Fort Royal
Community Primary School

Manual Handling Policy

Review Date	Statutory Policy?	Governors Approval	Date
23/10/2027	N	No	23/10/2026

Date	Page	Details of Change	Amended by	To be Ratified
19.2.25	PG 4	Online training now included in addition to in person training	C wainwright	No
18.6.26		Updates to legal framework	C Wainwright	No

HISTORY OF POLICY REVIEW/CHANGES

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- **Statement of Intent**

  This policy outlines the school's legal responsibilities regarding manual handling. It sets out the processes in place to minimise risks associated with manual handling at Fort Royal School. Full adherence to this policy will ensure legal compliance and reduce the risk of injury to staff and pupils.

  The guidelines in this document apply to school staff, pupils, visitors, contractors and volunteers. It applies to all activities on and off site, including school visits, residentials and other off-site activities.

- **Introduction**

  Fort Royal is a Special School for pupils aged 4–11 years with a wide range of SEND. All pupils have an Education, Health and Care Plan (EHCP). Many pupils require support with moving and handling using a variety of methods.

  Manual handling involving pupils with SEND will always be undertaken in a manner that promotes dignity, independence and respect. All activities will follow individual manual handling/physical management plans, informed by EHCP outcomes and relevant professional advice (e.g. physiotherapists, occupational therapists).

- **Purpose**

  This policy describes the school's approach to manual handling and the principles upon which practice is based.

  The Senior Leadership Team (SLT) includes the headteacher, school business manager, deputy headteacher and assistant headteachers.

- **Aims**

  Fort Royal School aims to:

- Ensure, as far as reasonably practicable, the health, safety and wellbeing of all employees and pupils
- Provide high-quality training and information
- Safeguard against accidents and injury
- Maintain clear reporting procedures
- Promote safe working practices and appropriate use of equipment
- Ensure dignity, respect and pupil-centred approaches in all manual handling manoeuvres

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- **Legal Framework**

  This policy has due regard to the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Provision and Use of Work Equipment Regulations (PUWER) 1998

- **Lifting Operations and Lifting Equipment Regulations (LOLER) 1998**
- **Equality Act 2010**
- **Children and Families Act 2014**
- **SEND Code of Practice (2015)**

This policy operates alongside:

- Health and Safety Policy
- First Aid Policy
- Safeguarding

- **Roles and Responsibilities**
- **Senior Leadership Team will:**
- Ensure staff involved in manual handling are appropriately trained, competent, and physically able to undertake tasks safely, based on risk assessment
- Ensure, as far as reasonably practicable, that staff are not exposed to unnecessary risk
- Implement a whole-school approach to safe manual handling
- Monitor control measures to ensure effectiveness
- Maintain a central record of risk assessments and incidents
- Ensure staff receive appropriate training (theoretical and practical)
- Ensure risk assessments and individual physical management plans are in place and regularly reviewed
- Appoint a **manual handling lead** to oversee practice and compliance

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- **Staff will:**
- Follow all training and guidance provided, including online training
- Not undertake manual handling tasks where there is risk of injury without appropriate assessment
- Inform their line manager of any health concerns immediately
- Only undertake manual handling tasks once it is confirmed safe through risk assessment review
- Read, understand and follow individual pupil physical management plans
- Use equipment correctly and report faults immediately
- Report changes in pupil needs so plans can be updated
- Ensure they have signed physical management plans for pupils in their class

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- **Definitions**

Manual handling is defined as:

"Any transporting or supporting of a load by hand or bodily force."

This includes lifting, lowering, pushing, pulling, carrying, supporting or restraining, including pupils.

- **Risk Management**

The school follows the principles of:

Avoid – Assess – Reduce

- Manual handling will be avoided wherever possible
- Where unavoidable, a risk assessment will be completed
- Physical management plans will be developed for individual pupils
- **Risk assessments will consider:**
- The load (including pupil needs, movement, unpredictability)
- Task demands (posture, repetition, duration)
- Individual capability
- Environment and space
- Equipment available
- Staffing levels

- **Pupil-Specific Manual Handling**

Where manual handling involves pupils:

- Individual **manual handling/physical management plans** must be followed
- Plans will specify:
    - Equipment required (e.g. hoists, slings)
    - Number of staff required
    - Guidance on how to carry out the manoeuvre
- Plans will be:
    - Reviewed at least annually
    - Updated following any change in need

Manual handling will:

- Promote dignity, privacy and respect
- Be explained to pupils appropriately
- Use the least restrictive method
- Encourage independence

- **Equipment and Safety**
- Equipment will be used wherever possible to reduce risk
- All lifting equipment will comply with **LOLER 1998**
- Equipment will be:
    - Regularly inspected and maintained
    - Used only by trained staff

- **Staff Health (Including Pregnancy)**
- Staff must report any health concerns
- A risk assessment will be completed where necessary

For pregnant staff and new mothers:

- Individual risk assessments will be carried out in line with the Management of Health and Safety at Work Regulations
- Adjustments will be made to remove or reduce risks, as appropriate
- No staff member will be required to carry out manual handling if unsafe

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- **Emergency Situations**
- Emergency manual handling procedures will be risk assessed
- Staff will receive training in emergency responses
- Evacuation procedures will consider pupils requiring manual handling

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- **Risk Reduction**
- Tasks will be planned in advance
- Appropriate equipment and staffing will be used
- Workspaces will be designed or adapted to reduce risk

- **Monitoring and Review**
- This policy will be reviewed annually
- Staff will be informed of updates
- Compliance will be monitored by SLT and the manual handling leads

Next review date: October 2027