



Priestsic Primary and Nursery School

Manual Handling Policy

Please note that approximately 1 in 3 accidents reported relate in some way to manual handling, therefore it is essential to take note of these procedures.

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling and carrying.

A load includes a person as well as an inanimate object, but does not include using tools or equipment for an intended purpose e.g. lifting a kettle, using a floor polisher.

This policy deals with:

- Handling inanimate objects
- Handling mobility impaired pupils

In both cases, The Manual Handling Regulations 1992 make it a legal requirement for schools to carry out Risk Assessments. The following flow chart sets out how to follow these regulations.

1. Handling Inanimate Objects

Risk assessments must be carried out for tasks which meet all of the following criteria:

- Cannot be avoided
- Cannot be mechanised or automated
- Post a foreseeable risk of injury

When carrying out risk assessments everyone who is required to undertake the task is considered, including pupils where appropriate. In the case of pupils carrying out manual handling tasks consideration is given to their physical capabilities.

Following risk assessment control measures are put into place and monitored, to reduce risk.

The following activities have been noted and are risk assessed:

- Moving tables, chairs and other items of furniture
- Carrying piles of books, library load boxes, small equipment/supplies
- Putting out P.E. equipment
- Moving IT equipment e.g. laptop trolley, T.V.
- Moving DT equipment e.g. cooker, microwave
- Removal of waste recycled paper, old/damaged equipment

2. Handling Mobility-impaired pupils

Short-term immobility

When mobility is short term such as when a pupil has a limb in plaster, or is on crutches, the head Teacher and SEN co-ordinator will assess the means by which that pupil can move around the school and evacuate safely in an emergency. Staff or pupils may be allocated to that pupil to provide for example a steadying hand if necessary, but no untrained person should be allowed to lift or carry the pupil. If lifting or carrying is necessary, a full assessment of the pupil's needs will be carried out with the parents before the child next attends school.

Permanent or long-term immobility

Pupils with long-term or permanent impairment will require their needs to be identified, assessed and controlled to ensure their well-being and that of any staff supporting them. The LA Physical impairment team will be involved in the assessment of a pupil's needs and in preparing any manual handling procedures.