



*Motivate, Develop, Inspire*

## **The Federation of Cherry Oak School, Victoria College and Victoria School**

### **Manual Handling Policy for Victoria College**

#### **1. Relevant Legislation**

- i. Health and Safety at Work Act 1974 with any relevant amendments
- ii. Manual Handling Operations Regulations MHOR 1992 as amended by the Health and Safety (Miscellaneous Amendments) regulations 2002
- iii. Lifting Operations and Lifting Equipment Regulations LOLER 1998
- iv. Health and Safety Legislation takes precedence over any other legislation/procedures that the college operates within.
- v. Health and Safety (Offences) Act 2015
- vi. The reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- vii. The Provision and Use of work Equipment Regulations 1998

#### **2. Introduction**

- i. College management is committed to promoting best and safest practice in all manual handling operations. The Manual Handling Policy and associated risk

assessments is the main management procedure to achieve this and must be complied with at all times.

- ii. The aim of the policy is to protect staff, students, visitors and volunteers and promote best practice. The policy aims to reduce the risks to students and staff as far as is reasonably practical.

### **3. Definitions**

- i. The terms “Manual Handling” or moving, and handling” includes any transporting or supporting of a load or person. This includes pulling, pushing, lifting, lowering, carrying or moving by hand or bodily force
- ii. The term “Minimal Handling” refers to the moving of objects and people only when necessary and by making full use of techniques advised during training and appropriate handling equipment
- iii. The term “Senior Manager” refers to Leadership Team.
- iv. The term “Key Trainer” refers to staff who have achieved appropriate external accreditation to support the manual handling training programme

### **4. Key Principles**

- i. Managers and employees are responsible for complying with the requirements of the Legislation and the procedures identified in the Manual Handling Policy.
- ii. In the event of an emergency situation that may lead to death or significant harm e.g. fire, disaster, drowning, medical emergency Staff need to take action which may mean not following the prescribed system of work to move a young person.
- iii. The policy seeks to reduce the need for employees to perform hazardous moving and handling activities so far as it is reasonably practical. A system of Risk Assessment, taking into consideration Legislation and backed by supportive training will be key to the success of this Policy. The Risk Assessment Process will take into account:-
  - a) The nature of the task
  - b) The nature of the load

- c) The capability of the person carrying out the task
- d) The needs of the student
- e) The working environment in which the task takes place

This will then be used to remove or reduce the risk of injury to the lowest level reasonably practicable.

- iv. Other people coming into college, including those not directly employed will be made aware of the potential risks associated with moving and handling tasks.
- v. All young people who can safely do so, should be encouraged to move themselves wherever possible in order to promote their independence. Where support is required it should be the minimum needed to safely complete the task/activity.
- vi. The Risk assessment will identify the appropriate “system of work”. This must be followed by all staff.
- vii. The Manual Handling Policy will be reviewed annually unless circumstances dictate otherwise.
- viii. The Key Trainers team will coach, mentor, support and encourage colleagues to adopt a best practice approach at all times
- ix. Manual Handling training forms an integral role in the induction process for new staff

## **5. Responsibilities**

- i. Senior Managers
  - a. Senior Managers must be aware of and understand the Manual Handling Policy.
  - b. Senior Managers must attend manual handling and risk assessment training and updates
  - c. Senior Managers must, in accordance with the Legislation, ensure that Employees are not exposed to any foreseeable risk of injury from moving and handling, so far as is reasonably practicable.

- d. Senior Managers must ensure that there are clearly identified systems and procedures in place to assess and record the risks associated with moving and handling. Such risk assessments should involve the staff delegated to perform the manual handling task.
- e. Senior Managers must investigate and record accidents involving manual handling, in accordance with the Colleges Health and Safety Policy
- f. Senior Managers must keep a record of the incidence of injuries, near misses and sick leave related to manual handling. Risk assessments should be reviewed following any reported incident.
- g. Senior Managers must ensure appropriate equipment identified in the manual handling risk assessment is made available and training in its use is provided. Funding for this will be provided within the college budget or from the Health Authority.
- h. Senior Managers must ensure appropriate systems and procedures are in place to maintain manual handling equipment in line with manufacturer's instruction and legislation.

## **ii. Employees**

- a) Employees must make full and proper use of any system of work identified by Senior Managers. They must follow the manual handling risk assessment directives within the manual handling policy and procedures.
- b) No employee shall undertake a manual handling task without making an informal/dynamic assessment of the risks involved to themselves or others who may be affected by their actions
- c) Employees must assist and support students within the responsibilities of their job, guided by the risk assessment and system of work prescribed.

- d) Employees must participate constructively in the risk assessment process.
- e) Employees should feel comfortable before performing any manual handling task. Where they have concerns they must report these to their manager.
- f) Employees must recognise that lifting young people from the floor is a high risk activity, except in an emergency equipment must always be used for this task. Young people of small build and weight are excluded from this – the risk assessment and capabilities of the handler must always be considered.
- g) Employees must use equipment for the purpose it was designed and following instruction/training they have received. A visual check must be made to ensure the equipment is safe each time it is used. Employees must be responsible for ongoing charging of hoist batteries in the charging stations situated around college. Employees must report Hoist equipment issues and charger failures to any member of the Manual Handling Team, Building Site Supervisor or Report the issue/failure to the Head of College or Manual handling champion.
  - h) No employee should manually handle a young person/load beyond their physical limitations.
  - i) Employees must inform their Managers of any health concerns that may affect their ability to perform manual handling tasks
  - j) Employees must report manual handling accidents and incidents to their Manager and the Manual Handling Team immediately
  - k) Employees must wear clothing and footwear, in line with the College Dress Code – see Code of Conduct, that does not restrict their movement or posture, and protects their feet.
  - l) Employees must not wear Jewelry, beyond a wedding ring and small earrings when moving or handling students
  - m) Employees must participate in Manual Handling training when requested to do so by their Managers.
  - n) Employees must take heed and notice of advice and support offered by the school's key trainers.

### iii. Key Trainers

- a. To promote best practice in manual handling techniques and procedures (see notes)
- b. To support management by encouraging other employees to follow the procedures outlined in the Manual Handling policy
- c. To lead sessions providing advice and training on manual handling and risk assessment
- d. To work alongside colleagues in a coaching mentoring role supporting manual handling procedures and practice
- e. To work in collaboration with Senior Managers to review policies and practice relating to manual handling and risk assessment
- f. To maintain Key Trainers qualification by attending refresher courses

### iv: Current Register of Specific Responsibilities

- a) Staff Supervision **Senior Managers, Manual Handling Team**
- b) Purchase of appropriate equipment **Head of College**
- c) Induction **Manual Handling Team**
- d) Staff Training **Manual Handling Team**
- e) Risk Assessment Writing Class teams with support from **Manual Handling Team**
- f) Monitoring Risk Assessments **Manual Handling Team**
- g) Care and maintenance of equipment, including withdrawing unsafe equipment  
**Manual Handling Team Building Services Manager and Head of College**
- h) Management of LOLER hoist and sling testing **Head of College and Building Services Supervisor**

### Notes


- Risk assessments take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of young people involved, the

degree to which they may either assist in a lift or actively resist lifting and the individual capabilities of the members of staff and frequency of lifting operation.

- Appropriate mechanical equipment such as hoists should be considered in the initial lift and not as a secondary precaution.
- Hoisting - A minimum of 2 members of staff should be present when hoisting students. Hoists to be used without brakes on. Hoists to be stored without brakes on.
- Victoria College adopts the following Best Practice guidelines in the Safe movement of Student Specialist Equipment:
  - a) No postural systems (class work chairs, standing frames, side liers, Acheeva Beds, Bambach chairs, Burrillos) to be pushed around outside the college building.
  - b) Maneuver Adult enabled students' wheelchairs backwards down kerbs.
  - c) Put brakes on wheelchairs and postural equipment when placing or assisting students into and out of postural equipment and wheelchairs.
  - d) If present, always raise side safety rails when performing personal hygiene procedures on changing beds.
  - e) Staff to closely supervise students on walking frames when outside the buildings.
- Training in moving and handling techniques and in using mechanical aids is provided to all teachers and support staff involved in moving and handling; and competence in these tasks is proven prior to being used. All volunteers and placements have an introduction to manual handling procedures, however they are not allowed to lead a move, until full training has been received.
- Key Trainers (ie. those who have successfully completed the competence requirements outlined in Training section below) are qualified and accredited by Edge Services. They receive specific training to train support workers on moving and handling children and young people in an educational environment (i.e. Victoria College).
- Training for ALL education staff involved in moving and handling is provided for all equipment used in the college. Bus drivers, guides and the physiotherapy and nursing teams are exempt and follow their own training procedures. The college training programme is reviewed and refresher training undertaken on an annual basis (or sooner if necessary).
- Equipment Legislation Requirements - All hoists, changing beds and Acheeva Beds will be LOLER tested once a year April/May, and serviced/weight tested once a year October/November, and all students' slings, both college supplied and students' own,

will be tested for safety and fitness for use every six months – May and November  
Parents will be informed and requested to send any slings their young person uses into college for testing.

**Emergency Situations** The regulation of manual handling tasks does not apply in genuine emergency situations – i.e. assistance should be offered if someone is in imminent danger of drowning or in danger from a collapsing building. However many untimely situations – such as a student with epilepsy having a seizure or standard fire evacuation is **not** considered an emergency because it is foreseeable and safe systems of work can therefore be planned.

Date accepted by Trustees: 28.09.2023	
Signed:	
Chair of Trustees John Rodway	
Date for Review: September 2024	