

London Borough of Enfield

Manual Handling (Inanimate Objects)

Arrangements and Guidance for Schools

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Document Title:	Manual Handling		
Version Number:	1	Date of Next Review:	May 2024

This plan will be amended according to legislation / changes to better practice and will be updated as and when required.

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1. Introduction

The purpose of this policy is to protect staff, so far as is reasonably practicable, from any health risks or risks of injury arising from the manual handling of loads, by complying with the relevant health and safety legislation. Managers in Schools should recognise their duty of care for the health, safety and welfare of their staff.

The Health & Safety at Work Act 1974 states that employers have a general duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees, and others who may be affected by their undertakings.

The Management of Health and Safety at Work Regulations 1999 outline the duty of employers and managers to assess the risks to the health and safety of their staff.

The Manual Handling Operations Regulations 1992 (as amended) are aimed at preventing injury, not only to the back, but also to any part of the body as a result of manual handling operations.

2. Arrangements

Under its policy, the School aims to protect the health and safety of all its employees and others who may be affected by its undertakings. The School will comply with the Manual Handling Operations Regulations 1992 (as amended), which places a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads.

The School will fulfil its obligations by:

- avoiding the need for hazardous manual handling operations,
- assessing the risk of injury from any hazardous manual handling that can't be avoided and eliminate or reduce these risks to a tolerable or acceptable level;
- introducing appropriate measures to reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable;
- providing equipment to enable manual handling activities to be undertaken safely
- providing suitable and sufficient supervision, instruction, training and information to all employees involved in manual handling operations.

2.1 Who it applies to

These arrangements apply to all employees within the School, in particular those who are, or may be involved in any moving and handling tasks and activities.

Where the School is responsible for organising activities which involve significant manual handling tasks carried out by non-employees appropriate risk assessments and procedures to minimise the risk of injury will be produced using the information in these arrangements.

3. Definition of Manual Handling

Manual handling operations are defined as “the transporting or supporting of any load, either by hand or bodily force”. This includes the lifting, lowering, pushing, pulling, carrying, or supporting of a load.

4. Responsibilities

4.1 Headteacher/Managers Responsibilities

Headteachers/Managers should:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Ensure suitable and sufficient assessments are undertaken of any hazardous manual handling operation that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable by introducing appropriate control measures, safe systems of work or safety guidelines
- Provide mechanical assistance, for example a trolley, where possible.
- Change the task, load and/or working environment, where mechanical assistance is not possible,
- Ensure employees are aware of the risks associated with manual handling, and the need to use mechanical assistance, where provided.
- Ensure that employees are provided with appropriate instruction, information, supervision and training with particular emphasis on young persons and new and expectant mothers.
- Ensuring that all equipment, including personal protective equipment, is adequately inspected, maintained and where applicable, subject to thorough examination and testing at appropriate intervals.
- Ensure where failure or deterioration of control measures could result in a serious health or safety threat, monitoring is carried out and records kept.

4.2 Employees Responsibilities

Employees should:

- Co-operate with their employer on matters of health and safety.
- Follow safe systems of work and health and safety guidelines that have been put in place.
- Make proper use of equipment provided for manual handling
- Report any hazardous manual handling activities, deficiencies in the safe working procedures or safe system of work, or in mechanical aids provided for manual handling.
- Take reasonable care of themselves and that of others who may be affected by their activities
- Wear appropriate clothing and footwear that do not constrain movement/posture when manual handling and use the personal protective equipment provided.
- Attend or complete manual handling training as identified through the risk assessment.

- Work in accordance with training and information received.
- Report any health or other conditions that may affect their ability to lift or move loads; this is particularly important where an employee is a new or expectant mother.
- Report any accidents, incidents and near misses arising from undertaking manual handling operations.

5. What to do - Guidance

We have provided model risk assessments that can be used to form your own risk assessments – please bear in mind these should be amended/adapted to suit your own circumstances: -

- Appendix 1 – a model general risk assessment that includes manual handling. This can be used for where manual handling is of low risk items and only forms a small part of the workload. Manual handling is described amongst other hazards.
- Appendix 2 – a model risk assessment that seeks to deal with manual handling in more detail where it forms a larger part of the work.
- Appendix 2a – a model risk assessment that deals in detail with Site Manager work.
- Appendix 3 Manual Handling Guidelines
- Appendix 4 - Examples of Risk Reduction and Control Measures

5.1 Manual Handling

Under the Manual Handling Operations Regulations 1992, Headteachers/Managers are required to review all tasks carried out in their areas and categorize whether they can:

- Avoid hazardous manual handling so far as is reasonably practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided, and,
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

A suitable and sufficient risk assessment must be carried out when hazardous manual handling is unavoidable.

5.2 Risk assessing and reducing the risk of injury

5.2.1 Assessing the Risk

To be suitable and sufficient, risk assessments must encompass all relevant factors including the:

Tasks - what the manual handling operation involves

Individual -the person's individual capability to carry out the task

Load - the object weight, size, stability etc.

Environment - weather conditions, slip, trip falling hazards etc.

5.2.2 Consultation

In carrying out assessments, you should consult with your employees that carry out the task. This uses practical experience of how this type of work is being done. This will help particularly when assessing work which:

- is very varied (such as construction or maintenance);
- takes place at more than one location (such as making deliveries);
- involves dealing with emergencies (such as fire-fighting, rescue and medical emergencies).

5.2.3 Low Risk Manual Handling

A lot of manual handling activities can be considered low risk and can be covered in the general risk assessment process, in which case this would be suitable and sufficient. In essence, it may be sufficient to mention manual handling in a more general risk assessment. We have provided an example of an employee lifting files or small loads, carrying some books or stacking shelves etc. and this forms only part of the risk assessment - see example general risk assessment in [Appendix 1](#).

It may not be necessary to assess the risk in detail, particularly if the operations can easily be avoided or the appropriate steps to reduce any risk of injury to the lowest level reasonably practicable are obvious.

If the general risk assessment process indicates a likelihood of injury from manual handling operations despite the controls in the general risk assessment, a more detailed specific manual handling risk assessment must be made.

There is a more specific **Manual Handling Risk Assessment** at [Appendix 2](#). This covers manual handling in more detail where required.

There is a specific risk assessment for Site Staff at [Appendix 2a](#) (“**Manual Handling Risk Assessment (Site Staff)**”). This deals with the work activities relating to the more usual expectations of manual handling in schools other than other staff.

The first consideration should be whether the manual handling operation can be avoided either by:

- eliminating the hazardous manual handling by not moving loads, or;
- automation or mechanization of manual part of handling.

The Health and Safety Executive (HSE) has published guidelines for lifting and lowering, pushing and pulling, handling when seated [Appendix 3](#). These indicate the weights in various positions that most people can handle without undue risk. There is no such thing as a completely ‘safe’ manual handling operation. But working within the guidelines will reduce the risk. For operations, which cannot be performed within these guidelines or where there is doubt, regarding safety of the employees, a detailed assessment should be undertaken.

5.2.4 Complex and/or Frequent Tasks – Manual Handling

For more **complex** manual handling tasks that involve the most common risk factors for example, lifting and lowering, carrying and handling, you may find the Health and Safety Executives “[Manual Handling Assessment chart](#)” (MAC) useful to help identify high risk operations and assist the completion of risk assessments. However, the MAC is not appropriate for all manual handling operations, for example those that involve pushing and pulling, people handling, new and expectant mothers and young worker nor for assessing risks from workplace upper limb disorder etc.

The [manual handling risk assessment checklist](#) should be used to consider all the risk factors associated with carrying out the task and the control measures that should be implemented in order to lower the risk.

If the manual handling task and risk assessment is proving complex and difficult to complete, please contact Schools Health & Safety Team so that a safety advisor can assist you with the process.

5.3 Reducing the Risk

The assessment should identify an appropriate range of measures for reducing the risk of injury. Once the significant hazards have been identified, control measures should be implemented to reduce the risk of injury to as low as reasonably practicable (ALARP).

To help risk Headteachers identify how best to reduce risk, a list of suggested risk reduction measures and controls are given [Appendix 4](#). This list is not exhaustive and can be added to.

