

POLICY TITLE	Manual Handling Policy
Policy Area	General
Author	EM
Relevant Statutory Regulations	Manual Handling Operation Regulations 1992 Health and Safety briefing 2012
Senior Team Lead	Head of School
Version	2022.1
Last Updated	June 2023
Review Date	June 2024
Reviewed by	Emily Maskill



At the London Acorn School, we are keen to protect staff from injuries involved in manual handling activities.

To assist in this, all staff are required to undergo Manual Handling Training appropriate to their role.

There is a helpful summary on lifting and Handling in Schools, incorporating legislation, from the National Union of Teachers (NUT Health & Safety briefing 2012, Lifting and Handling. Good ergonomic Practice in Schools. Staff may consult this at www.teachers.org.uk)

The following is a brief guidance on how to approach a lifting/handling task at The London Acorn School.

1. Do I have to lift?

All staff should, where possible, redesign tasks to avoid the need for hazardous lifting.

Whilst welcoming a pragmatic approach to simple tasks, The London Acorn School does not expect teachers to undertake lifting and handling heavy loads. It is not part of teachers' professional obligations, and volunteers or non-staff members should never undertake these tasks. The London Acorn School employs premises and contract staff to assist in these tasks.

2. What are the risks?

Where it is not reasonably practicable to avoid the need to lift a load, a risk assessment should be undertaken (including the frequency of the task, any excessive force needed to push /pull, any relevant known staff health issues or pregnancy)

The principles of risk assessment for manual handling should centre on:

- The task itself (this can include: an overall view of the task and the posture required by the later);
- The load (this can include access to the lifting space/wet surfaces/ lighting/other hazards); and
- The person lifting (examples include physical strength, pregnancy, history of back problems or disability)

3. Is there a safer way to do this?

This could involve wearing appropriate clothing, reducing the load into several smaller loads, seeking advice from a trained member of staff (the teacher may not be the appropriate staff member to lift the load), using a mechanical aid (if appropriately trained), or lifting as a team if appropriate. Members of staff should never lift an object if they feel they may be injured by doing so.

4. Do I need extra training?

The London Acorn School encourages teachers and other employees to receive appropriate training and information on manual handling. We provide access to online Health and Safety training through Educare, for all staff and encourage staff to attend in-person courses.



Where staff identify a need for training in specific tasks or on how to use a mechanical aid, The London Acorn School will provide this training. Employees should approach the Head of the School if a need for training is identified.

In the event of an injury:

All staff shall report injuries and accidents at work immediately, both to a first aider for initial help (and to complete the accident log and RIDDOR reporting if needed – see First Aid Policy) and to the Head of the School.

All staff/visitors should comply with Health and Safety Law. A summary poster is displayed in the school office