

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **MANUAL HANDLING**

In the normal course of their duties it is inevitable that all staff will carry out some form of Manual Handling. Height is defined as any height, above or below ground, from which a person could injure themselves or others if they fell. Therefore the School as the employer must ensure that all staff are trained in basic Manual Handling techniques, and safe Working at Heights as it affects them. However this does not cover difficult and complex Manual Handling tasks, for which a formal Manual Handling Risk Assessment should be undertaken. The procedure and appropriate forms are available from the College Office.

No member of staff should work at height using anything other than a step stool or small stepladder provided by the school unless they have carried out a written risk assessment for the task envisaged.