5.4 Record and Review

Upon completion, records of the manual handling assessments should be retained locally. It is the responsibility of the manager to ensure that remedial actions are taken and the risk is reduced to its lowest practicable level.

Manual handling assessment must be reviewed at least annually, or sooner, if there is reason to suspect that it is no longer valid e.g. the working conditions, the personnel carrying out the operation, the manual handling operation itself has changed, or following a near-miss incident or personal injury. If the review indicates a need for any changes these must be made.

Tasks requiring a safe system of work (SSOW) should have a documented procedure. This should be kept in an accessible place within the department and reviewed along with the risk assessments.

5.5 Training

Training is a key requirement of the regulations to ensure that employees have sufficient information on the potential risks of manual handling and how to eliminate or reduce them.

For low risk tasks, for example, in an office, tasks that involve light manual handling duties, a Computer based training (CBT) module would be suitable and sufficient. This should be refreshed at least every 3 years.

For higher risk activities, for example carrying heavier loads (e.g., more than 10kgs) or repeated loading bags of salt for water softener, waste handling etc., specific task related face to face training should be arranged and provided.

Further advice and support on training issues can be obtained from the Schools Health and Safety Team.

6. Accident Reporting

All manual handling accidents must be reported in line with the School's accident and incident reporting procedure. All accidents/incidents must be reported under the relevant category on the Schools accident reporting system: CLASSI.

The outcome of the investigation and any controls that are to be subsequently introduced must be included on the accident report.

Quite often manual handling injuries to staff result in staff taking more than 7 days sick leave – where this occurs this should be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and the Schools Health and Safety Team would report this on the Schools behalf.

7. Occupational Health

Prospective employees receive pre-employment assessment questionnaire by the school's Occupational Health Service to ensure that the job is suitable for the individual.

Where there is a change in employee's health status for example, pregnancy, disability, or the development of an illness, or return to work following musculoskeletal injury, the manager should carry out **Employee Specific Needs Assessment** and if required, refer employee to the Occupational Health Service via the online manager's OH portal to seek advice.

Appendix 1 - General Office/Classroom Risk Assessment

GENERAL OFFICE/CLASSROOM RISK ASSESSMENT			
School:			
Manager:		Persons undertaking the assessment:	
Work Activity being assessed:	Office/classroom-based activities	Risk Assessment Number:	
Date of assessment:	02 January 2021	Date of next review:	

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>Scope of Operation (description of tasks being undertaken):</p> <p>This is an example office-based/classroom risk assessment covering general workplace hazards and risks.</p>	
<p>LOCATION:</p> <p>Office/classroom</p>	
<p>WHEN DOES THE ACTIVITY TAKE PLACE (<i>early hours, during normal hours, after 6pm or at weekends</i>)</p> <p>During the weekdays and office hours</p>	

What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	What more can be done to reduce risk?	Action by whom, by when?
Slips/trips/Falls	Staff/visitors/ contractors may be injured if they trip over objects, cables, worn out carpets/rugs or may slip on spillages.	<p>Ensure gangways and floor areas kept free from obstacles.</p> <p>Suitable cable management; avoid cables crossing open areas or gangways, if not possible, use proprietary cable covers.</p> <p>Good housekeeping and reinforce by staff briefings</p> <p>Avoid high level storage where possible</p>	Formal Inspection of office area included in establishment inspection to be undertaken bi-annually with records kept.	Managers
Manual Handling – lifting, carrying books, paper etc.	General musculoskeletal injury to staff.	<p>Staff have completed manual handling training.</p> <p>Trolley used to transport boxes of paper etc.</p> <p>Improve workplace layout</p> <p>Store heavy items at waist level</p> <p>Minimise manual handling</p> <p>Appropriate footwear worn</p>	For identified Specific Manual handling involving difficult or repetitive lifting or carrying tasks special assessment to be carried out and the appropriate control measures implemented.	Managers

Overloaded shelving units / bookshelves / items stored at height.	Staff may sustain Injuries ranging from cuts / bruises through to eye damage / head injury.	<p>The storage units are not overloaded with heavy items.</p> <p>The storage units are deep enough to accept the stationery stock without any overhang.</p> <p>Shelving units are not placed directly above permanent workstations.</p>	<p>Regular checks are made to ensure the shelving is in good condition, e.g. screws have not come loose, cracks have not appeared etc.</p> <p>Items stored on top of the cabinets to be re-located to a lower height.</p>	Staff and managers
Gaining access to heights	Staff – falls from height	<p>Staff are not allowed to use chairs/tables to gain access to height.</p> <p>Storage restricted to low level/step ladder/ kick stools provided.</p> <p>Instructions on safe use displayed on the staff notice board;</p>	<p>Regular checks to be carried out on access equipment and log kept.</p> <p>Work at height risk assessment to be carried out for specific high-risk tasks.</p>	Managers and staff
Display Screen Equipment	Users may hurt their back or upper limbs through excessive computer use, may become fatigued or suffer stress related illness	<p>All staff in the office have completed online display screen equipment training.</p> <p>Adjustable chairs are provided for all users.</p> <p>The users are aware of their free eyesight tests entitlement.</p> <p>The users' individual DSE assessments have been carried out</p>	Staff to be encouraged to report any discomfort while using DSE.	Staff and managers

		and are reviewed every 12 months as a minimum.		
Poor working environment, e.g. insufficient lighting, heating, ventilation etc.	Staff - may cause discomfort	<p>Lighting, heating and ventilation is continually monitored to ensure satisfactory levels for the staff members.</p> <p>FM clean and changes any bulbs that no longer work regularly.</p> <p>Heating system is regularly serviced and maintained.</p>	<p>Additional local lighting to be provided where required, e.g. desk lamps</p> <p>Additional local heating to be provided where required, e.g. portable heaters to be made available if heating system is not fully functional.</p>	Manager and FM

Appendix 2 - Manual Handling Risk Assessment

MANUAL HANDLING RISK ASSESSMENT			
School:		Job Roles effected by this Risk Assessment:	
Manager/Headteacher:		Persons undertaking the assessment:	
Work Activity being assessed:	For example: Office based activities, Classroom	Risk Assessment Number:	
Date of assessment:	02 January 2021	Date of next review:	

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>Scope of Operation (description of tasks being undertaken):</p> <p>For example (amend as appropriate):</p> <p>includes manual handling in general office and classrooms.</p>	<p>Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 (hse.gov.uk)</p>
<p>LOCATION: Office</p>	
<p>WHEN DOES THE ACTIVITY TAKE PLACE (amend as appropriate)</p> <p>early hours, during normal hours, after 6pm or at weekends, during the weekdays and office hours)</p>	

School Manual Handling Risk Assessment

What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	What more can be done to reduce risk?	Action by whom, by when?
General handling of loads in day-to-day schoolwork	General musculoskeletal injury to staff.	Heavy or repetitive loads are moved by Staff who are manual handling trained. All other staff that may be required to carry or move other loads are to undertake the computer based online training module.	For the online health and safety manual handling training. The Schools Health & Safety Team should be contacted.	Headteacher/ Manager
Slips/trips/Falls whilst carrying loads, particularly up and down stairs	Staff may be injured if they trip over objects, cables, worn out carpets/rugs or may slip on spillages whilst carrying objects (increased injury when carrying items) – slips, trips and falls can be more severe and/or sprains occur when carrying objects.	Staff check the route that they are to carry or push items across to ensure it is free from hazards and gangways and floor areas kept free from obstacles. Suitable cable management; avoid cables crossing open areas or gangways, if not possible, use proprietary cable covers. Good housekeeping and reinforce by staff briefings	Formal Inspection of school areas – ongoing and included in establishment inspection to be undertaken bi-annually with records kept.	Headteacher/ Manager

