

## **FALKNER HOUSE MANUAL HANDLING POLICY**

### **Nursery – Year 6 (therefore includes EYFS)**

The aim of this policy is to minimise so far as is reasonably practicable:

- the need for manual handling,
- to ensure that only individuals who have received training in manual handling undertake such activities
- and where manual handling is undertaken the risk of injury is reduced as far as is reasonably practicable.

The relevant Bursar is responsible for the management of manual handling activities within his areas of control. Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- General movement of workplace equipment

The Bursar will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, eg using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

The task

- The load
- The individual
- The environment

All those who undertake manual handling activities must have completed appropriate manual handling training covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary