Southview School, College, and The View

Hereafter referred to as "Southview School"

Manual Handling (Students) Policy	
Policy Author:	Shane Edwards/Leah Gough
Approved by:	Local Advisory Committee
Date of Approval:	November 2026
Date for Review:	November 2029

Introduction

This policy has been drawn up with reference to the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1992, the Manual Handling Operations Regulations 1992, and the Manual Handling Operation Regulations 1992 (updated 1998).

This policy outlines the measures that must be taken by all school staff to eliminate or reduce the risk of injuries occurring and sets out guidance for the Moving and Handling of Students.

Policy Statement

Southview School recognises its responsibilities to implement as far as is reasonably practicable its duties in respect of the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992 (updated 1998). Measures to achieve this will include suitable and appropriate ergonomic design of the workplace, operational procedures, training, and the provision of mechanical aids.

The overall aim of all moving and handling tasks at Southview School is to move the student effectively, safely and to eliminate injuries relating to such tasks.

Definition of Terms

Moving and Handling:

The transporting or supporting of a student by one or more members of staff which includes, lifting, putting down, pushing, pulling, carrying, or moving by means of hand or bodily force.

Reasonably Practicable:

Is understood as, weighing out the potential risk of injury to staff and students versus the cost of supplying equipment to provide a safe working environment. (Lord Justice Asquith).

Introduction to Safer Handling:

Safer handling requires a risk assessment to be made of all handling tasks, and the risk to either be eliminated or to be reduced to the lowest level that is reasonably practicable, as stated in the Manual Handling Operations Regulations 1992: Guidance on Regulations (1992).

According to this policy, the student's weight should never be lifted manually except in life threatening situations. They should be encouraged to aid in their own transfers, where appropriate. Appropriate equipment and furniture should be used correctly to reduce the risk of musculo – skeletal injury.

Risk Assessments

By law, the school has a duty to make a suitable and sufficient risk assessment of all hazardous/potentially hazardous moving and handling operations to **eliminate the risk** or reduce the risk as far as reasonably practicable, and these are in place for individual students and their specific needs. A Risk Assessment must be undertaken to:

- Identify the assumed/real risks
- Eliminate/control/reduce the risk
- Provide documentation of the Risk Assessment undertaken
- Allow communication to other members of the staff and multidisciplinary team.

Individual Pupil Assessments

It is our policy to carry out a full Moving and Handling Risk Assessment on every student admitted to Southview School within the first week of admission.

Individual student assessments are to be updated as and when there are any changes. The manual handling plan will be kept with the health care plan.

Off-site Activities

This policy will be applied for off-site activities. If an activity cannot be carried out safely at the site identified, then it cannot go ahead. Some students may need an alternative activity.

Monitoring Review and Audit

This policy will be monitored and updated by the Manual Handling Advisor in consultation with the Head Teacher and will be reviewed at least every 3 years or earlier considering any relevant changes.