



THE  
**NEW GUILD**  
TRUST

Manual Handling Policy

## **POLICY**

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School  
Jackfield Infant School  
Alexandra Junior School  
Alexandra Infants' School**

### **Approval and Review**

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	February 2026
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K Peters</i>
Policy Review Period	12 months
Date of Policy Review	February 2027

<b>Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Changes</b>	<b>Reason for Alterations</b>
Initial			
	Feb 2021	No change	
	Feb 2022	No change	
	Feb 2023	No change	
	Feb 2024	No change	
	Feb 2025	No change	
	Feb 2026	No change	

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## **Statement of Intent**

This policy is designed to outline the school's legal responsibilities with regard to manual handling.

It sets out the processes in place to minimise any risks associated with manual handling. Full adherence with this policy will ensure legal compliance, and also reduce the risks of injury related to manual handling.

The guidelines in this document apply to school staff, pupils, visitors, contractors and volunteers. It applies to all activities both on and off school property, including school camps, excursions, and any other planned activities outside of the school grounds.

## **1. Legal Framework**

- 1.1. This policy has due regard to legislation, including, but not limited to the following:
  - The Health and Safety at Work etc. Act 1974.
  - The Management of Health and Safety at Work Regulations 1999
  - The Manual Handling Operations Regulations 1992
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - The Provision and Use of Work Equipment Regulations 1998
- 1.2. This policy will be implemented in conjunction with the New Guild Trust's:
  - Health and Safety Policy.
  - First Aid Policy.

## **2. Aims**

- 2.1. The health and wellbeing of all members of staff will be maintained and promoted by providing a safe working environment, specifically with regards to manual handling tasks.
- 2.2. A systematic approach to manual handling will be implemented, whereby everyone will be made aware of their individual roles and responsibilities.
- 2.3. Practical and workable solutions will be provided to improve the effectiveness of working practices.
- 2.4. Equipment and information will be provided, which is necessary to ensure the health and safety of staff involved in manual handling.
- 2.5. All members of staff will be informed and trained to take care of their own health, as well as the health of others.
- 2.6. Every member of staff will ensure compliance with the relevant legislation.

## **3. Responsibilities**

- 3.1. Each member of staff takes responsibility.
- 3.2. If a person informs the school that they have specific physical needs including pregnancy then a risk assessment is completed to identify any potential or reasonable adjustments as necessary.

## **4. Definitions**

- 4.1. According to the Manual Handling Operations Regulations 1992, manual handling means “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.”
- 4.2. Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.
- 4.3. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, or a person's ability to hold or grasp the particular item in a safe and balanced manner.

## **5. Risk Management**

- 5.1. The process for risk management is to avoid, assess and reduce any hazards.
- 5.2. The school will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.  
Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks.

This will take account of:

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
  - The actions or postural requirements involved in the task, including reaching, leaning and lifting.
  - The time, distance, duration and frequency of the task.
  - The individual's capacity for manual handling, including their age, skill, experience and strength.
  - The environment and workplace conditions such as lighting, access, free space and floor surface.
  - The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.
- 5.3. Once a risk assessment has been carried out, controls to manage the relevant risks will be put in place. These will include:
- Changes to the workplace and systems of work.
  - Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
  - Training and education, which is appropriate to the task.
- 5.4. Once control measures are in place, they will be monitored to ensure they are reducing the risk of injury and being used correctly.
- 5.5. Every stage of this process will be recorded and dates will be provided for each step.
- 5.6. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.

## **6. Risk Reduction**

- 6.1. Procedures will be followed to ensure risks are reduced as is reasonably practicable.
- 6.2. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.
- 6.3. Where practicable, equipment will be provided to assist with manual handling and reduce any risks.
- 6.4. All members of staff will receive training regarding manual handling in order to mitigate any risks.

## **7. Policy Review**

- 7.1. The policy will be reviewed annually.