



Helping people living in extraordinary circumstances to live ordinary lives

Kingsley Learning Foundation Trust

Manual Handling Policy

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Contents Page

Point	Contents	Page
1	Introduction	2
2	Definitions	2
3	Manual handling aims	2
3.1	KLF academies aims	2
3.2	Areas to be considered	3
3.3	Movement of furniture, equipment and resources and waste disposal	3
3.4	Lifting and manoeuvring pupils with special needs	3
3.5	Staff employed by KLF Trust	3
4	Guidelines for safe working	4
4.1	Risk assessment	4
4.2	Handling plan	4
5	Equipment and facilities	5
6	Principles for safe handling	5

1. Introduction

Kingsley Learning Foundation Trust (KLFT) recognise their responsibility both to provide curriculum access for pupils with disabilities and to ensure the health, safety and welfare of its employees as far as is reasonably practicable. This manual handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations, 1992 (revised 1998 edition), and The Health and Safety at Work Act, 1974. It takes full account of the Disability Discrimination Act, 1995, The SEN and Disability Act, 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms, The Lifting Operations and Lifting Equipment Regulation LOLER (1998) and the EU Charter of Fundamental Rights (Nice 2000).

2. Definitions

Manual handling - the transporting or supporting of a load by hand or bodily forces, including lifting, putting down, pushing, pulling, carrying or otherwise moving the load.

Load - includes any person, animal or object, but not a tool or an implement being used for its purpose.

Injury - means an injury to any part of the body resulting from physical activities defined as above.

3. Manual Handling Aims

3.1 Trust school's aim to:

- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees

- Ensure full access to the curriculum and participation in the life of the school for pupils with physical difficulties
- Ensure the dignity and right to privacy of such pupils
- Reduce any risks that are identified to the lowest level practicable
- Review any manual handling plans and risk assessments annually or sooner if a significant change occurs
- Protect the health and safety of visitors to the school whilst they are on the premises as far as is reasonably practicable
- Ensure that staff are aware of this policy and have read and understood relevant risk assessments
- Ensure equipment provided is available for use, e.g. charged up, serviced, faults reported
- Monitor all accidents and incidents and ensure they are entered in the identified recording system
- Implement and maintain work systems that are safe and without health risks
- Make reasonable allowances for employees who become pregnant or develop a medical condition, which may affect their ability to perform the required moving and handling tasks. Any person becoming unfit for the work must not return to it until their doctor or medical professional deems them fit enough.

3.2 Areas to be considered

- Movement of furniture, resources and equipment
- Waste disposal
- Lifting and manoeuvring of pupils with special needs.

3.3 Movement of furniture, equipment and resources and waste disposal

- The school will provide mechanical aids and safety steps to minimise the risk of any injury. This includes sack barrow, trolleys, and secure safety steps where resources are at a high level
- Training in manual handling to be given to all staff annually
- Staff have a duty to use any aids provided in order to minimise risk. Also to ensure safety by not placing heavy boxes high on shelves etc.
- Staff also have a duty not to attempt any manual handling that may endanger their safety and to ask for assistance where needed, e.g. two people to move a table or bench
- There will be due regard to the physical capability of the individual to perform these tasks.

3.4 Lifting and manoeuvring of pupils with special needs

Pupils at KLFT will:

- Have their entitlement to curriculum access, opportunities to develop physical and independence skills and full participation in the life of the school acknowledged
- Receive appropriate assistance from staff employing safe systems of work (Manual Handling Plan)
- Have their dignity and privacy protected at all times
- Have their safety championed and the risk of injury will be minimised or eliminated
- As far as they are able, be expected to move independently and take responsibility for their safety and that of others.

3.5 Staff employed by KLF Trust will:

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including:
 - Reporting to the appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks
 - Reporting to the appropriate line manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults by using the school's agreed reporting system.
- They will:

- Wear appropriate clothing and shoes, to ensure modesty and allow freedom of movement
- Avoid jewellery that may present a risk to self or others.
- Cooperate with the employer to allow the employer to comply with his/her health and safety duties
- Use equipment appropriately in accordance with training and instructions provided
- Follow the Manual Handling Plan drawn up for each pupil
- Comply with the Manual Handling Policy
- Undertake any specified training to fulfil their duties
- Not carry out moving and handling procedures without appropriate advice/training
- Report any accident or incident to the appropriate line manager and record it using identified reporting system
- Assess an emergency situation first without rushing in to lift a pupil. If the pupil has fallen, wherever possible the member of staff will reassure the pupil and get help if necessary from a qualified first aider. They will give him/her time to recover and then encourage the pupil to get up by him/herself, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the Manual Handling Plan
- Ensure only adults push pupils in wheelchairs or supportive seating around the school site or on school trips
- Keep them self physically fit.

