



Manual Handling Policy

Our Commitment

Dorset Pathways believes that the safety and protection of all children, young people, staff and any other visitors to our spaces is of utmost importance.

As an organisation, we commit to doing the best we can to ensure that Dorset Pathways is a safe place for those we work with.

This includes ensuring that our staff are aware of any risks to health and safety - as well as the resulting processes we have in place to address any health and safety challenges.

This document

- Defines the role and responsibilities of individuals in the organisation
- Applies to all people who work for and with Dorset Pathways, including our staff, stakeholders, volunteers and contractors
- Supports our aims as an organisation
- Is based on current legislation, government guidance and best practice. The documents are referenced at the end of the policy
- Contains the relevant contact details at the end of the policy

Obligations

All Dorset Pathways staff have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to cooperate with the Director on health and safety issues. Staff should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy. Staff must employ and maintain any manual handling guidelines that are set out and report any faults or concerns with any manual handling equipment.

Roles and Responsibilities

The Director will ensure sufficient funds are set aside with which to operate safe systems of work and will, as far as possible, ensure that Dorset Pathways, and its systems of work, are safe and with the lowest achievable levels of risk to health. They will have oversight and scrutinise the manual handling policy and ensure it is reviewed annually as a minimum or more promptly if there is a significant organisational change within the company or any significant incident takes place leading to an actual injury or near miss. Should any changes to policy be required, Directors will ensure that this information is clearly and promptly communicated to staff. Directors will appoint a Health and Safety



Officer (and designated Team) and ensure that they have sufficient training and support to fulfil the role to include manual handling.

The Health and Safety Team (with the support of consultancy if required) will ensure that this policy is clearly written and promotes a positive attitude towards safety in staff and young people. They will have sufficient experience, knowledge and training to perform the tasks required of them. They will know where to seek out and be able to act on specialist advice where necessary.

They should ensure that clear procedures are in place to assess any significant risks and to ensure that safe systems of work are implemented. They will ensure that this policy is clearly communicated to all the relevant people, including staff, young people, their parents/carers, stakeholders and visitors. They should ensure that all staff are provided with adequate information, instruction and training on health and safety issues, by promoting awareness of this policy and the need for all staff to understand and take responsibility for health and safety matters.

They will ensure that risk assessments of the premises and working practices of manual handling are undertaken, ensuring that safe systems of work are in place to mitigate risks established in assessment.

They will ensure that emergency procedures are in place and are known to staff.

All Dorset Pathways staff will maintain all machinery and equipment they are responsible for in a safe condition. Ensure that they only use equipment or machinery which they are competent to use or have been trained to use. Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare.

They will take reasonable care for the health and safety of themselves and others when manual handling, co-operating with the Director and the Health and Safety Team members on all matters relating to health and safety. They will plan all activities with a systematic approach, including a risk assessment and, where necessary, introducing control measures to reduce or eliminate any risks to safety.

Staff will set an example by personally following safe working practices. They will fully implement and also communicate health and safety procedures to young people at a level appropriate for their requirements. If necessary, they will seek information on any special safety measures that need to be adopted in their own teaching areas and ensure that they are adhered to.

Staff will issue clear and consistent instructions to the young people they are working with and encourage the young people to take responsibility for manual handling to the limit of their capability.

Dorset Pathways will ensure the young peoples' induction to their site covers all manual handling issues.



Staff must report any serious or immediate danger immediately to the Health and Safety Team and, if they are not available, to the Director. They must also report any shortcomings in the arrangements for health and safety immediately to the Health and Safety Team. They are expected to understand that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act and is more than a locally agreed policy.

Staff will be expected to maintain flexibility to support the manual handling requirements of the organisation e.g. if additional staff are needed for coverage following an incident, staff may be asked to stay longer, while those off duty may be contacted and asked to come in as additional support.

Monitoring, Evaluation and Review

The effectiveness of the manual handling policy can be measured both day to day and more strategically.

1. Ongoing monitoring/evaluation

Feedback from our young people, finding the degree to which they feel safe and happy

Feedback from our fellow professionals and parents, finding the degree to which they feel their young people are safe and happy

Feedback from staff in training sessions and appraisals as well as through questionnaires

Record of incidents reported.

2. Strategic monitoring/evaluation:

Formal review of incidents reported to the Health and Safety Team Consultant and through the Oversight Committee.

Contact details

Dorset Pathways Director :

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Dorset Pathways Health and Safety Consultant:
Craig Willis via - office@dorsetpathways.co.uk

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Health and Safety Team:

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Referenced documents and links

Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992 (as amended) (MHOR)

Authored by Directors

Last Reviewed : August 2023

Next Review : August 2024