

Policy for Manual Handling

The Governors and Headteacher of William Austin Junior School are committed to keeping a safe and healthy environment, and for providing safe equipment and procedures for all staff, pupils, visitors and any other person affected by school activities.

To maintain health and safety is a legal requirement under various Health and Safety Statutes. The responsibility to establish safe working practices rests with the Headteacher in liaison with the appropriate Line Manager and is actioned through the Headteacher or Line Manager.

In addition, **all** staff have a direct legal and moral responsibility to safeguard their own health and safety, the health and safety of other persons affected by their actions and to co-operate with their employer by following the established procedures, using safety equipment provided and bringing to the attention of the school management any health and safety problem of which they are aware.

It is a requirement that the Luton Borough Council Safety Policy Statement and the Education Service Health and Safety Policy Statement be followed.

The aim is to ensure that health and safety becomes an integral part of all school activities and that it is achieved in a way that is consistent with policy, curriculum and other needs.

The Governors and Headteacher will co-operate with any safety representatives appointed by a recognised Trades Union under the Health and Safety at Work Act 1974.

William Austin Junior School

- recognises its responsibilities to comply with Regulation 3(1) of the Management of Health and Safety at Work Regulation 1992 and, in particular, its responsibilities regarding the Manual Handling Operations Regulations 1992. Refer to the following documents:
 - Getting to Grips with Manual Handling (A Short Guide) published by the Health and Safety Executive
 - Simple Guide to the Provision and Use of Work Equipment Regulations 1998 published by the Health and Safety Executive
 - Simple Guide to the Lifting Operations and Lifting Equipment Regulations 1998 published by the Health and Safety Executive
- is committed to reduce the risks associated with manual handling operations in our school, as far as is reasonably practicable, and therefore adopts a **minimal lifting policy**.
- will ensure a general assessment is carried out under Regulation 3(1) of the Management of Health and Safety at Work Regulations 1992 to identify any possible injury from any manual handling operation.
- will ensure where manual handling cannot be avoided that wherever possible the procedure will be mechanised.
- will ensure, where the manual handling operation cannot be avoided, a **suitable and sufficient assessment** of any hazardous manual handling operation is undertaken. Refer to individual **Risk Assessment Plans**.

- is committed to reducing the risk of injury from those manual handling operations that cannot be avoided to the lowest level practicable. Refer to training note below.
- in consultation with other professionals, such as the Lady Zia Outreach Team etc, employees and safety representatives will implement changes relating to the working environment, equipment, uniforms and staffing levels as deemed necessary.
- is committed to adjust/redesign the workplace, so far as reasonably practicable, to enable manual handling operations to be undertaken whilst reducing the risks to the lowest level practicable.
- will ensure all new staff who are expected to carry out manual handling operations undertake training at induction and also ensure existing staff undergo periodic refresher training.
- is committed to requesting and providing funding to enable the purchase of identified equipment, furniture and manual handling aids.
- will ensure, where specific departmental procedures and policies are in place, that they fully support this Policy and any industry-specific guidance.
- advises all staff to take reasonable care of their own and others' safety, of their duty to use any equipment provided and of their duty to comply with departmental policies, procedures and assessments, and also advise their Line Manager/Senior Management of any identified changes.

This policy will be monitored and reviewed on an annual basis.

Policy updated: March 2020

Staff responsible: Darren Bowler

This policy was ratified by the Governing body/Local Authority on

Signed on behalf of the Governing Body/Local Authority: _____(signature)

_____ (printed)