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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

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LEAFLET 6 TO PART 3 TO SHEF MANUAL

MANUAL HANDLING

1. Manual Handling as defined under the Manual Handling Regulations 1992 relates to any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

2. Any of the tasks specified above which may be carried out by personnel in the course of carrying out their duties for an employer may cause injury resulting in temporary or permanent disability. Employers have a duty to prevent such injuries and are in the first instance required to carry out an initial (dynamic) manual handling risk assessment for all non-trivial manual handling tasks. Where the initial assessment identifies a risk of injury, the employer must first of all consider a means of avoiding the manual handling task. If this is not reasonably practicable, then the employer must ensure a full suitable and sufficient written assessment to be carried out by competent person/s and provide so far as is reasonably practicable, the necessary mechanical handling aids, training and information that has been identified by this assessment to minimise the risk of injury. The procedure that must be used for carrying out initial (dynamic) risk assessments and full written manual handling assessments is detailed in the MOD JSP 375 Vol 2 Leaflet 4. This leaflet is accessible on both the MOD Intranet and the Worldwide Web. If you have any difficulty accessing this leaflet or require further guidance in its use then please contact the SCE Lead SHEF Advisor.

3. Examples of situations which would need assessment are as follows but is not limited to:

1. The receiving and storing of stores (paper, books, cardboard, furniture etc).
2. The movement of furniture.
3. Moving classrooms at the end of the year.
4. Transport/movement of Televisions and Computer equipment.
5. Emptying and refilling of sand trays, water play trays.
6. Post collection.
7. Transport of salt/grit in winter.
8. Rubbish collection/disposal.

4. As with all risk assessments, completed manual handling assessments must be brought to the attention of all personnel who may have a requirement to conduct the task. Mechanical aids must be provided where the assessment has identified the need. In schools the funding for SHEF Equipment should, in the first instance, come from a School Budget. In SCE non-educational establishments the provision of mechanical aids is a line management function but Budget Managers can assist in identifying funds. In all cases if difficulties are met, please approach the SCE Lead SHEF Advisor for further guidance. It must be remembered at all levels of management

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that lack of funding will not be regarded as a mitigating factor in any investigation of a subsequent Manual Handling accident/injury.

5. All employees who are likely to be required to undertake Manual Handling tasks should undergo Manual Handling Training. This will vary from Manual Handling Awareness Training which is available in-house for clerical staff and teachers who have no major manual handling responsibilities etc to formal training for those who have manual handling duties as part of their job description eg caretakers, ICT personnel etc.

6. Manual Handling Assessment is mandatory (1992 Manual Handling Regulations) and so is providing suitable training. Failure to ensure that either or both are carried out could lead to a Line Manager being personally liable in the event of a claim being upheld.