



Manual Handling Policy

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This policy applies to all stakeholders within Ridgeway School

Contents

1. Relevant Legislation

This policy is informed by

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Equality Act 2010, where reasonable adjustments are relevant to pupils and staff.
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Health and Safety (Offences) Act 2008

NOTE: Health and Safety Legislation takes precedence over any other legislation/procedures that the school operates within.

This policy respects that a child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in their community.

This policy should be read in conjunction with the:

- Health and Safety Policy
- Intimate Care Policy
- Touch Policy
- Behaviour Principles
- Behaviour Policy
- Accessibility Plan
- Supporting Pupils with Medical Conditions Policy

2. Introduction

Management at Ridgeway School are committed to promoting best and safest practice in all manual handling operations. The Manual Handling Policy and associated Risk Assessments are the main management procedure to achieve this, and must be complied with, always.

The Manual Handling Operations Regulations 1992 require the school, so far as is reasonably practicable, to avoid hazardous manual handling operations where possible; assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury from those operations to the lowest level reasonably practicable.

3. Definitions

The term **‘Manual Handling’** or **‘moving and handling’** includes any transporting, or supporting, of a load or a person. This includes pulling, pushing, lifting, lowering, carrying or moving, by hand or bodily force.

The term **‘minimal handling’** refers to the moving of objects and people only when necessary and by making full use of techniques advised during training and appropriate handling equipment.

4. Key Principles

Managers and employees are responsible for complying with the requirements of Legislation and the procedures identified in the Manual Handling Policy.

In the event of an emergency that may lead to death or significant harm, (e.g. fire, drowning, medical emergency), staff need to act in a way which may mean not following the prescribed system of work to move a child. These should be addressed through further documentation such as PEEP’s and/or Risk Assessments for individuals.

The Manual Handling Policy seeks to reduce the need for employees to perform hazardous moving and handling activities so far as is reasonably practicable. A system of risk assessment, informed by legislation and supported by appropriate training, will be key to the success of this policy.

The risk assessment process will consider the Task, the Individual carrying out the handling, the Load or person being moved, the Environment, and any other relevant factors such as equipment, frequency, communication needs, behaviour, medical needs and emergency arrangements. This will then be used to remove or reduce the risk of injury to the lowest level reasonably practicable.

- The nature of the task
- The nature of the load
- The capability of the person carrying out the task
- The needs of the pupil
- The working environment in which the task takes place

Visitors, agency staff, contractors and other persons who may be involved in moving and handling activities must be made aware of relevant risk assessments, safe systems of work and reporting arrangements before undertaking or assisting with any task.

All pupils who can safely do so, should be encouraged to move themselves wherever possible in order to promote their independence. Where support is required, it should be the minimum needed to safely complete the task/activity.

The Assessment of Risk and Manual Handling Care Plan (Appendix A) will identify the appropriate ‘system of work’ (equipment/support ratio). This must be adhered to by all staff.

The Manual Handling Policy will be reviewed annually and sooner if legislation, HSE guidance, school practice, equipment, pupil need, staffing, premises arrangements, accidents, incidents or near misses indicate that an earlier review is required.

Manual Handling training forms an integral part of the induction process for new staff and ongoing training and refreshers for existing staff.

All new staff undertake theory training which may be delivered as an e-learning course or face to face. This is followed by a practical training session. All staff will undertake an annual refresher theory session with additional practical advice specific to classes.

Purpose of training	Who
To equip staff with an understanding of why we approach manual handling of people in the way we do both legally and as a carer. To give staff the knowledge and confidence to deal with each manual handling situation and meet the individual needs of the pupils as they present safely, comfortably, empathetically and modestly.	Staff who use equipment such as hoists and slings, daily. Staff who use other manual handling equipment to support pupils, such as (but not limited to) slide sheets, handling belts, transfer boards, and re-turns. Staff who transfer pupils into prescribed equipment such as, standing frames, walking frames, wheelchairs, Acheeva beds and changing beds, as part of their daily routines. Staff who support pupils to transition, transfer and move around using minimal handling techniques

5. Responsibilities

The Headteacher and a nominated Manual Handling Team (employees who are trained to train others in manual handling and complete risk assessments and manual handling care plans) are responsible for ensuring that this policy is implemented, that risk assessments are completed and reviewed, that staff training records are maintained, and that equipment maintenance, inspection and defect reporting arrangements are monitored.

Senior Leadership Team (SLT)

- SLT must be aware of and understand the Manual Handling Policy.
- Ensure that records of training are maintained of all staff and refresher training organised.
- SLT must, in accordance with the legislation, ensure that employees are not

exposed to any foreseeable risk of injury from moving and handling, so far as is reasonably practicable.

- SLT must ensure that there are clearly identified systems and procedures in place to assess and record the risks associated with moving and handling. Such risk assessments should involve the staff delegated to perform the manual handling tasks.
- SLT must investigate and record incidents involving manual handling.
- SLT must keep a record of injuries, near misses and sickness absence related to manual handling, as identified through the incident reporting process. Relevant risk assessments must be reviewed following any reported incident, near miss or change in circumstances.
- SLT must ensure appropriate equipment identified in the manual handling risk assessment is made available and training in its use provided in line with health team staff as appropriate.
- SLT must ensure appropriate systems and procedures are in place to maintain manual handling equipment in line with manufacturers instruction and legislation.

