



ER5.2 Manual Handling Guidance: A Shared Responsibility

Does NOT apply to physical intervention and restraint of students (Team Teach) or First Aid duties	
The Legal Framework	<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Management of Health and Safety at Work Regulations 1999 • The Manual Handling Operations Regulations 1992 (amended 2002)
Employers' Duties	<p>The Manual Handling Operations Regulations (MHOR) 1992 (as amended in 2002) requires employers to:</p> <ul style="list-style-type: none"> • Avoid manual handling where possible. • Assess hazards that cannot be avoided. • Remove identified hazards. • Reduce the risk of injury using the assessment. • Monitor any changes made. • Provide manual handling training
Employees Duties	<ul style="list-style-type: none"> • Use equipment provided in accordance with training and instructions. • Follow safe systems of work in accordance with training and instruction • To promote safety whilst handling.
Be Proactive	<p>These should be risk assessed before doing any manual handling:</p> <ul style="list-style-type: none"> • Load: Consider weight, shape, size, any handles, texture, centre of gravity (liquids or odd shapes will be more awkward) • Individual Every person is different. Consider their strength, age, experience, training, previous injury? • Task Frequency task is undertaken, position of object and individual, distance needed to carry load, duration of task, twisting or other awkward movement required? • Environment Uneven surfaces, stairs, adequate lighting, sufficient space, busy area / obstacles to negotiate on route etc.

<p>Basic Manual Handling Techniques</p>	<p>There are simple techniques that you can use to help you to undertake manual handling tasks safely. These include FLUENCY:</p> <p>Feet - Make a base with your feet, shoulder width apart and with one foot slightly in front of the other. Your heels should be on the floor.</p> <p>Load - Assess the load. Tap it with your foot to gain an idea of how heavy it is.</p> <p>Unlock - Bend down and unlock your knees, keeping your upper body in a neutral position. Even - Bend both legs, upper legs parallel with the floor. To lift, use your glutes (the muscles in your buttocks) and your quads (at the front of your thighs) as these are the strongest muscle groups.</p> <p>Natural - Your back position should be natural; you should not be bent forward or straining backwards.</p> <p>Control - Lift with elbows inside your knees, if possible, with the load as close to your body as possible to maintain the centre of gravity.</p> <p>Your Back - Ensure you get it right or you will become another injury statistic.</p>
<p>Evaluation and monitoring</p>	<p>Report injuries to your line manager / complete 'accident books' / incident reports (including 'near misses')</p> <ol style="list-style-type: none"> 1. to enable completion of CREST / RIDDOR 2. to enable prompt investigation / reflection 3. to enable the prompt rectifying of problems / issues and reduce future risks / repetition 4. to allow for any reactive support; OH, seating / desk modifications / adapted working conditions / individual / personal risk assessments 5. to improve knowledge, learning and future practice

Keeping Children Safe in Education September 2020

All staff at iCollege understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18.

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Change Record					
Version Number	Date Approved	Management Com Minute Reference	Description of Amendments	Monitoring of policy	Review Due
V2			Adapted from PRU version created 2015/16	HT and H&S Co ordinator	March 2020
V3	11.2.2020		Adapted from WBC Manual Handling guidance October 2019	HT and H&S Co ordinator	March 2021
V4	9.12.2020			HT and H&S Co ordinator	Feb 2021
Approved: February 2021					

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