<p>Carrying awkward or heavy loads over long distances e.g. boxed deliveries, book boxes etc.</p>	<p>General musculoskeletal injury to staff.</p>	<p>Loads to be broken down to smaller manageable sizes and weights.</p> <p>Staff advised to seek assistance (team handling) with awkward or difficult loads.</p> <p>Manual handling activity to cease or reduce until enough people / trolleys available- use team handling.</p> <p>For those staff involved in moving loads they are to attend manual handling training – half-day face-to-face course and complete online health and safety training with Schools Health & Safety Team.</p> <p>Staff trained at induction on health and safety and are advised to report a suspected injury as soon as possible to medical room staff and to avoid activities that may cause them injury e.g. carrying heavy items.</p>	<p>Staff required to carry loads to be instructed to attend manual handling training. Refresher training to make use of the module on CBT ongoing at least every three years.</p>	<p>Headteacher/ Manager</p>
<p>Manual Handling – incorrect lifting technique or load</p>	<p>Staff may hurt their back or upper limbs lifting – general musculoskeletal injury</p>	<p>Staff have completed manual handling training.</p> <p>Trolley used to transport boxes of paper etc.</p>	<p>For identified Specific Manual handling involving difficult or repetitive lifting or carrying tasks special assessment (Manual Handling Assessment chart) to be</p>	<p>Headteacher/ Manager</p>

		<p>Improve workplace layout</p> <p>Store heavy items at waist level</p> <p>Minimise manual handling</p> <p>Appropriate footwear worn</p>	<p>carried out and the appropriate control measures implemented.</p>	
<p>Overloaded shelving units / bookshelves / items stored at height.</p>	<p>Staff may have to stretch resulting in musculoskeletal injury.</p>	<p>The storage units are not overloaded with heavy items at height.</p> <p>Items stored on top of the cabinets to be re-located to a lower height.</p> <p>Large boxes broken down so that items are distributed into smaller or lighter boxes.</p> <p>The storage units are deep enough to accept the stationery stock without any overhang.</p>	<p>Regular checks are made to ensure the shelving is in good condition, e.g. screws have not come loose, cracks have not appeared etc.</p>	<p>All</p>
<p>Gaining access to heights to store or retrieve loads</p>	<p>Staff – falls from height and a musculoskeletal injury where items are moved awkwardly and cannot be handled easily</p>	<p>Access to storage shelves positioned so as to allow easy access.</p> <p>Shelving units are not placed directly above permanent workstations.</p> <p>Staff are not allowed to use chairs/tables to gain access to height.</p>	<p>Work at height risk assessment to be carried out for specific high-risk tasks.</p> <p>Staff briefings to be held to remind staff of storing items correctly.</p>	<p>Staff and Headteacher</p>

		<p>Storage restricted to low level/step ladder/ kick stools provided.</p> <p>Instructions on safe use displayed on the staff notice board and online health and safety training for staff (Schools Health & Safety Team).</p>		
<p>Display Screen Equipment:</p> <p>Constant position with repetitive work</p>	<p>Maintaining consent position can cause discomfort and upper limb disorders etc. May become fatigued or stiff etc.</p>	<p>All staff in the office have completed online display screen equipment training.</p> <p>Adjustable chairs are provided for all users.</p> <p>The users are aware of their free eyesight tests entitlement.</p> <p>The users' individual DSE assessments have been carried out and are reviewed every 12 months as a minimum.</p>	<p>Staff to be encouraged to report any discomfort while using DSE.</p>	<p>Staff and Headteacher</p>
<p>Poor working environment, e.g. insufficient lighting, heating, ventilation etc.</p>	<p>Staff – injuries can occur and may cause discomfort and increase the likelihood of injury - hot and humid conditions cause fatigue – cold</p>	<p>Provide comfortable workplaces for manual handling by improving environmental control.</p> <p>Relocating the work to avoid extremes of temperature and excessive humidity.</p>	<p>Additional local lighting to be provided where required, e.g. desk lamps</p> <p>Additional local heating to be provided where required, e.g. portable heaters to be made</p>	<p>Site Staff and Headteacher</p>

	temperatures may add to sprains and strains – poor lighting may affect posture, grip and handling	<p>Where these conditions cannot be changed, e.g. when manual handling has to be done outside in extreme weather, the use of PPE will be necessary.</p> <p>Lighting, heating and ventilation is continually monitored to ensure satisfactory levels for the staff members.</p> <p>Clean and changes to any bulbs that no longer work regularly.</p> <p>Heating system is regularly serviced and maintained.</p>	available if heating system is not fully functional.	
Staff working and not reporting existing or injuries that occur from manual handling	Staff exasperate existing injury or one that occurs during work.	Staff trained at induction on health and safety and are advised to report a suspected injury as soon as possible to medical room staff and to avoid activities that may cause them injury e.g. carrying out manual handling.	Staff reminded at briefings to report accidents and injuries and/or existing conditions.	All

