Christ Church & Holy Trinity CE Primary Schools
Health and Safety Policy APPENDIX
Manual Handling Policy
September 2025

Our Christian Vision

In the Parable of the Sower, Jesus Christ tells us that God is like a generous farmer and we are like the soil in which he plants his seeds. At Christ Church and Holy Trinity Schools, we are learning how to be good soil, so that we grow to love God, our neighbour and ourselves and thereby enable every member of our community to flourish. Each day, we endeavour to face up to all that challenges our growth, in order to see with our eyes, hear with our ears and understand with our hearts God's Good News for the world and to cultivate the virtues with which to produce an abundant harvest.

Our Mission

Christ Church & Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunity to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our schools.

This policy applies to all school staff, pupils, visitors, contractors, and volunteers. It also applies to all activities both on and off school property, including school journeys, trips, and any other programmed activity outside the school grounds.

What is Manual Handling?

Manual Handling is defined under the Occupational Health and Safety (Manual Handling) Regulations 1999 thus. *Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also actions involving repetition and sustained awkward posture.*

Hazardous Manual Handling means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:

- Repetitive or sustained application of force;
- Repetitive or sustained awkward posture;
- Repetitive or sustained movement;
- Application of high force;
- Exposure to sustained vibration.
- Handling live persons or animals.
- Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold.

The Federation Head Teacher and or the Senior Admin Manager will co-ordinate the plan for managing manual handling in the school, and will ensure that resources are provided to meet OHS commitments.

Our aim is to promote and maintain the health and wellbeing of staff, students and visitors, and to minimise the risks of manual handling injuries.

Christ Church & Holy Trinity CE Primary Schools
Health and Safety Policy APPENDIX
Manual Handling Policy
September 2025

A risk assessment will be carried out by the Federation Head Teacher and or the Senior Admin Manager if a manual handling task is required including:

- **Identify** the hazardous manual handling tasks.
- **Assess** the risks
- **Control** the risks
- **Monitor** the controls

The purpose of assessing the risk is to firstly establish if there is risk involved in a task and secondly to determine the level of risk: high medium or low.

The **risk assessment** must take into account the following factors:

- The force to be applied by the employee.
- The actions and movements involved (eg reaching up, forward reaching, unbalanced or uneven lifting or carrying, awkward grip).
- The range of weights handled.
- The duration and frequency of the manual handling.
- The time, and distance, over which an object is handled.
- The availability of mechanical aids.
- The layout and condition of the workplace environment (eg height of workbenches, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven).
- The work organisation (eg availability of people, flow of materials, lack of time).
- The postural requirements imposed by manual handling (eg bending, twisting, stretching).
- The age of the person carrying out the manual handling.
- The skill and experience of the person.
- The nature of the object being handled (e.g. size, shape structure and material, animate or inanimate.).
- Any other factors considered relevant by the employer, the employees or the HSR. Need to consider the risks to staff returning from leave, teaching a new subject/in a new environment etc.

Once the risk assessments have been conducted **controls** should be developed by the risk assessment team starting with the tasks rated as high risk.

When developing controls the risk control hierarchy is as follows:

- **redesign** to eliminate or reduce the risk as a first step;
- **change the workplace, systems of work and/or the object;**
- **provide mechanical aids** to reduce the risk and **training** in their use;
- **training and education** appropriate to the task.

For some manual handling tasks a combination of the risk control methods for reducing risk may be appropriate, however information, training or instruction should **never** be the sole or primary means of controlling the risk.

Once the control measures are in place, they will be **monitored** to make sure they are being used correctly, are not increasing the risk of injury; do help to reduce the manual handling risk and do not need further improvement.

What Manual Handling Activity may occur in our School and how can they be kept to a minimum?

Where possible, manual handling risks activities should be kept to a minimum. We try to **identify** all manual handling hazards in the school and remove them from expectations placed on staff. Through our health and safety sessions we try to involve all staff in reviewing any activities that staff engage in that may cause them to be at risk of injury.

The leadership team look at injury records to see in which areas, and on which tasks injuries are occurring. These are shared where necessary with governors.

The Senior Admin Manager oversees any activities performed by the site care staff that may involve risk of injury.

Manual handling risks include:

- Moving furniture,
- Carrying computers or other heavy electrical equipment
- Pushing the trolley
- Lifting a ladder
- Restraining a child
- Stretching to reach a high shelf
- Separating fighting students
- Lifting gym mats and other PE equipment
- Standing on a table and/or chair to put up pupils' work
- Carrying large food deliveries or paper deliveries
- Digging etc. in the garden
- Bending over for extended periods to be at the same height as students
- Poor workstation layout or design

Christ Church & Holy Trinity CE Primary Schools
Health and Safety Policy APPENDIX
Manual Handling Policy
September 2025

Policy to be reviewed every 2 years.

Signed: Head Teacher

Signed: *Richard Steenberg* Chair of Governors

Name of School	Christ Church and Holy Trinity Primary Schools
Policy review Date	September 2025
Date of next Review	September 2027
Who reviewed this policy?	Avis Hawkins/ Andrew Greetham
Ratified by Governors	October 2025