The nominated Manual Handling Team, who oversee manual handling across the school, will:

- Assist SLT with the implementation of the policy for safer moving and handling practices across the school
- Be responsible for providing training for employees in accordance with current regulations
- Evaluate moving and handling training programs
- Ensure that sufficient written guidance/procedures documents are available to staff involved in moving and handling
- Ensure new and updated information is made available to all staff
- Complete Assessments of Risk and Manual Handling Care Plans for all pupils who require moving and handling within in school; ensure these are shared with relevant staff and reviewed annually
- Purchase appropriate equipment
- Carry out audits and monitoring of moving and handling equipment and practices in school
- Ensure all staff are aware of unsafe lifting practices.
- Work together to ensure consistent practices across the school

Employees

- Employees must make full and proper use of any system of work identified by SLT, they must follow the manual handling risk assessment directives within the manual handling policy

and subsequent procedures.

- No employee shall undertake a manual handling task without making an informal/dynamic assessment of the risks involved to themselves or others who may be affected by their actions.
- Employees must assist and support pupils within the responsibilities of their job, guided by the risk assessment and system of work prescribed. Only trained staff should lead any manoeuvres where specific equipment is needed for pupil transfers.
- Employees should participate constructively in the risk assessment process.
- Employees should feel comfortable before performing any manual handling task. Where they have concerns, or injuries which may impact on their practice, these must be reported to their line manager.
- Employees must recognise that lifting pupils from the floor is a high-risk activity. Equipment must always be used for this task, except in an emergency. Pupils of small build and weight may be excluded from this with a risk assessment and the capabilities of the handler considered.
- Employees must use equipment for the purpose it was designed and following instruction/training they have received. A visual check must be made to ensure the equipment is safe each time it's used. Employees must be responsible for ongoing charging of hoist batteries by ensuring that the controller is docked back in the charging station or leaving the battery on charge when not in use on mobile hoists. Employees must report hoist equipment issues, charger failures and changing beds by logging with office staff.
- No employee should manually handle a pupil/load beyond their physical limitations.
- Employees must inform their line manager of any health concern, injury, pregnancy-related need or temporary limitation that may affect their ability to carry out manual handling tasks, so that an individual risk assessment and any reasonable adjustments can be considered.
- Employees must report any manual handling accidents, incidents and near misses using the school's incident reporting process.
- Employees must wear clothing and footwear, in line with the Staff Code of Conduct, that does not restrict their movement or posture and protects their feet.
- Employees should not wear jewellery when moving or handling pupils where it could present a risk to the pupil or to themselves.
- Employees must participate in Manual Handling training when requested to do so, to ensure their training is up to date and relevant.

All Staff

- Will promote best practice in Manual Handling techniques and procedures when

moving and handling pupils.

- Will support management by encouraging and leading other employees to follow the procedures outlined in the Manual Handling Policy.
- Will complete all training to enable them to use all hoists and equipment safely and confidently.
- Will follow guidelines for Manual Handling as set out in Risk Assessments for pupils and ensure these are consistent across the school day.
- Will follow advice from Therapy Teams as necessary.

6. Risk Assessments

- Risk Assessments take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of children and young people involved, the degree to which they may either assist in a lift or actively resist lifting, and the individual capabilities of the members of staff and frequency of lifting operation.
- Appropriate mechanical equipment, such as hoists, should be considered in the initial lift and not as a secondary precaution.
- Hoisting – a minimum of two staff should be present when hoisting pupils.

7. Best Practice

- Mobile hoists to be used without brakes on.
- No postural systems, class chairs, standing frames, Acheeva Beds, to be pushed around outside the school building, unless a risk assessment is in place, or in the event of an emergency.
- Always put brakes on wheelchairs and postural equipment when placing or assisting pupils into and out of equipment.
- Never leave pupils unattended on changing beds or other equipment where they could be vulnerable.
- Physiotherapy Team will provide training on the use of pupil specific physiotherapy equipment; this training must be signed and reviewed annually.
- Equipment used for lifting people, including hoists and slings, must be subject to thorough examination by a competent person at the intervals required by LOLER and the manufacturer's instructions. Lifting equipment used to lift people should normally be thoroughly examined at least every six months, and records of examination, defects and remedial action must be retained.

8. Manual handling when managing pupil behaviour

Behaviour management is underpinned by Team Teach which promotes using positive strategies and de-escalation techniques. Staff should follow any behaviour support plans or strategies when supporting pupils.

Staff must not lift or take the pupils weight at any time when supporting with behaviour or supporting pupils in transitioning. If staff feel they need further support or guidance around this, staff to seek advice from a School Team Teach trainer.

9. Emergency Situations

The regulation of Manual handling tasks does not apply in genuine emergency situations – i.e.; assistance should be offered if someone is in imminent danger of drowning or in danger from a fire or collapsing building. However, situations such as a pupil with epilepsy having a seizure, or a standard fire evacuation is not considered an emergency as these are foreseeable and safe systems of work are planned and risk assessed

PUPIL NAME

Assessment of Risk and Manual Handling Plan



Personal Information

photo

About me....

Name	
Gender	
Date of Birth	
Weight/Height	
Diagnosis	

	Abilities & Needs	Notes
Communication		
Functional ability / mobility		
Standing / Sitting		
Personal Care		
Transfers		

My equipment...

	Y/N	Details:
Sling/slings		
Wheelchair		
Postural seating		
Standing frame		
Walking frame		
Other manual handling equipment		

My MOVE goals....

MOVE goal 1	MOVE goal 2	MOVE goal 3

Identifying the risks...

	Y/N	Notes
1. Does weight/size/shape of the pupil present risk?		
2. Does communication present a risk?		

Date Written:

Written by:

Date to be reviewed: