



ST BERNARD'S PREPARATORY SCHOOL

**MANUAL HANDLING POLICY
(PART OF PREMISES MANAGEMENT
DOCUMENTS)**

ADVENT 2018

St Bernard's Preparatory School

MANUAL HANDLING POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

REQUIREMENTS & CONSIDERATIONS

Under the Health & Safety at Work Act (1974), it is a legal responsibility that employers consult employees on all matters concerning health and safety in the workplace. This document provides a definitive policy and best practice guidelines concerning managing the risks associated with all manual handling and other forms of lifting, under the Manual Handling Operations Regulations (1992). It should be read by all employees.

Employers Duties

- The Employers of St Bernard's Prep School should eliminate and **AVOID** the need for hazardous manual handling, as far as is reasonably practicable within the school.
- The Employers of St Bernard's Prep School should **ASSESS** the risk of injury which may be sustained from any form of hazardous manual handling, which cannot be avoided by employees within the school, whose duties involve any form of manual handling.
- The Employers of St Bernard's Prep School should take all measures to **REDUCE** the risk of injury from hazardous manual handling, as far as is reasonably practicable.

Employees Duties

- Employees of St Bernard's Prep School should **COMPLY** with the appropriate systems of work and guidelines laid down for their own safety and well being.
- Employees of St Bernard's Prep School should correctly **USE** and make proper use of all equipment which has been provided for their safety.
- Employees of St Bernard's Prep School should **CO-OPERATE** with the rules and guidelines laid out by the school's Trustees in the form of health and safety policies, notices and advice.
- Employees of St Bernard's Prep School should **INFORM** the Head Teacher or Bursar if they identify or observe hazardous manual handling activities within the school.
- Employees of St Bernard's Prep School should **TAKE CARE** that the manual handling activities which they perform, do not put themselves, other members of staff, the children or any visitors in the school at risk.
- Employees of St Bernard's Prep School should **AVOID** manual handling where safer alternative methods can be considered. For example, instead of manually lifting or carrying a table or object such as a television, employees should consider if this could be lifted or transported using a trolley or perhaps with the assistance of another staff member.

ASSESSING THE RISK

- It is the responsibility of the Employers of St Bernard's Prep School to make an assessment of the manual handling risks within the school.
- These risk assessments can be visual and observational and do not have to be recorded except in the case of significant findings, where remedial actions should be taken immediately to eliminate the risks identified.
- It is not necessary to conduct a risk assessment for each individual employee. A generic assessment that is common to teachers, support staff or administrative staff is sufficient.

ELIMINATING THE RISK

The following 'best practice' guidelines should be observed by the Employers of St Bernard's Prep School, when asking staff to lift loads and by all staff members when either attempting to lift or conduct any form of manual handling.

- Large vertical body movements should be avoided.
- Carrying objects over long distances should be avoided.
- Strenuous degrees of pushing or pulling should be avoided.
- Objects or loads should not be held away from the trunk of the body.
- Twisting, stooping or movements which involve reaching upwards above body height should be avoided.
- The unpredictable movement of loads should be monitored during transit.
- Repetitive handling procedures are to be avoided as far as is reasonably practicable.
- Sufficient rest or recovery time should be observed after lifting or handling.
- Staff should not attempt to carry or lift loads which are heavy, bulky or difficult to grasp.
- Staff should not attempt to carry or lift loads which are dangerous, e.g. hazardous chemicals, or items which are either too hot or cold in temperature.
- Staff should pay special attention to floor surfaces, e.g. that these are not uneven or where surfaces are too slippery.
- Staff should give consideration to external conditions e.g. strong winds or cars moving in the car park and also to icy conditions.
- Staff should give consideration to adequate lighting conditions, e.g. there is sufficient light to see where you are going and what is being lifted or carried.
- Staff should give consideration to restrictions on movement, e.g. that there is sufficient room to be lifting or manually handling within enclosed areas or spaces.
- Staff should not be asked to or neither attempt to lift where there is an unacceptable capability required, e.g. if loads are too heavy.
- Lifting or manual handling should not be conducted by those with existing health problems such as back conditions, or those staff with special conditions such as pregnancy.
- Wear suitable shoes with non slip soles when attempting to lift.

TRAINING

Employees that have regular manual handling as part of their role should be given appropriate training in manual handling and lifting. Others should be given a copy of this policy for retention. Training should cover the following areas:-

- How to recognise manual handling practices which may be harmful.
- Developing appropriate systems of work to avoid heavy lifting and manual handling where possible.
- The use of mechanical aids to assist with lifting or manual handling e.g. trolleys.
- Instruction on good handling techniques.

GOOD HANDLING TECHNIQUES

There is no such thing as a completely 'safe' manual handling operation, as there are many factors and variables which can affect a lifting procedure. It is a matter of judgement in each particular case. The following guidelines should be observed when attempting a lifting procedure:-

- **Stop & Think**
Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Ask for help if you need assistance with the load, and remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.
- **Position The Feet**
When lifting, place your feet apart, giving a balanced and stable base (tight skirts and unsuitable footwear make this difficult). Place your leading leg as far forward as is possible, pointing in the direction that you intend to go.
- **Adopt A Good Posture**
When lifting from a low level, bend the knees. Do not kneel or over flex the knees. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.
- **Get A Firm Grip**
Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference, but this must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.
- **Keep Close To The Load**
Keep the load as close to the trunk of the body for as long as possible. Keep the heaviest side of the load next to the body trunk. If a close approach is not possible, then slide the load towards you before attempting to lift.
- **Do Not Jerk**
Lift the load smoothly, raising the chin as the lift begins, keeping control of the load.
- **Move The Feet**
Do not twist the load when turning to either side, but move your feet.
- **Put Down, Then Adjust**
If a precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Legal status:

Health & Safety at Work Act (1974), Manual Handling Operations Regulations (1992)

Applies to:

All staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related Policies:

Part of the Premises Management Documents, Health, Safety and Welfare

Availability:

A copy of this policy may be obtained from the school office or the Bursar on request.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.

The Trustees will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by:

Headmaster_____

Date_____

Chair of Governors_____

Date_____