

People Movement and Handling Policy



Based on Jersey Education Department:

Manual Handling Health and Safety Operational Policy

Issued February 2008; Updated December 2023

Policy Statement

Bel Royal School recognises its responsibility and aims to ensure that we take all reasonable precautions to provide and maintain working conditions that are safe, healthy, and compliant with all statutory requirements and codes of practice.

The following legislation explicitly covers manual handling:

- (a) The **Health and Safety at Work (Jersey) Law 1989**
- (b) The **Manual Handling Operations Regulations 1992**

Employers must avoid requiring employees to undertake any manual handling operations involving a risk of injury. Where such activities cannot be immediately eliminated, a "suitable and sufficient assessment" of all such operations is mandatory. Having carried out this assessment, employers must take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable.

Bel Royal School understands manual handling as the transporting or supporting of loads by hand or by bodily force, either with or without mechanical help. This includes lifting, carrying, shoving, pushing, pulling, nudging, and sliding heavy objects.

Bel Royal School has an Additionally Resourced Provision for children with Physical and Medical needs. Some duties will include the lifting or moving of pupils.

As all manual handling activities carry the risk of injury if they are not performed carefully, Bel Royal School will take the following steps to ensure that its statutory duties to protect staff and pupils are always met:

1. Each employee is given information, instruction, and training as necessary to enable safe manual handling.
2. Processes and systems involving manual handling are assessed and adequately supervised.
3. Work processes and systems are designed to account for manual handling.
4. Ceiling hoists, mobile hoists, etc, are available to keep manual handling to a minimum

Risk assessments

- A moving and handling risk assessment is undertaken on any pupil requiring significant help to move, e.g., a pupil in a wheelchair or using a rollator.
- The member of staff carrying out this risk assessment is the member of staff undertaking the manual handling daily. They share their information with the Team Leader, the occupational therapist, and the physiotherapist.
- A care plan is written and available to all members of staff with responsibility for moving and handling the person. Staff are expected to always follow the care plan.
- Two people fully trained in safe handling techniques and the equipment to be used should always be involved in providing care when the manual handling risk assessment identifies the need. A good practice is that the person leading the manual handling task verbalises their steps, and the other person checks these.
- Staff should perform a dynamic risk assessment for each manual handling task. They should look for the risk of injury and try to minimise risk, e.g., can equipment be used instead? They should change the task to minimise the risk of altering the working environment to make manual handling less awkward.
- Staff should never, in any circumstances, attempt to lift a pupil or a weight where they believe there is a significant risk of injury.

Duties on Staff and Employees

We require staff to adopt the following three-stage model:

1. Staff should avoid hazardous manual handling as far as is reasonably practical.
2. Where hazardous manual handling cannot be avoided, staff should assess the risk first.
3. Depending on the assessment result, staff should reduce the risk to the least reasonably practicable level.

It is the **responsibility of every employee** to:

- Take reasonable care of their health and safety and those of any other person who may be affected by their acts or omissions at work
- Take reasonable care for their safety and that of others when carrying out moving and handling and attend training as required by their employer
- Read/review the risk assessment and moving and handling plan regularly and after every risk assessment review. All individuals must sign to say they have seen the risk assessment and agree to it.
- Use moving and handling equipment and techniques by training and written instructions received from nominated professionals and manufacturer's instructions
- Observe the principles of manual handling and use the equipment provided by instructions

- Wear appropriate clothing and footwear that do not constrain movement/posture when moving and handling and should use the personal protective equipment provided by the organisation
- Comply with the infection control policy and procedures relevant to the organisation
- Report to their manager/supervisor if they are not sure of any moving and handling procedure, consider any task too difficult or if it is likely to pose a risk of injury
- Alert managers to the need for a review of the risk assessment, equipment, or further training
- Report all incidents or near misses arising from moving and handling in line with the organisation's incident/accident reporting procedure

The successful implementation of this policy requires total commitment from all employees.

Staff injured at work

Manual handling accidents are covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** (RIDDOR).

All manual handling accidents and injuries should be recorded and reported, mainly if they result in staff being off work for seven days or more.

Under CYPES policy, accidents at work require being reported through the online accident reporting template.

Lifting equipment

Manual handling equipment, e.g., hoists and pneumatic beds, are regularly inspected and maintained by Technicare. Jersey Property Holdings employs Technicare to maintain and repair the equipment and report directly to them. They put a sticker on all the equipment inspected in school, showing the last and following inspection dates.

Training

- As part of their induction training, new staff must read the Health and Safety and Manual Handling policies. Records are kept of these being signed off on My Concern.
- All ARC staff must complete a basic/refresher course in people moving and manual handling. This is completed annually on Virtual College
- At the start of each School year, key workers will liaise with the Physiotherapist and Occupational therapist to ensure the manual handling plan is clear and the manual

handling processes have been rehearsed. This is written into the child's plan and signed by the Physiotherapist and Occupational therapist.

- Keyworkers must work with a colleague when operating the overhead or manual hoist. The processes for using the hoist are agreed upon with the physiotherapist and occupational therapist. Risk assessments are written for this process. New staff are supervised when using hoists until they are confident and competent.
- Staff conduct risk assessment for all manual handling processes in consultation with the Team Leader, occupational therapist and physiotherapist. These are saved in T Sensitive- ARC- Individual ARC information- and the child's folder.

Appendix 1

Manual Handling Risk Assessment Checklist

Factors

Task letter can be assigned to any manual activity, e.g., moving furniture could be assigned A; carrying/moving plinth could be B etc.

Questions*Task Letter

The Task	A:	B:	C:	D:
Does it involve:				
Holding load at distance from trunk?				
Twisting the trunk?				
Stooping?				
Excessive carrying distances?				
Excessive pushing or pulling?				
Risk of sudden movement of load?				
Frequent or prolonged physical effort?				

The Load	A	B	C	D
Is it:				
Heavy?				
Bulky or unwieldy?				
Difficult to grasp?				
Unstable or with contents likely to shift?				
Sharp, hot or otherwise potentially damaging?				

The working environment	A	B	C	D
Are there:				
Space constraints preventing good posture?				
Uneven, slippery or unstable floors?				
Variations in levels of floors or work surfaces?				
Extremes of temperature or humidity?				
Conditions causing gusts of wind?				
Poor lighting conditions?				

Individual capability	A	B	C	D
Does the job:				

Require unusual strength, height etc.?				
Create a hazard to those who may be pregnant or have a health problem?				
Require special knowledge or training for its safe performance?				

Other factors	A	B	C	D
Does personal protective clothing hinder movement or posture?				
Does the individual already have pre-existing back problems?				

RISK ASSESSMENT INFORMATION SHEET

Some of the issues to consider when deciding **'how likely is an incident'**:

- How often is the task carried out?
- How often are the people near the hazard?
- How many people are near the hazard at a given time?
- Has an incident happened before?
- Have there been any 'near hits'?
- How likely is an incident and **how severe are the consequences?**

HOW SEVERE COULD THE CONSEQUENCES BE?	VERY LIKELY	LIKELY	UNLIKELY	VERY UNLIKELY
DEATH OR SERIOUS INJURY	Very high	High	High	Medium
SEVERAL DAYS OFF WORK	High	High	Medium	Low
FIRST AID REQUIRED	High	Medium	Low	Low
PROPERTY DAMAGE	Medium	Low	Low	Very Low

Risk Rating (Priority):

High

Institute controls in the short term (e.g. one month)

Medium

Institute controls in the medium term (e.g. three months)

Low

Institute controls in the long term (e.g. six to nine months)

Risk Assessment

Area of Risk:	Manual Handling				
Risk Assessment Conducted by:		Date:		Date of Review:	

Hazard	Who's At Risk?	How Might They Be Harmed?	Risk Rating (L/M/H)	Existing Control Measures
Control Measures to be Considered/Implemented				