

# How do we improve manual handling in our school?

A process flowchart demonstrating the use of information in the Manual Handling of Students Resource Package

## 1 Identify issues or hazards

- Complete the [Getting Started Checklist](#)
- Use the [Student Functional Assessment Form](#) to identify needs of individual students
- View the [presentations](#)

## 2 Assess the risk of injury occurring

- View the [presentations \(2 & 3\)](#)
- Refer to [Risk Factors Fact Sheet](#) & [Risk Factors Checklist](#)
- Review the [Risk Management Examples](#)
- Use the [Risk Management Template](#) for complex tasks

## 3 Make decisions about ways to minimise the risk of injury

### Design Controls

#### Job Redesign & Redesign of the work area

- Discuss with staff groups & managers
- Facilities Account Managers
- Refer to [People Handling Advisory Standard](#) chapter 7 & App 5

#### Equipment

- View [Presentation 9](#)
- Read [Equipment Fact Sheet](#)
- Use [Selection of Hoists Checklist](#)

### Administrative Controls

#### Document your Procedures

- Summarise routines in [Student Functional Assessment Form](#)
- Display [cue cards](#) for visual reminders
- Complete [Training Records](#)
- Use [Risk Management Template \(for complex tasks\)](#)

#### Maintenance of Equipment & Facilities

- Preventative maintenance
- Records of maintenance
- Select appropriate repairers

#### Task Specific Training

- View [Presentations](#)
- [Training Fact Sheet](#)
- [Training record forms](#)
- [Case studies](#)

#### Work Organisation

- Timetabling
- Staffing

## 4 Review - this is an ongoing process - revisit steps 1-4 regularly

- Review the [Semester checklist](#)