

## Safer Manual Handling Policy

### Introduction

Newfield School is committed to the safer moving and handling of its pupils and loads by its employees. It accepts responsibility for ensuring that safe practice is adhered to in accordance with the Manual Handling Operations Regulations 1992 and supports the following strategies for the prevention of injury.

- The avoidance of hazardous manual handling operations and the risk from moving and handling so far as is reasonably practicable.
- The prompt training of new staff with regular update training for all staff as appropriate. Until this initial training takes place the new employee will be mentored and coached by an experienced member of staff when moving and handling pupils.
- Establishment of a monitoring and auditing system to ensure training is undertaken and is implemented.

Newfield School ensures that there are appropriate resources to develop a minimal handling environment by providing employees with appropriate lifting equipment (A range of hoists supplied by ARJO are available). Hoisting equipment and slings are serviced every six months.

The Manual Handling Operations Regulations 1992 set out a hierarchy of measures which are observed at Newfield School.

- Hazardous manual handling operations are avoided so far as is reasonably practicable.
- Any hazardous manual handling operations that cannot be avoided are assessed.
- The risk of injury is reduced as far as is reasonably practicable.
- Employees are provided with information on the weight and the heaviest side of the load.
- Assessments are reviewed.
- The physical capabilities of employees are taken into account

An ergonomic approach to the removal or reduction of the risk of injury considers the following factors:

- The nature of the task.

- The individual capability.
- The load.
- The working environment

## Training

Training is delivered by trainers who qualified in the 'Handling People with Special Needs Education Train the Trainer five Day Course' delivered by Centaur Training and Development Ltd. This qualification is valid for two years, dependant on staff passing continual assessment on a six monthly basis.

Suitable and sufficient training is a requirement of all staff. Staff will attend the training appropriate for their role.

During their period of induction new staff who have direct contact with pupils both in the classrooms and in care settings will receive a two day Handling People With Special Needs (Education) Course.

This will include receiving information about load management, legislation, spinal awareness, musculo- skeletal injury, the AAPEE system of safer manual handling, base to face safety checkpoints, how to look after your back, identifying where to go for further information or support and risk assessments. They will discuss controversial techniques, move inanimate objects following the learned principles and participate in practical tasks relating to people handling.

Refresher training takes place every two years and is for one day.

## Manual Handling

This training is for all other staff. It is for one day and relates to load management, legislation, spinal awareness, musculo- skeletal injury, the AAPEE system of safer manual handling, base to face safety checkpoints, how to look after your back, identifying where to go for further information or support and risk assessments. They move inanimate objects following the learned principles.

Refresher training takes place every two years and is for one day.

Additional 'ad hoc' on the spot training is available as necessary.

All staff training records are kept in the HR department.

## Responsibilities

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*'Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as it's number one priority. This commitment to robust recruitment, selection and induction procedure is shared by all staff and volunteers of Newfield School.'*

- Writing, monitoring and reviewing the Moving and Handling Individual Pupil Assessments, Risk assessments and Safe Systems of Work is the responsibility of the Moving and Handling Trainers. This will take place annually in line with the pupil's annual review or earlier if changes occur (Appendix 1)
- Employees must follow the Safe System of Work and report any changes which may occur
- Any controversial moving and handling technique will have an individual risk assessment specific to the pupil and the employees carrying out the procedure
- Employees must make full and proper use of the systems provided
- Employees must report any unsafe equipment to the Moving and Handling Trainers
- Organising the prompt repairing of unsafe equipment is reported through the maintenance log. Staff must make the Manual Handling Trainers aware of the report
- Moving and Handling incidents should be reported through the accident and incident reporting process. Managers should investigate moving and handling accidents promptly and take adequate, preventative and corrective action
- Employees should use the Four Principles of Safer Manual Handling when moving and handling people and inanimate loads (Appendix 2)
- Employees should wear appropriate clothing, allowing full range of movement and ensuring comfort and dignity. Emphasis should be placed on appropriate footwear – fully covered toes. Head scarves must be securely fastened
- Employees have a responsibility to ensure they work in a safe manner and do not put themselves and others at risk

### Exceptional Circumstances

Situations that may be defined as exceptional and which may require manual lifting are:

- In the event of evacuation e.g. fire
- Medical or life threatening situations where there is an imminent danger of harm if the pupil is not moved

Where an employee considers a task to be unsafe, they will be entitled to request an assessment. Where the employee still considers the task to be unsafe following a risk assessment, the matter should be immediately referred on to the line manager. Employees should not carry out tasks that could place themselves or others at risk. In certain circumstances it may be necessary for an employee to refuse to carry out a moving and handling procedure. This should immediately be brought to the attention of the line manager.

Situations where employees have a right to refuse to carry out a particular task may be:

- Where the staff member does not feel confident or competent to carry out the task
- Where risk of injury to staff or others is high, even after risks have been reduced to the lowest level reasonably practicable
- Where staff are physically unable to carry out the task for whatever reasons

### Safer People Handling Trainers

Name	Position	Date of Training	Date of Refresher
Christine Dibb	HLTA	March 2016	March 2019
Aimee Gates	HLTA	March 2016	March 2019
Dawn Lyness	HLTA	March 2018	March 2020
Mohammed Hussain	HLTA	March 2018	March 2020
Galina Barnes	Site Supervisor	March 2018	March 2020

### Equality Duty

Newfield School complies with the general and specific duties of the Equality Act (2010). In accordance with the duty we publish information that demonstrates that we have due regard to the need to;

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

These specific duties have been considered in relation to all our policies and procedures in school. Our objectives will be reported on and published as part of the Governance public documents available for inspection under the Freedom of Information Regulations and Data Protection duties and in the school newsletter to parents.

### Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Geoff Fitzpatrick, Head Teacher and Designated Senior Person for Safeguarding and Child Protection