



Lakeside  
School  
Learning for life

## **MOVING AND HANDING POLICY**

**Adopted by Lakeside School  
December 2024**

## **Policy Statement**

Lakeside School recognises its responsibility and aims to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

Manual handling is covered specifically by the following legislation:

- (a) The Health and Safety at Work, etc. Act 1974**
- (b) The Management of Health and Safety at Work Regulations 2006**
- (c) The Manual Handling Operations Regulations 1992**
- (d) The Lifting Operations and Lifting Equipment Regulations 1998.**
- (e) The Provision and Use of Work Equipment Regulation 1998.**

## **Aims**

Lakeside School understands manual handling as the transporting or supporting of loads by hand or by bodily force either with or without mechanical help. This includes activities such as lifting, carrying, shoving, pushing, pulling, nudging and sliding heavy objects. It especially covers the lifting or moving of pupils.

As all of these manual handling activities obviously carry the risk of injury if they are not performed carefully, Lakeside School will take the following steps to ensure that its statutory duties to protect staff and pupils are met at all times.

1. Each employee is given information, instruction and training as is necessary to enable safe manual handling.
2. Processes and systems of work involving manual handling are assessed and properly supervised at all times.
3. Processes and systems of work are designed to take account of manual handling.
4. Ceiling hoists, mobile hoists and appropriate slings/equipment are available to keep manual handling to a minimum

## **Risk assessments**

- A moving and handling risk assessment is undertaken by the Moving & Handling Qualified Leads, Mary-Anne Giddings and Sarah Reid, for any pupil requiring significant help to move e.g. a pupil in a wheelchair, a pupil using a rotator. The risk assessment is carried out in consultation with the occupational therapist and physiotherapist.
- A moving and handling plan is written and available to all members of staff with responsibility for moving and handling the person. Staff are expected to read, sign to say they have read, and follow the care plan at all times.
- Two people fully trained in safe handling techniques and the equipment to be used

should always be involved in the provision of care when the need is identified from the manual handling risk assessment.

## **Health & Safety at Work Act 1974**

### **Duties of the Employer:**

- Provide and maintain plant and systems of work which are safe and without risk to health.
- Provide arrangements to ensure safety and health in transport, storage and handling of articles and substances
- Provide information, instruction supervision and training to protect employees
- Maintain workplace in safe and healthy condition. Provide and maintain safe access and egress.
- Provide safe and healthy work environment and adequate welfare facilities.

It is also the policy of this organisation that, under section 7 of the **Health and Safety at Work Act 1974**, it is the **responsibility of every employee** at work to;

- Take reasonable care of their own health and safety and those of any other person who may be affected by their acts or omissions at work
- Take reasonable care for their own safety, and that of others when carrying out moving and handling and attend training as required by their employer
- Read/review the risk assessment and moving and handling plan every time they attend to an individual and after every risk assessment review. All individuals must sign to say they have seen the risk assessment and agree to it
- Use moving and handling equipment and techniques in accordance with training and written instructions received from nominated professional and manufacturer's instructions
- Observe the principles of manual handling and use the equipment provided in accordance with instructions
- Wear appropriate clothing and footwear that do not constrain movement/posture when moving and handling and should use the personal protective equipment provided by the organisation
- Comply with the infection control policy and procedures relevant to the organisation
- Report to their manager/supervisor if they are not sure of any moving and handling

procedure, consider any task too difficult or if it is likely to pose a risk of injury

- Alert managers to the need for review of the risk assessment, equipment or further training
- Report all incidents or near misses arising from moving and handling in line with the organisation's incident/accident reporting procedure

The successful implementation of this policy requires total commitment from all employees.

### **The Management of Health & Safety at Work Regulations 2006**

Sets out and explains the circumstances in which risk assessments should be undertaken in the workplace, the risk assessment process and when the Employer should undertake specific risk assessments for employees under 18 at work as well as new or expectant mothers (employees that are pregnant, who have given birth in the previous 6 months or who are breastfeeding).

