

## **Manual Handling and Lifting Guidance**

A risk assessment should be completed for handling bulky items, anything over 10kg in weight or for repetitive lifting activities. All staff are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Staff should take the following precautions:

- Minimise manual handling
- Do not attempt a task alone if beyond capabilities
- Wear appropriate footwear
- Assess load
- Do not lift if in doubt
- Do not lift anything above 10kgs
- Break load down into smaller loads if necessary
- Check route is clear and assess floor conditions (slippery, wet, rugs etc);
- Call for assistance from premises staff when required
- Use suitable equipment to support lifting & handling provided by the school (e.g. stack trolley)

Line managers have a duty to ensure that members of staff are competent to carry out tasks that require lifting anything over 10kg. If there are any doubts or queries advice should be sought from the Health & Safety Coordinator.

Separate assessments and training are needed for the lifting of pupils. We advise that if a child becomes incapacitated, medical assistance needs to be sought. If a pupil starts at EHS that could potentially require lifting, specialist handling training for teaching assistants should be arranged.