



## Manual Handling Policy – 2025

---

### Scope of this chapter

This guidance is for employees who work with children and young people with social, emotional and mental health needs, to ensure safe working practices are in place. This includes lifting, lowering, pushing, pulling, supporting, transporting, and carrying.

This policy also includes general guidance for the wider working environment (schools, offices, maintenance, etc).

### Related Guidance

- [Health and Safety at Work etc. Act 1974](#)
- [Management of Health & Safety at Work Regulations 1999](#)
- [Manual Handling Operations Regulations 1992 \(as amended\)](#)
- [Provision and Use of Work Equipment Regulations 1998](#)
- [Lifting Operations and Lifting Equipment Regulations 1998](#)

### 1. Policy

The Caldecott Foundation recognises that some employees, due to the nature of their duties, may be at risk of injury from manual handling tasks, including those involving children. This policy complies with relevant legislation, including the Manual Handling Operations Regulations 1992 (as amended), which define manual handling as including lifting, lowering, pushing, pulling, supporting, transporting, and carrying.

The Foundation will:

- Avoid the need for hazardous manual handling operations wherever possible;
- Provide safe, ergonomically suitable working environments;
- Assess unavoidable manual handling risks and reduce them to a tolerable level;
- Provide appropriate equipment to assist with manual handling;
- Deliver training, supervision, and information to employees, including annual refresher training.

### 2. Objective

To eliminate or reduce the risk of injury to all persons involved in manual handling operations. Risk reduction methods include elimination, automation, mechanisation, or division of the load into manageable units.

### 3. Key Legislative Requirements

- Health and Safety at Work etc. Act 1974 – Requires employers to protect employee health and safety as far as is reasonably practicable.
- Management of Health and Safety at Work Regulations 1999 – Requires risk assessments of all work activities.
- Manual Handling Operations Regulations 1992 (as amended) – Introduces a hierarchy:
  - Avoid hazardous manual handling.
  - Assess any that cannot be avoided.
  - Reduce the risk of injury as far as reasonably practicable.

The TILE principles (Task, Individual, Load, Environment) must be considered.

### 4. Duty Holder's Responsibilities

Manual handling operations must be identified, assessed, and controlled. Duty holders must ensure:

- All relevant tasks are assessed;
- Risk reduction measures are implemented;
- Staff are appropriately trained and informed;
- Risk assessments are recorded and reviewed annually, or sooner where necessary (e.g., following changes in process, incidents, or new health concerns);
- Injuries and incidents are reported in line with RIDDOR procedures.

### 5. Health and Safety Appointed Persons

#### **Children's Homes and Boarding Provision:**

In these settings, the Registered Manager or the Boarding Manager is the appointed Health and Safety Person. They must:

- Conduct daily, weekly, and monthly H&S checks;
- Ensure risk assessments are suitable and up to date;
- Oversee equipment safety and staff training;
- Liaise with Heads of Department and Line Managers.

#### **School Settings:**

In school settings, the Headteacher is the appointed Health and Safety Person. Their responsibilities mirror those of the Registered Manager and include:

- Monitoring and reviewing manual handling risk assessments;
- Ensuring appropriate equipment is provided and maintained;
- Verifying the competency of staff through ongoing training;
- Liaising with Heads of Department and Line Managers to ensure working practices are safe and compliant.

Both Registered/Boarding Managers and Headteachers must ensure that defective equipment is taken out of use immediately and appropriate action is taken.

### 6. Employees

#### **Employees must:**

- Follow safe working procedures;
- Use provided equipment correctly;

- Report defects or unsafe practices;
- Participate in manual handling risk assessments and training;
- Notify their line manager of health issues that may impact their manual handling capabilities;
- Avoid lifting beyond their physical capabilities—seek assistance from maintenance or designated staff.

## 6.1 Avoiding, Assessing and Reducing Risk

If the general risk assessment indicates injury risk from manual handling, a specific manual handling risk assessment must follow.

- Avoid manual handling if possible.
- When unavoidable, assess and reduce risk.
- Call maintenance staff when loads are too heavy or awkward.

## 7. Minimal Manual Handling

### 7.1 Risk Assessment and Planning:

Comprehensive risk assessments must be conducted before any manual handling of children occurs. These should be completed collaboratively with relevant parties (e.g., parents/carers, social workers).

### 7.2 Moving and Handling of Children:

Manual handling of children should only occur in exceptional or life-threatening circumstances. Children should be encouraged to move independently with support as needed, with dignity and sensitivity.

### 7.3 Objectives:

- To implement a safer manual handling policy;
- Reduce injury risks to employees and children;
- Use equipment only where approved by Occupational Therapy;
- Maintain equipment per manufacturer guidelines;
- Ensure staff are trained and competent;
- Maintain accurate training records and audits.

## 8. Manual Handling Training

Manual Handling Training will be provided annually as part of the Foundation's Health and Safety training programme. This will include:

- Practical guidance on TILE principles;
- Updates on legislation and best practice;
- Equipment use and maintenance;
- Refresher training to address knowledge gaps and any changes in risk.