**The basic legal duties on the employer are to adequately assess and reduce risks to the health and safety of employees and persons not in their employment.**

#### **Employer Duties:**

- Risk assessment
- Risk reduction
- Risk monitoring
- Information and training
- Health surveillance
- Employee consultation

#### **Employee Duties:**

- Report shortcomings in health and safety procedures or practice
- Appropriately use supplied equipment

The **Manual Handling Operations Regulations 1992** set out an obligation upon employers and employees to make full use of systems of work laid down for their safety in manual handling operations. This is in addition to their obligations under other health and safety legislation including making proper use of equipment provided for their safety.

The **Manual Handling Operations Regulations 1992** were the end result of a European directive, issued in 1990, and are firmly based on a "minimal handling" approach to manual handling. Under the Regulations, employers are required to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured and where such activities cannot be immediately eliminated a "suitable and sufficient assessment" of all such operations is mandatory. Having carried out this assessment, employers must take appropriate steps to reduce the risk of injury to the lowest level

reasonably practicable.

The main principles are:

- Avoid handling wherever possible
- Assess the risk for those tasks which cannot be avoided
- Reduce risk so far as is reasonably practicable
- Monitor and review
- Provide information on the weight of the load and its center of gravity where it is not central.

### **The Lifting Operations and Lifting Equipment Regulations 1998:**

Explains what lifting equipment is and when it is used for work. Lifting equipment primary function for lifting and lowering loads in the workplace, and criteria by which lifting equipment be inspected.

#### **Employers Responsibilities:**

- Ensure that the equipment is safe for use: Employers must ensure that the equipment is strong, stable and suitable for the application and load, the suitability of which should also be assessed. Loads should be installed and positioned correctly to prevent injury, while equipment should also be marked with the correct instructions and essential information for safe use.
- Secure competent supervision and inspection: The operations being carried out should be planned, supervised and carried out safely by competent individuals, who have appropriate knowledge and experience. The same is also true of inspecting and maintaining the equipment, which should also be carried out by individuals with the right level of knowledge and impartiality.
- Equipment should be inspected before being used for the first time, and should also be inspected six-monthly when it is used to lift people, and at least annually for all other equipment. These measures should also be recorded accurately, with a written report detailing the inspection and testing process, as well as planning any follow-up actions where they need to be taken.

### **The Provision and Use of Work Equipment Regulation 1998**

Details and sets out criteria that work equipment should only be used for its intended purpose.

- Employer shall ensure employees using said equipment have adequate written instruction and health and safety information pertaining to the use of work equipment prior to using it.
- Employer shall ensure employees who use work equipment receive adequate training, any risks which such use may entail and precautions to prevent injury are

taken.

- Employer shall ensure equipment is maintained in good repair, regularly inspected and inspection records logged.

### **Training**

- New staff, as part of their induction training, are required to read the policies on Health and Safety and Manual Handling
- All teachers, teaching assistants and care assistants are required to complete a basic/refresher course in people moving and/or manual handling.
- Training on the use of hoists is carried out by The Moving & Handling Trainer. New staff are supervised when using hoists until they are confident and competent in their use. Competence is assessed by M&H trainer prior to use and recorded via the Training Log.
- M&H Trainer to carry out risk assessments in consultation with class teacher. M&H trainer must have Key Trainer's Certificate in People Handling and Risk Assessment as minimum standard.

### **Staff injured at work**

#### **RIDDOR 2013 (Reporting of injuries, Diseases and Dangerous Occurrences Regulations)**

Reporting accidents, incidents and ill health at work is a legal requirement for employers. This information enables the H&SE to investigate serious accidents such as death and/or specified injury and/or any injury in the workplace leading to hospital treatment.

- Employers are required by law to report work related incidents resulting in person being away from work over 7 days. The reporting deadline is 15 days from the date of the accident.
- Employers are still required to record in workplace accident book all injuries that result in employees which are injured in the workplace and away for more than 3 days.

### **Lifting equipment**

Manual handling equipment provided e.g. hoists and pneumatic beds are regularly inspected and maintained. Records of all such equipment and their maintenance schedules are kept in the main office.