

Moving & Handling Policy



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Approved by: Governors

Last reviewed on: September 2022

Next review due by: September 2023

Moving and Handling Policy

Introduction: Manual Handling within the Context of Conductive Education

At Paces, the safety of the learners and the staff who support them is central to everything we do. We work within the ethos and principles of Conductive Education and therefore allowing our learners to be as active as possible is integral to our curriculum. As a team, we work creatively to ensure the students are learning about how to manage their movements in order to increase their problem-solving skills and in turn, their independence. In the framework of Conductive Education, the focus is on providing an environment of teaching and learning when considering transfers, as opposed to just moving from one place or position to another. With this in mind, it is accepted that a degree of calculated risk is taken when promoting active learning, and therefore robust manual handling processes are of the utmost importance to ensure staff are equipped to make sound and safe judgements. Consequently, there is a great emphasis placed on providing the best possible training for all staff. As well as statutory training and refreshers sessions, manual handling challenges within the context of Conductive Education are discussed and reviewed as a regular part of team meetings to ensure both optimum levels of activity and safety are maintained.

Aims of Policy

- To ensure the health and safety of all pupils, staff, volunteers and students in relation to moving and handling, as far as is reasonably practicable.
- To enable all staff to comply with their legal duties of care, with relation to moving and handling.
- To enable staff to work safely and competently when working with children and young people at Paces.
- To ensure that systems of work and the working environment are as safe as possible.
- To remove where possible and reduce the risk of injury incurred through moving and handling.
- All children and young people will have an individual moving and handling risk assessment to be regularly reviewed and available for all staff, professionals and family members.

Guidance

Manual handling (lifting, supporting, carrying, pushing and pulling by bodily force) is one of the most common causes of strain and sprain injury and back pain in all areas of education (HSE matters for special educational needs: Moving and Handling 2014).

This guidance is designed to:

- provide a balanced approach to the protection of the health safety and welfare of both children/young people and the staff who support them.
- comply with the requirements of the Manual Handling Operation Regulations 1992 (revised 1998 addition) (amended 2002); The Health and Safety at Work Act 1974 and The Reporting of Incidences Diseases and Dangerous Occurrences Regulations 1995.

- to take full account of the Disability Discrimination Act 1995; The SEN and Disability Act 2001, and The European Convention for the Protection of Human Rights and fundamental freedoms and the EU Charter of Fundamental rights (Nice 2000).

Responsibilities of Employer:

The overall management responsibility for children and young people in schools with moving and handling needs lies with the Headteacher. The Headteacher must ensure that all new staff involved with moving and handling of pupils, attend Moving and Handling induction training, which is provided by the Moving and Handling Lead member of staff.

The Health and Safety at work act imposes a duty on every employer to ensure:

The provision of information, instruction, training and supervision as is necessary to ensure as far as is reasonably practicable for health safety and welfare at work of all employees.

The Headteacher is also responsible for ensuring that all staff attend Moving and handling refresher training bi-annually.

The Health and Safety at work act imposes a duty on every employer to ensure the health, safety and welfare of all employees so far as is reasonably practicable with particular attention to:

- The provision of information, instruction, training and supervision as is necessary to ensure as far as is reasonably practicable for health safety and welfare at work of all employees.
- The systems of work and creating safe systems of work
- The working environment
- The Manual Handling Operations Regulations state that all employers must:
 - Avoid hazardous manual handling operations so far as is reasonably practicable
 - Make a suitable and sufficient assessment of any hazardous handling operations that cannot be avoided
 - Remove or reduce the risk of injury from those operations so far as is reasonably practicable

The School Moving and Handling Lead's Role:

- Deliver induction training for new staff
- Deliver refresher training for staff who have attended induction training
- Support staff to carry out moving and handling risk assessments and sign off individual moving and handling plans.

- Provide support and advise for staff with concerns re Moving and Handling issues within their class
- Liaise between health, social care (home) and education
- Ensure that equipment is safe to use and in the case of lifting equipment that it has been inspected every 6 months and serviced annually. This may be delegated by agreement to another person i.e. premises manager
- Attend annual update moving and handling training session to maintain knowledge and skills.

Responsibilities of the Employee:

The Health and safety at work act 1974 imposes a duty on the employee to ensure that they:

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including reporting to the appropriate line manager any medical condition that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks. At this point the employer will complete the necessary risk assessments.
- Report any areas where they consider themselves or the children or young people to be at risk when involved with moving and handling
- Cooperate with the employer to allow the employer to comply with their health and safety duties
- Use equipment appropriately and in accordance with training and instruction provided
- Attend and participate fully moving and handling training and refreshers as well as team discussions relating to moving and handling
- Wear appropriate clothing and footwear (easy to move in clothes, enclosed toes, no high heels).

Reporting Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires the employee to:

Report to the employer:

- Any accident at work as soon as possible
- Any potentially dangerous aspects of their work (i.e defective equipment)

- Record any accidents and near misses in the accident book. Even if there is no obvious injury, but there could be ill effects developing later on, the incident should still be recorded.

Staff must report any equipment failures or moving and handling concerns to Lizzie Bell- the moving and handling lead or Ruth Liu- the Headteacher. They will seek further support and advice on complex issues. Staff must follow the moving and handling risk assessments for each individual child. Failure to do so may put the child/employee at risk. Employees should be aware that if they ignore a risk assessment they could be held accountable for any resulting injury to them, the child/young person or other staff.

Responsibilities to Children and Young People:

By implementing safe systems of work following moving and handling risk assessments, the children and young people will receive the most appropriate support whilst maintaining an active approach to their learning, and the risk of injury to staff and learners will be minimised.

Moving and Handling Risk Assessment

A moving and handling risk assessment must be completed for all children who require physical assistance to move or to complete active transfers.

This assessment will take into account:

- The tasks being carried out with the child or young person throughout the day. This will include the diverse range of activities carried out at Paces, for example, transfers on and off the toilet, stepping transfers and pulling onto a plinth.
- The individual (the person carrying out the activity)
- The child or young person
- The environment
- The equipment used by the child or young person.

All staff working directly with the child or young person will be involved and contribute to the risk assessment. Once this has been documented by the Moving and Handling Lead they will be asked to read and respond appropriately.

Copies of the moving and handling risk assessments are held centrally in the main office, with their personal details in class and also on the school network.

All risk assessments must be reviewed every 6 months or when there has been a significant change, e.g. following surgery.

Should any individual find a task difficult i.e. due to unusual physical attributes, existing musculoskeletal problems, pregnancy or recent return to work (following injury) this must be taken into account by their manager and if necessary the task removed from them for a specified time, to then be reviewed.

Emergencies

Any foreseeable emergencies should be planned for in advance, i.e. child having seizure in the pool.

PEEPS (Personal emergency evacuation programme) are in place for all children and young people with mobility problems, this responsibility lies with the Headteacher in consultation with appropriate staff and should be part of the fire evacuation policy.

Educational Visits

As for all expeditions a full risk assessment should be made prior to the trip to ensure the safety of staff and children, this should include transport, access and specialist facilities where needed.

Hoists and Slings

There are two mobile hoists in school currently. These are serviced every 12 months by the companies they were originally purchased from. The assessment of slings is managed by the OT service, who contact us whenever a sling needs assessing.

This policy will be reviewed on an annual basis by Lizzie Bell, the Moving and Handling lead within school or earlier should there be the need.