



## Moving and Handling Policy

**Policy approved and adopted:** February 2019

**Review date:** February 2022

### **Policy statement**

Cove Junior School is committed to reducing the risk to employees who carry out any moving and handling activities in the course of their work. The management does not expect or require individuals to undertake any moving and handling task that will lead to injury or ill health.

Any potentially hazardous moving and handling tasks will be assessed to determine any potential risk of injury and be designed to eliminate or reduce the risk, so far as is reasonably practicable. Wherever reasonably practicable, hazardous handling will be by mechanical means. Where such means cannot be employed, then alternative safe systems of work will be identified.

### **Policy standards - general**

To comply with this policy the following standards shall be met for all types of moving and handling activities.

The headteacher shall ensure that:

- Sufficient numbers of suitable individuals are trained and competent to undertake moving and handling risk assessments
- Hazardous moving and handling operations in the school are identified.
- The need for any hazardous moving and handling operations is avoided so far as is reasonably practicable.
- Risk of injury from all unavoidable hazardous moving and handling operations is assessed and action is taken to reduce that risk.

## Risk Assessments

Assessments are reviewed:

- On a regular basis, (normally annually or as stipulated by the risk assessor)
- In response to change of working practice
- Following an injury or potential serious incident
- Or whenever it is felt that the assessment no longer adequately reflects the work hazards or the risks from them.

Risk assessments will cover an assessment of the potential risks of injury or ill health caused by moving and handling taking into account the four factors involved:

- **The task** – the nature of the work.
- **The load** – what is being moved or handled.
- **The environment** – the conditions in the place where the moving and handling will take place.
- **Individual capability** – the physical capabilities of the individual/s undertaking the task. This includes any known issues that may affect an individual including age, health problems, being pregnant or having recently given birth, or the need to wear protective clothing.

The site manager may undertake hazardous moving and handling operations in the course of his work. He will be trained in correct moving and handling techniques and in the use of any equipment provided to reduce the risks, before starting such work.

Equipment provided for moving and handling is maintained in accordance with manufacturer's instructions and where necessary subjected to regular inspections and tests as required for lifting equipment.

Staff are informed and provided with relevant information to enable them to undertake hazardous moving and handling operations safely. All staff complete e-learning annually.

## Glossary

- **Moving and handling** also called **manual handling** - any transporting or supporting of a load (*including lifting, putting down, pushing, pulling, carrying or moving*) by hand or by bodily force.
- **Hazardous moving and handling tasks** – Work activities where there is the potential for individuals to be injured or for their health to be affected.
- **Mechanical means** - undertaking the moving and handling activity using suitable equipment
- **Load** – the object that is to be moved or handled, and could include a child.

- **Equipment** – Where equipment is to be used to help minimise risks, it will need to be appropriate to the task and as necessary maintained. Where equipment is powered and or has load bearing parts it will be subject to regular inspection or thorough examination. Staff will receive suitable training to use equipment if required to do so.

### **Emergency situations**

If staff find that they are in a situation where there is an immediate risk e.g. in the event of a fire, vehicle accident, a violent incident etc., staff should observe the principles of this policy and use the training they have received, but recognise that this policy does not cover emergency situations and they should do their best to save life and protect from injury both themselves and others without having to follow all the requirements of this policy.



**Person safely lifting a load from the floor**