keeping 1 copy and returning 1 copy to the school for our files. * If the risk assessment is not returned by the parent/carers within a 2-week timeframe then the assessor will put the plan into place.

2.1. Staff Risk Assessments

Staff who have returned from sickness or an injury where manual handling might be affected should be referred to Occupational Health. The Head or Service Manager should ensure that an appropriate risk assessment is in place which should be reviewed regularly until the member of staff is able to resume full duties.

Specific risk assessments are written for staff who are under 18. These risk assessments are specifically related to the children in their class. Staff under 18 should not be asked to perform manual handling operations with children who do not appear on their specific risk assessments.

A generic risk assessment is available for students and those on work experience placements who are under 18 years old. This highlights elevated risk manual handling procedures they must avoid and lists low risk operations they can help with.

Specific risk assessments will be written for staff who are pregnant, who have given birth within the previous 6 months or who are breast feeding.

3. Moving and Handling Equipment

The Academy will provide equipment to assist in the manual handling activity in line with it being reasonably practicable to carry out.

Pupils can only be moved using the equipment and techniques as documented in their pupil risk assessment. Staff must ensure that they carry out equipment checks prior to use. Specialist manual handling equipment will be maintained in line with the following legislations LOLER 1998 and PUWER 1998.

School slings should not be sent home unless in an emergency situation and where the parent/carers has signed an equipment loan form, taking responsibility for the equipment.

4. Training

The Trust's schools will ensure that key members of staff are trained and accredited as moving and handling risk assessors and staff trainers. They will ensure that they receive regular refresher training as specified by our training provider (Edge Services). Refer to Appendix 1.

The Academy will ensure that we provide Manual Handling training/refreshers to all members of staff on an annual basis.

- **Category 1** iHasco training will be made available to all new staff members as part of the 'Academy Induction' and refreshed every year for all current staff who will not have level 2 MH training.
- **Category 2** training will be made available to staff members who work directly with pupils with manual handling risk assessments in place. Refer to Appendix 2.
- **Category 3** for manual handling trainers, renewed every two years.

In addition to this schools may need to arrange bespoke training when working with pupils with needs that are significantly complex

5. Staff apparel

All clothing must be safe and appropriate to the role you are appointed within the Eden Academy Trust. Please refer to the school's individual policy.

Any clothing which could present a potential health and safety risk when working with students/pupils e.g. scarves, ties, necklaces or large dangling earrings, must be removed.

6. Monitoring

The Manual Handling Co-ordinator will meet once a term with the respective Head¹ to review and discuss relevant issues pertaining to both Manual Handling and Specialist Equipment.

The Manual Handling Policy will be reviewed annually ensuring that it is still suitable for the Academy and is in line with the regulations.

7. Emergency situations

In the case of a fire alarm, staff should consider the safest but quickest way of evacuating the building. For the children with a risk assessment a brief discussion of the possibilities should take place in a class meeting.

For children with a Manual Handling risk assessment – an emergency evacuation procedure will be list in their risk assessments.

8. Roles and Responsibilities

8.1. Head

- Will ensure they are compliant with the Manual Handling Policy document;
- Ensure all staff are compliant with the Trust's Manual Handling Policy;
- Ensure all staff have completed iHasco level 1 manual handling training;
- Identify a person responsible for manual handling training, risk assessments and equipment; and
- Allocate time for the Manual Handling Trainer to carry out pupil risk assessments, sling checks and staff training.

8.2. Central Services Co-ordinator

- Support the development of the Policy and Procedures for manual handling throughout the Trust;
- Co-ordinate manual handling training for both Manual Handling Trainers and staff across the Trust;
- Support Manual Handling Trainers with the production of pupil risk assessments;
- Co-ordinate Level 2 manual handling training for Trust staff;
- Provide training materials for Manual Handling Trainers to deliver school staff training;
- Provide certificates for manual handling trained staff across all Trust schools;
- Monitor a list of equipment in all Trust schools;

¹ For the purposes of this document Head refers to the Headteacher, Head of School /Setting/Satellite as appropriate

- Liaise with the servicing company for booking equipment service, every six months;
- Review service and insurance reports for any recommended works; and
- Liaise with Heads for equipment repairs following on from the service.

8.3. Moving and Handling Trainers

- Attend manual handling training and update sessions to remain current in techniques and legislation;
- Ensure pupils are reviewed to identify manual handling requirements;
 - Pupils new to Trust schools should be assessed for manual handling needs within 1 week of starting school;
 - Existing pupils should have their manual handling assessments reviewed and saved at least annually
 - Pupil risk assessments should be reviewed if there are any changes to their needs;
- Complete risk assessments for staff where applicable and make the Senior Leadership Team aware;
- Provide level 2 manual handling training to all child facing staff;
- Report any issues with equipment to the servicing company and have quotes approved by the Head for works to be carried out;
- In liaison with the premises manager oversee equipment service checks (up to 4 days per annum, dependent on quantity of equipment).
- Service and Insurance checks to be completed every 6 months;
- Check slings every 6 months; and
- Promote best practice in manual handling in line with the Trust policy.

8.4. All handlers - staff and volunteers

- All staff have a duty to comply with Manual Handling Policy and Procedures;
- Staff must attend/undertake the relevant training;
- Accept responsibility for their own safety, as well as that of the pupils and colleagues within whom they will be carry out manual handling tasks;
- Be familiar with the Manual Handling Plans in place for the pupils they are working with;
- Review all equipment is safe to use prior to use, including slings. Any issues to be reported directly to the school's Manual Handling Trainer;
- Staff must ensure that they have read and understood the pupil's Manual Handling Plan before working with a pupil with manual handling needs;

- Report accidents/hazards and any incidents using the school's policy and record using the Trust's accident reporting platform; and
- Must be sufficiently fit and healthy to undertake physically active duties.

Appendix 1: Eden Academy manual handling training categories

Category	Description
1.	Online iHasco training for all staff, mandatory. Renewal annually. Not necessary if doing level 2 MH training.
2.	Staff handling pupils who have a MH assessment in place i.e. Handling pupils who need manual assistance for mobility and transfers or use hoists and specialist equipment. Renewal annually. Theory and practical skills to be checked.
3.	Manual handling trainers and risk assessors. Renewal every 2 years.

Appendix 2: Equipment pre-use checks.

- Refer to the Pupil Plan to ensure you are using the correct equipment and accessories.
- Ensure the piece of equipment has been appropriately inspected to meet legal requirements. Within the school, equipment will either have a label or a tag showing both the serviced date and the next service due date.
- Ensure you understand the primary function of the equipment you are using. Refer to the user guide if needed. Make a visual check of the equipment.

Equipment care information

How to Maintain

1. It is advisable to charge the battery for at least one hour every day.
2. Prior to use, check that all fixings and fastenings including the castors are in good condition.
3. When cleaning the frame, it is recommended to use warm water and a non-abrasive detergent.

Upholstery and fabrics

1. Clean and care for your fabric on a regular basis and it will maintain its condition and appearance.
2. Simply vacuum to remove dust particles and wipe with a damp cloth for general cleaning.
3. Microfibre cloths are extremely effective without soap, which is helpful as soap can clog your fabric. Remove spillages promptly with an absorbent dry cloth such as above. Take care not to cause abrasive damage.
4. For heavier soiling use a mild proprietary cleaner and warm water ensuring that cleaning products are fully removed.
5. Body fluids, water and oil-based stains may be removed by using most water-based household spray cleaning agents, following instructions carefully.
6. For extreme soiling and infection control, use a 5% sodium hypochlorite (bleach) solution, using clean warm water to ensure excess products is removed. 10. Removable parts can be machine washed at 40° – Line drying is recommended.
7. Gentle Low Heat tumble dry is required. Make sure the product is dry before use.

Appendix 3: Manual Handling Trainer role

1. STAFF TRAINING – All staff should have the required level of training:

- Student facing staff (who assist pupils on a manual handling risk assessment) to complete Level 2 training face to face. Renewed yearly.²
- New staff to receive full level 2 training of 6.5 hours.
- Those already trained in level 2 need a refresher course yearly of 3.5 hours.
- All other staff to complete Level 1 online.

To deliver training:

- Each schools should have access to equipment to provide appropriate training, for example, handling belt, Mitts, Sling, Standing sling, Rota stand, Sliding sheet, Banana board, Spinal skeleton etc. as appropriate.
- Training material available on Teams including PowerPoint presentation, questionnaires, video links, staff declarations and registers.
- Co-ordinator. to record staff trained and distribute certificates to school offices. Electronic copy on teams.

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2. Pupil risk assessments

All pupil risk assessments should be valid and within date i.e. not older than 1 year.

- New risk assessments need 1 hour to complete and must be done within the first week of a child starting at the school.
- Renewal risk assessments need ½hour to complete and should be updated yearly or if there is any change in the pupil's manual handling needs.
- The central services co-ordinator will maintain a central log of risk assessments and will send reminders to trainers that these need to be reviewed annually.
- Electronic copy uploaded to Teams; paper copies filed by the school.

² Covid protocol is no longer operational

3. Equipment management

All pupil handling equipment (e.g., hoists, slings, beds) should be serviced every 6 months.

All load-bearing equipment (e.g., special seating, standing frames) to be serviced every 12 months.

Repairing

- Staff to liaise with the Manual Handling Trainer within the school.
- Manual Handling Trainer to have works quoted and booked with servicing company.
- Approved by Head. Paperwork to school office/finance team.
- Manual Handling Trainer to maintain the repair log which is kept in the school file.

Servicing

- Manual Handling coordinator will liaise with the school to arrange 6 monthly visits for equipment service and insurance checks.
- Every 6 months, the Manual Handling Trainer oversees engineers during school visits and report necessary works to the Manual Handling Co-ordinator.
- Servicing can take place at the convenience of the school.

Appendix 4: The importance of manual handling:

1. What is manual handling?

Under Regulation 2 of the 'Manual Handling Operations Regulations (as amended), 1992' (MHOR, 1992) 'manual handling operations' are defined as the 'transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.' The 'load' in this respect could be an inanimate object, a person or an animal.

In a nutshell then, manual handling in the workplace is you shifting something whilst at work. UK legislation concerns itself with 'hazardous workplace manual handling'. Hazardous being anything that could cause harm.

2. What are the possible hazards associated with undertaking people handling activities?

The key hazard associated with undertaking people or children handling activities is that the move may go wrong. The handler may slip or trip, as may the person you are handling; either party may adopt, even momentarily, poor posture, for instance an awkward twist or overreach. Any of these events could result in a severe muscular-skeletal injury to the person or handler or both. Recovery from such an injury could take several months or even years to fully recover from. In some extreme cases, a full recovery never occurs.

3. How many employees are injured as a result of manual handling accidents and where is this information published?

Annual Health and Safety Executive (HSE) statistics regularly indicate that large numbers (thousands) of staff across the health care services, social care sectors and education settings experience injury and/or ill-health as a result of hazardous manual handling activities.

[Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 \(hse.gov.uk\)](https://www.hse.gov.uk/manualhandling/)

4. How can an organisation reduce the hazards associated with people/children handling?

Client-based, holistic handling risk assessments and thorough company-wide handling policies/procedures are both required in order for an organisation to arrive at informed safer handling decisions.

These decisions should take proper account of both the safety of employees and the needs and preferences of the people for whom they are moving and handling and forms the basis of reducing the hazards associated with all handling activities in the workplace.

Of course effective training and supervising of staff as well as provision of well-maintained equipment will all help to reduce the hazards also.

Other factors have an impact as well including effective health surveillance of staff, good housekeeping at work sites and a robust clothing and footwear or uniform policy/procedure as well as many other considerations.

Basically the reduction of hazards here is a multi-factor approach. No one solution is going to work in isolation.

5. What should people handling training include?

Several relevant and professional bodies including the Royal College of Nursing, the Chartered Society of Physiotherapists, the Royal College of Occupational Therapists, the National Back Exchange and the Health and Safety Executive in conjunction with other associations and professional bodies, have advised as to the content of people handling training.

Generally, the advice given is that the practical skills of safer people moving and handling, including the key principles of human movement and the correct selection and safer use of handling aids, should be the key focus of the course content.

However, the course theory content may also include the employer's and employees' legal responsibilities, ergonomic and risk assessment principles, back care, spinal mechanics and function and local policies and procedures including accident/incident reporting.

6. Which professional bodies recommend training as a means of reducing the risk of people handling injuries?

The following professional organisations/bodies, among others, all offer information which recognises the benefits of effective and thorough people handling training;

- The Chartered Society of Physiotherapy
- The Royal College of Occupational Therapists
- The Health & Safety Executive
- National Back Exchange
- The Royal College of Nursing
- Care Quality Commission (England), Care Inspectorate (Scotland), Care and Social Services Inspectorate (Wales)
- The Institute of Occupational Safety and Health
- The Royal Society for the Prevention of Injuries

7. What are the benefits of undertaking people/children handling training?

An effective training and supervision program coupled with the use of appropriate handling aids should benefit all the staff and the persons being moved within an organisation.

From the staff's point of view, heavy, back-breaking moving and handling tasks should reduce. Sickness and injury levels should also reduce, as should accident and incident levels.

The employer will see better attendance, safer working practices, fewer accidents and incidents to process, and are less likely to have a legal claim made against them in court.

The immediate benefit to the person being moved should be an improvement in the quality of their care. Most dependent individuals will appreciate being moved more safely and comfortably in a hoist. Others could be encouraged to be more independent with their mobility, and will benefit both physically and mentally, reducing the side effects associated with reduced mobility and contribute towards physical rehabilitation programs.