Appendix 2a - Example- Manual Handling Risk Assessment (Site Staff)

Manual Handling Risk Assessment (Site Staff)			
School		Job Roles effected by this Risk Assessment:	All those carrying out Site Manager or assisting Site Manager work
Manager:		Persons undertaking the assessment:	
Work Activity being assessed:	All Site Staff	Risk Assessment Number:	
Date of assessment:	May 2022	Date of next review:	

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
Scope of Operation (description of tasks being undertaken): This is an example for Site Staff/Staff covering general workplace hazards and risks.	
LOCATION: School	
WHEN DOES THE ACTIVITY TAKE PLACE (<i>early hours, during normal hours, after 6pm or at weekends</i>)	

School Risk Assessment Sheet

What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	What more can be done to reduce risk?	Action by whom, by when?
Lifting loads upstairs e.g. paper deliveries etc.	Site Managers/Staff who may need to move heavy or awkward loads.	<p>Team handling/trolleys used on heavier loads, loads over distance, books, or materials etc.</p> <p>Pacing of work to break up the handling and carrying with breaks e.g., over one or more day etc.</p>	Purchase 'stair trolley' for transporting heavy items upstairs e.g. paper deliveries.	Headteacher/ Manager
Carrying awkward or heavy loads over long distances e.g. boxed deliveries, book boxes, chairs or other furniture assembling the stage etc.	Musculoskeletal injury e.g., strain etc.	<p>Site Manager/Staff advised to seek assistance (team handling) with awkward or difficult loads, for longer distance or stairs.</p> <p>Manual handling activity to cease or reduce until enough people / trolleys available- use team handling.</p> <p>Site Manager/Staff advised to attend manual handling training – half-day face-to-face course and complete online health and safety training with Schools Health & Safety Team.</p>	<p>Staff required to carry loads to be instructed to attend manual handling training. Refresher training to make use of the module on CBT ongoing at least every three years.</p> <p>Staff required to carry loads to be instructed to attend manual</p>	Headteacher/ Manager

		Use slope entry to school with trolleys / deliveries rather than front steps.	handling training. Refresher training to make use of the module on CBT ongoing at least every three years.	
<p>Loading and unloading and handling of salt grit during Winter, salt for water softener etc. - e.g. of chairs</p>	<p>Site Managers/Staff who may need to move heavy or awkward loads.</p> <p>Musculoskeletal injury e.g., strain etc.</p>	<p>Site Manager/Staff advised to seek assistance (team handling) with awkward, difficult or large quantities of loads.</p> <p>Manual handling activity to employ lifting aids, trolleys available and/or use team handling.</p> <p>Site Manager/Staff advised to attend manual handling training – half-day face-to-face course and complete online health and safety training with Schools Health & Safety Team.</p> <p>Use slope entry to school with trolleys / deliveries rather than front steps.</p>	<p>Staff required to carry loads to be instructed to attend manual handling training. Refresher training to make use of the module on CBT ongoing at least every three years.</p> <p>Review positioning of where bags are stored, these should not directly be laid on the floor and the bottom bag ideally what not be lower than mid-shin (e.g., 250 cm) and reduces bending.</p>	
<p>Staff working and not reporting existing or injuries that occur from manual handling</p>	<p>Staff exasperate existing injury or one that occurs during work.</p>	<p>Staff trained at induction on health and safety and are advised to report a suspected injury as soon as possible to medical room staff and to avoid activities that may cause them injury e.g. carrying out manual handling.</p>	<p>Staff reminded at briefings to report accidents and injuries and/or existing conditions.</p>	<p>All</p>

Appendix 3 Manual Handling Guidelines

The Manual Handling Regulations do not set specific weight limits, so the guidelines below are not 'safe limits' for lifting and carrying. They use broad assumptions or generalisations where, if met, the risk of injury is considered to be low. But working outside the limits is likely to increase the risk of injury, which can lead to ill health. These guidelines show differences in lifting capacity between men and women.

Where the handling task falls within the guidelines, you do not normally need to do any other form of risk assessment unless you have individual employees who may be at significant risk. If you are unsure, a detailed assessment should be completed.

Lifting and lowering

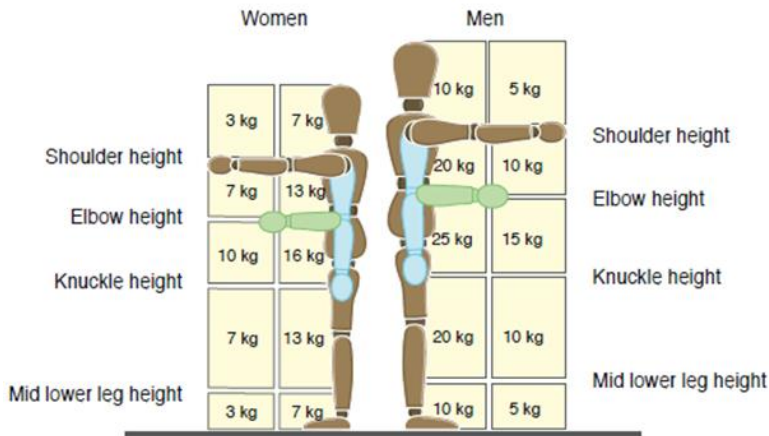


Figure 1

The figure 1 shows lifting and lowering in various zones. The weight in the boxes are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to happen.

When assessing a manual handling operation observe and compare it to Figure 1. Decide which zone or zones the employee's hands pass through when moving the load. Then assess the maximum weight being handled. If it is less than the weight given in the matching box, it is within the guidelines.

Where the employee's hands enter more than one box during the operation, the smallest maximum weight limit applies. For this the guidelines assume that:

- a. The load is:
 - easily grasped with both hands;
 - not supported for any length of time;

- b. The operation takes place in reasonable working conditions, with the employee is in a stable body position.
- c. The operation does not involve twisting, pushing or pulling.

Carrying

You can apply the guideline weights for lifting and lowering in Figure 1 to carrying operations where the load:

- is held against the body;
- is carried no further than about 10 m without resting;
- does not prevent the person from walking normally;
- does not obstruct the view of the person carrying it;
- does not require the hands to be held below knuckle height or much above elbow height.

A detailed risk assessment will be required if the:

- handling operation take place with the hands outside the zones in Figure 1;
- weight exceeds those in Figure 1;
- handling involves torso twisting;
- handling is more frequent than one lift every two minutes;
- handling is done by a team;
- handling operations are complex, for example, the weights vary significantly or there are several start and finish locations;
- lift does not meet the conditions given for using the guidelines, for example, if the load is difficult to grasp or handle;
- person lifting may be at significant risk, for example, new or expectant mothers, young workers, those new to the job, or those with a disability, significant health problem or recent injury.

Pushing and pulling

The guidelines for pushing and pulling in Figure 2 looks at some acceptable posture of employees during push/pull operations.

In pushing and pulling operations, the load might be slid, rolled or moved on wheels. When assessing pushing and pulling tasks observe the employee's general posture during the operation.

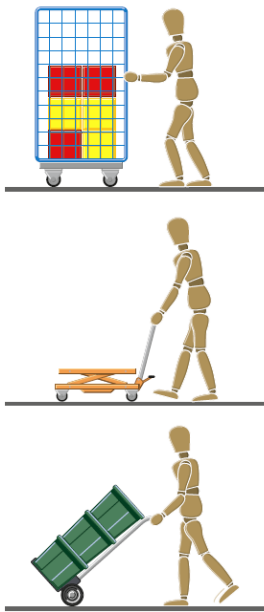


Figure 2

The task is likely to be low risk if:

- the force is applied with the hands;
- the torso is largely upright and not twisted;
- the hands are between hip and shoulder height;
- the distance moved without a pause or break is no more than about 20 m.
- the load can be moved and controlled very easily, for example with one hand.

A detailed risk assessment will be required if:

- the posture shows that the task requires significant forces, for example, leaning;
- there are extra risk factors like slopes, uneven floors, constricted spaces or trapping hazards.

Handling while seated

The weight for handling operations carried out while seated (as shown in Figure 3), are Men: 5 kg and Women: 3 kg. These weights only apply for two-handed lifting and when the hands are within the green zone shown. If handling beyond the green zone is unavoidable, a detailed risk assessment will be required.

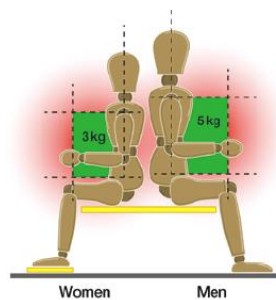


Figure 3

Commented [JM1]:

Appendix 4 - Examples of Risk Reduction and Control Measures

Risks to look for when making an Assessment	Ways of reducing the risk of injury
<p>Task(s)</p> <ul style="list-style-type: none"> • Holding loads away from the body? • Twisting, stooping or reaching upwards? • Large vertical movement? • Long carrying distances? • Strenuous pushing or pulling? • Repetitive handling? • Insufficient rest or recovery time? • A work rate imposed by a process? • Is the work repetitive and/or boring? • Is the work machine or system based? • Do workers feel the demands of the work are excessive? • Have workers little control of the work and working methods? • Is there poor communication between Headteacher and employees? 	<p>Can you:</p> <ul style="list-style-type: none"> • use a lifting aid? • improve workplace layout to improve efficiency? • reduce the amount of twisting and stooping? • avoid lifting from floor level or above shoulder height, especially heavy loads? • reduce carrying distances? • avoid repetitive handling? • vary the work, allowing one set of muscles to rest while another is used? • Change tasks to reduce the monotony? • make better use of workers skills? • make workloads & deadlines more achievable? • encourage good communication & teamwork? • Involve workers in decisions? • provide better training and information?
<p>Individual capability</p> <ul style="list-style-type: none"> • Require unusual capability e.g. above average strength or agility? • Endanger those with a health problem or learning / physical disability? • Endanger pregnant women? • Call for special information or training? 	<p>Can you:</p> <ul style="list-style-type: none"> • pay particular attention to those who have a physical weakness? • take extra care of pregnant workers? • give your employees more information, e.g. about the range of tasks they are likely to face? • provide more training?

<p>Load(s)</p> <ul style="list-style-type: none"> • Heavy or bulky? • Difficult to grasp? • Unstable or likely to move unpredictably (like animals)? • Harmful, e.g. sharp or hot? • Awkwardly stacked? • Too large for the handler to see over? 	<p>Can you make the load:</p> <ul style="list-style-type: none"> • Lighter or less bulky? • Easier to grasp? • More stable? • Less damaging to hold? <p>The above may be achieved by asking the supplier of externally sourced goods to help, e.g. provide handles or smaller packages.</p>
<p>Environment</p> <ul style="list-style-type: none"> • Restrictions on posture? • Bumpy, obstructed or slippery floors? • Variations in floor level? • Hot/cold/humid conditions? • Gusts of wind or other strong air movements? • Poor lighting conditions? • Restrictions on movements from clothing or PPE? 	<p>Can you:</p> <ul style="list-style-type: none"> • Remove obstructions to free movement? • Provide better flooring? • Avoid steps & steep ramps? • Prevent extremes of hot or cold? • Improve lighting? • Provide adequate ventilation? • Provide adequate space for the movement of people? • Provide PPE that fits, is the right kit for the job, is comfortable and functional?
<p>Handling aids & equipment</p> <ul style="list-style-type: none"> • Is the device the correct one for the job? • Is it well maintained? • Are the wheels suited to the floor surface? • Do the wheels run freely? • Is the handle height between the waist and shoulders? • Are the handle grips in good condition and comfortable? • Are there brakes? If so do they work effectively? 	<p>Can you:</p> <ul style="list-style-type: none"> • provide equipment that is more suitable for the task? • carry out planned preventative maintenance to prevent problems? • ensure equipment designed to be “wheeled” can move easily? • provide better handles & grips? • make brakes easier to use, reliable and effective?

Note: This list of controls is not exhaustive.