



CARBEILE JUNIOR SCHOOL

MANUAL HANDLING POLICY



TJC – February 2024

1. Rationale

At Carbeile Junior School there are supplies, equipment and pupils that may need manual handling (lifting and moving). Staff involved in manual handling will be advised and trained in order to maintain their own health, safety and well-being and that of individuals affected by those activities.

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range on manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load might be either inanimate – such as a box or trolley or animate – a person or animal.

2. Aims

- To have regard to the Health & Safety at Work Act 1974, Manual Operations Regulations 1992 and Management of Health & Safety at Work Regulations 1999.
- To ensure and maintain the safe working practice of all staff
- To provide safe, secure manual handling for all pupils
- To provide training for all staff commensurate with their need to manually handle supplies, equipment and pupils.

3. Guidelines

- Unnecessary handling tasks should be avoided whenever possible
- Risk assessments and individual pupil assessments should be kept up to date and any special requirements should be documented
- Equipment should be used in accordance with the training and instructions provided
- All staff should complete online manual handling training on the SafeSmart website.
- Staff have a responsibility to take reasonable precautions for their own safety and that of colleagues and pupils
- Staff who chose not to follow the advice and training given, do so at their own personal risk
- Accidents to staff and pupils MUST be reported and recorded on the appropriate forms
- An injured pupil or member of staff MUST see the designated first aider
- Any damaged/inoperable equipment MUST be reported to a Caretaker or Reception immediately
- Staff who have been trained and given advice regarding manual handling, and who subsequently disregard it, are liable to disciplinary action

- Great care should be taken when handling children, some children move awkwardly and unexpectedly
- Handling of pupils should be undertaken with tact, sensitivity, in an unhurried manner and appropriate to individual needs.
- The privacy and dignity of pupils should be maintained at all times
- The method of handling used during intimate care should be delivered in accordance with the Intimate Care Policy and any documented needs specific to individual pupils.
- The method of handling should be explained to pupils in a manner appropriate to their age and level of understanding.

4. Related Documents

Health & Safety Policy
HSE – ‘Getting to Grips with Manual Handling’
Staff Code of Conduct
Intimate Care Policy

5. Policy Review

This document is not specific to any individual task, piece of equipment or pupil and should be utilised in conjunction with training, equipment instructions and pupil’s individual needs. For that reason unless earlier revision is required, this policy will be reviewed every five years. Electronic copies of the document will be retained by the Clerk and Senior Administration Officer. A hard copy will be stored in the policy file.

Date of next review: February 2026

Signed Head Teacher: Mr P Hamlyn

Signed Health & Safety Officer: Mrs T Cullerton

Date: 05.02.2024