

The Llewellyn School and Nursery

MANUAL HANDLING POLICY

HEAD TEACHER: SARA LLEWELLYN

DATE AGREED: 31st JANUARY 2019

DATE OF NEXT REVIEW: 30th JANUARY 2020

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

The Llewellyn School and Nursery

Manual Handling Policy

Manual handling is one of the major causes of absence through injury in the workplace. The Llewellyn School and Nursery we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

This policy is written with reference to the *Health and Safety at Work Act 1974*, which places a duty on employers “to ensure so far as is reasonably practicable, the health, safety and welfare of its employees”, and to the *Manual Handling Operations Regulations 1992 (as amended)*.

Procedure

In order to limit the risk of injury from manual handling operations, The Llewellyn School and Nursery will,

- Eliminate hazardous manual handling activities, as far as is reasonably practicable
- Assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- The task
- The load
- The individual undertaking the task
- The working environment.

The main manual handling hazard at The Llewellyn School and Nursery is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of an additional member of staff in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

Moving and handling of pupil's

- Staff will move pupil's using appropriate manual handling techniques.
- If the pupil weighs more than what the staff member is capable of lifting, then two members of staff will be needed to move them.
- Paediatric manual handling training will be updates every two years.

Employee's duties

It is the responsibility of all staff at The Llewellyn School and Nursery to:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Headteacher any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (eg pregnancy, back problems).

In summary

Avoid Whenever possible, avoid manual handling situations.

Assess If avoidance is not possible, make a proper assessment of the hazard and risks.

Reduce Reduce the risk of injury by defining and implementing a safe system of work.

Review Review your systems regularly, to monitor the overall effectiveness of the policy

This policy was adopted by: The Llewellyn School and Nursery	Date: 01 st January 2016
Reviewed on: 31 st January 2018	Signed: S J Llewellyn
To be reviewed on: 30 th January 2019	