

Oakwood School & Assessment Centre

Manual Handling Policy

The risks associated with lifting and handling tasks are complex and each situation must be judged on its own merits bearing in mind the principles of manual handling as taught by a specialist in back-care training as arranged by EA Belfast Region.

In the ideal situation, lifting of children should be avoided. However, it is not practical to avoid all lifting of children. Therefore, the risk to the child and staff member should be assessed and a safe system of work put in place to reduce the risk of injury to the lowest level that is reasonably practicable.

All staff members involved with the manual handling of children must be trained in safe and effective moving techniques and will have this training regularly updated (maximum - every three years). This training will include in house and bought in training.

Once trained, it is the individual staff members' duty to implement the principles of manual handling and to ensure their co-workers maintain the highest standards of safety when moving children.

When lifting is unavoidable, a minimum of two members of staff should work in partnership to ensure maximum safety for the child and themselves. Where two or more members of staff are required, the use of a hoist must be considered.

Individual children with high risk manual handling needs will be identified by the physiotherapist and/or occupational therapist and advice given in writing to the staff members involved in that child's care.

Records of manual handling and hoist training will be kept by the Principal in school and updated yearly.