

## Manual Handling Policy for Glencastle Special Class

This policy has been drawn up with reference to the Health, Safety and Welfare at Work Act 1950, the Manual Handling Regulations 2007

This statement outlines the measures that must be taken by staff to eliminate or reduce the risk of injuries occurring and sets out guidance for the Moving and Handling of pupils and loads.

Manual handling training given to all Special Class Staff 16/11/2015 by Ann McGreal QQI Certified Instructor from USafety.

All staff have been trained to assess a situation before lifting a load or child

### **Risk Assessment must be undertaken to:**

- Identify the assumed/real risks
- Eliminate/control/reduce the risk
- Allow communication to other members of the multidisciplinary team, the risks involved.

All moving and Handling Risk Assessments incorporate the 5 aspects for consideration:

Task

Individual's capability

Load

Environment/Equipment

Automate

Mechanise

Ergonomic approach

### **Responsibilities**

#### **Responsibilities of Glencastle Board of Management**

To ensure that the school is complying with all the relevant legislation and that no one is put at risk by the actions of employees within the school.

#### **Responsibilities of Principal**

- Ensure that all staff have competency to undertake Manual Handling.
- Ensure that staff attend the training provided by the school and that up to date training records are kept.

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- Ensure that the reduction of moving and handling risk is implicit in the management of the day to day routine by planning activities so that the workload is spread evenly across the school day.
- Feed reports to the Board of Management
- Ensure that all Moving and Handling injuries are reported in compliance with school Incident Reporting policy and fully participate in any investigation required.
- Refer any employee with back pain or any other physical condition or injury which may affect moving and handling capabilities for assessment.

### **Responsibilities of the Special Class teacher**

The Special Class teacher reports directly to the Principal and is responsible for:

- Monitoring of compliance with the Moving and Handling Policy in the Special Class Unit
- The organisation of training tailored to the needs of individuals in the Special Class
- Liaison with staff to identify good work practices and specific training needs
- Consultation on the most appropriate piece of equipment/handling aids for specific areas
- Undertaking audit of equipment available in all rooms
- Compile and maintain a protocol of all Moving and Handling equipment
- Monitoring accident/incident rates/trends related to manual handling
- Acting as a point of reference for moving and handling queries
- Reviewing requests from staff to purchase suitable moving and handling, lifting and ergonomics aids
- Ensure daily maintenance e.g. Charge hoist batteries

### **Responsibilities of the Employees**

- Ensure that they are familiar with the principles outlined in the policy and comply with any established safe system of work.
- Participate and comply with the undertaking and review of generic risk assessments.
- Ensure that they are familiar with techniques and equipment that they may be required to use.
- Attend mandatory training in moving and handling provided by the school.
- Report all moving and handling incidents
- Visually inspect all moving and handling equipment prior to each use for any defects. Remove and report faulty equipment as soon as possible.

### **Accident and incident investigation**

All Moving and Handling Incidents and Accidents must be reported on the official school Incident and Accident form ( in Filing Cabinet in Special Class) with the class teacher who will then report it to the Principal

- It is the Principal's responsibility to conduct initial investigations in the school.
- Any recommendations following the incident will be communicated to members of staff.

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•All investigations are dealt with in the strictest of confidence, ensuring the well being of staff at all times.

## **Sickness/absenteeism**

All staff who are absent from duty due to a Moving and Handling injury should follow the Department of Education Sickness Absence Policy

## **Education and training**

### **Mandatory Training**

The school provides mandatory training for new staff members of the Special Class. All members of staff will undergo refresher training every 2 years.

It is the Principal's responsibility to make arrangements for their staff to attend these mandatory training days, and it is each employee's responsibility to attend.

### **Special Training Sessions**

Special training sessions will be booked through the Manual Handling Trainer/Advisor for areas with specific needs or where specialist equipment is used. These training sessions do not replace mandatory training and will be accommodated as resources allow.

### **Monitoring review and audit**

This policy will be monitored by the Special Class Teacher in consultation with the Principal and will be reviewed every 2 years.

Implemented:	January 2017
Review Date:	January 2019

Signed \_\_\_\_\_ Date \_\_\_\_\_

Ratified by \_\_\_\_\_ Date \_\_\_\_\_