



TWO RIVERS  
HIGH SCHOOL



# Manual Handling Policy

## Wightwick Hall School

Review date: Autumn Term 2021  
Logistics Committee

Next Review: Autumn Term 2023

At Wightwick Hall School, staff who undertake any form of manual handling will receive training on a regular basis. The level of training they receive will depend upon the manual handling they undertake, for example those working with students with physical disabilities will receive a more specific level of training.

Students who require manual handling each have their own risk assessments that can be found in their student profile.

Manual Handling is also to be included in risk assessments found in classrooms, playground and bathroom areas.

### **Principles of Effective Movement**

When carrying out any manual handling, staff are to follow the principles of effective movement (POEM), these are:

- Feet to be placed in a secure, yet adaptable position.
- One foot in front of the other when standing/bending.
- Knees should be relaxed.
- Flex the knees in a relaxed, fluent movement.
- Twist with the feet and hips, not the back.
- Hold load close to the body, holding elbows in.
- Do not grip things, use a palm hold.
- Keep head up!
- Where the head goes the body will follow.
- Keep shoulders level and facing in the same direction of the hips.

Manual handling is the transporting or supporting of a load by hand or bodily force. This includes lifting, lowering, pushing, pulling, sliding, rolling etc. or the human affect applied to a load.

### **Legal Requirements**

The following documents refer to the legal requirements that Wightwick Hall School follow and adhere to.

#### ***Health and Safety at Work Act 1974 (HASWA)***

To protect the health and safety of their employees and other people who might be affected with what they do.

#### ***The Management of Health and Safety at Work Regulations (1999)***

To make clearer what employers are required to do to manage health and safety under the Health and Safety at Work Act mainly through general Risk Assessments.

## **Manual Handling Operations 1992 (MHOR)**

To reduce the risk of injuries and ill health associated with Manual Handling.

**A – Avoid**

**A - Assess**

**R - Reduce**

**R - Review**

Class teachers are responsible for completing the risk assessments for students that require manual handling support.

When completing risk assessments for classrooms, outdoor areas, off site education and bathrooms, class teachers are to include Manual Handling Risks upon these.

A REBA risk assessment may be carried out for specific tasks that require an in-depth risk assessment; the Site Officer will carry this out.

**Only staff that have completed the Manual Handling training may carry out the manual handling tasks.**

### **Responsibilities of the School**

The school is to provide regular training to all staff who undertake manual handling of students.

The school is to provide the relevant equipment required to undertake manual handling tasks e.g. Hoists.

### **Responsibilities of the Staff**

To attend and adhere to all Manual Handling Training.

To wear appropriate clothing when undertaking manual handling tasks.

To read all risk assessments for individual students and locations before carrying out any manual handling tasks.

To speak with Mr Bruce for support.

To make their line manager aware if there is any reason why they cannot undertake a manual handling task.

### **Remember:**

**Look at the move required IS IT NECESSARY, if not why do it?**

**Do you need some other equipment? Fetch it or ask for it.**

**Do you need assistance? Ask for help.**