4. Guidelines for safe working

4.1 Risk assessment

- A handling/risk assessment will be undertaken when a pupil requires planned physical assistance with their movement
- Every assessment should take into consideration these three areas:
 - task – the transfer or movement involved
 - load – the person to be handled
 - working environment – including space, lighting, distance from other people, floor surface
- Information from this assessment will inform the writing of the Manual Handling Plan
- So called emergencies are almost always foreseeable, therefore the risk of anyone having to lift a pupil should be minimal. Real emergencies include situations where a person is in water and in imminent danger of drowning, in an area that is actually on fire or filling with smoke, in danger from bomb, missile or bullet, in danger from a collapsing building or other structure. These events are planned for as part of the Business Continuity Plan. Finding a pupil who has simply fallen onto the floor is not an emergency and should be planned for.

4.2 Manual handling plan

- The health, safety and dignity of the pupil and of all those concerned is paramount
- Ensuring access to the curriculum, therapies, and other school activities are of great importance
- Where a pupil's movement requires planned physical assistance (i.e. hoisting, standing frame, etc.) a Manual Handling Plan will be agreed and documented to identify the method of movement and the amount of support to be given
- The responsibility to ensure a plan is in place lies with the Headteacher and Governing Body
- The advice and views of pupils (as far as is reasonably practicable), guardians and other relevant professionals, e.g. Physiotherapist, Occupational Therapist, should be sought and taken into account
- Schools within the Trust follow the guidelines that all pupils over 18kg should not be manually lifted, unless in an emergency situation. Manual Handling Plans need to be followed at all times, and for

pupils who require hoist lifting these plans will detail the requirements for safe movement of a pupil.

- - Consideration should be given to providing pupils with opportunities to practise and develop physical skills which will lead to increased independence over time. For some pupils it may be appropriate to incorporate some instances for lifting (following safest handling procedures, individual risk assessment of adult and pupil and appropriate training) into the Manual Handling Plan
 - The plan must be followed for the employee's own safety and that of others including the pupil
 - Changes to the plan will be made during the handling review which should be held at least annually or when circumstances change. Alternative methods, equipment and environment changes should be considered and used where appropriate to reduce the risk as far as is reasonably practicable. This will be carried out by the school's manual handling trainer.
 - When a pupil (or guardian speaking for their child) refuses to be moved according to the Manual Handling Plan, reasons should be explored as part of a discussion regarding the benefits of the plan. A solution may be to use another method or piece of equipment. If the pupil/guardian still refuses, the school will consider the risk of injury to staff from manual handling balanced against the risk to the pupil if the procedure is not carried out. The result of this assessment will usually be to change an element of care. This should be agreed by all concerned, i.e. pupil, guardian, employee, therapist, manual handling trainer and Headteacher. Ultimately if the pupil/guardian insists on a practice which is unsafe, the school may refuse to carry out this procedure and legal advice will be sought.
- Manual Handling Plan and Risk Assessments will be kept for a minimum of six years commensurate with requirements relating to injury claims.

5. Equipment and facilities

All equipment should be checked by class staff before each use for signs of wear and tear.

Hoists and slings will be checked by an accredited contractor/competent person every 6 months (Lifting Operations and Lifting Equipment Regulations 1998). If there is any cause for concern about a piece of equipment, then this should be reported to line managers and put out of use. A suitably qualified person must recommend hoists and other pieces of specialist equipment. The maintenance of the equipment is the responsibility of the school.

6. Principles for safe handling

- Prepare yourself, colleague, pupil and environment for any manoeuvre.
- Inform the pupil what you are going to do and ask for consent where appropriate
- Keep your spine in line to reduce lumbar pressure
- Adopt a mobile, stable base and be aware of your centre of gravity to provide stability and balance
- Bend your knees not your back to use the strong leg muscles
- Raise your head on commencement of procedure as it keeps your spine in line
- Keep the load close to you as it reduces the pressure on the spine
- Get a good grip and brace muscles because this gives more control
- Don't twist or stoop because it exposes the spine to damage.

If in doubt – STOP AND SEEK ADVICE