

Manual Handling Policy

All staff must comply with any advice, procedures or systems introduced in order to reduce or eliminate risks identified as part of the assessment to avoid putting themselves at risk.

All staff should feel free to ask any of the Manual Handling trainers for help, advice or assistance.

Staff are required to approach any Manual Handling activity through assessment, planning, utilising aids, getting help where necessary and reporting any difficulties to the Schools Health and Safety Officer.

All staff should be aware of using the proper Manual Handling procedures when taking children out on the bus and when assisting them on and off County transport.

When going out on School trips, enquiries should be made as to the suitability of wheelchair access /steps, to avoid any risk to children or staff.

All children requiring assistance to move i.e. toileting, using equipment, or getting up from the floor MUST have a 2 person lift AT ALL TIMES.

When Manual Handling aids are provided, staff must use those aids in accordance with the instructions and training given and also the child's personal Manual Handling assessment.

All staff are required to undergo the form of Manual Handling Training appropriate to the children they will be working with.

In order to reduce the risk of back problems in particular, staff are encouraged to maintain a reasonable standard of fitness and to report to the Head Teacher any personal conditions which might be affected by Manual Handling activities.

Clothing which restricts the range of movement and high heeled shoes should be avoided for Manual Handling activities.

All staff shall report injuries & incidents, which arise as a result of Manual Handling IMMEDIATELY to the Head Teacher. Staff will ensure that an entry is made in the workplace accident book (B1510) immediately after the incident & that part "A" of the employers accident form is completed and handed back to the Head Teacher.

The Head Teacher and the Schools Health and Safety Officer will ensure that all staff have sufficient skill and knowledge to minimise injury and stress exposure, providing basic training in Manual Handling techniques and refresher training as necessary. The Head Teacher will give special consideration to the training needs of newly appointed staff.

Anyone, who is not employed by Medina House School, should not, under any circumstances assist with a Manual Handle.

All staff/visitors should comply with the Health and Safety and the Law poster displayed in the foyer.

Reviewed April '08

