Policy No: 45

Moving & Handling Policy

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Moving and Handling Policy

Aims of Policy

- To ensure the health and safety of all pupils, staff, volunteers and pupils 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 pupils 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.
- To stipulate the process for pupils having an individual moving and handling risk assessment to be regularly reviewed and available for all staff, professionals and family members.
- To highlight specific challenges of moving and handling within a Conductive Education environment.

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 the pupils 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).

*See below for additional guidance for moving and handling within the context of Conductive Education.

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

<u>The School Moving and Handling Leaders' Roles:</u>

- Timetable and ensure the delivery of induction training to all new staff. Training will to be delivered in the following sections:
    - Moving and handling theory and legislation
    - Safe principles of moving and handling
    - Hoists and slings
    - Practical moving and handling techniques used at Paces to support teaching and learning

- Deliver annual refresher training for staff who have attended induction training and additional refresher training for individual staff when needed.

- 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.

- Meet with staff requiring individual risk assessments as soon as the need arises to write risk assessment and set a review date.

- Work closely with the Paces therapy team regarding all aspects of Moving and Handling pupils, particularly concerning decisions involving equipment: the need for it, ordering from trusted suppliers and the safe implementation and use of equipment.
- Liaise between health, social care (home) and education
- Liaise with the facilities manager to 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.
- Attend IOSH moving and handling 'train the trainer' refresher sessions to maintain and assess 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 pupils to be at risk when involved with moving and handling. This includes immediately reporting any injuries they have sustained or any other ailment (physical or mental health) that may impact on their ability to safely carry out all or some aspects of their manual handling role.

- 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
    - No hooped/dangling earrings
    - Supportive shoes with backs. No high heels, no flipflops.
    - No ripped jeans
    - When moving and handling, hair needs to be up.
    - No excessively long nails.

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 or Ben Hebblethwaite- the moving and handling leaders or the Headteacher. They will seek further support and advice on complex issues. Staff must follow the moving and handling risk assessments for each individual pupil. Failure to do so may put the pupil/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 pupil 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 pupils 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 pupil
- The environment
- The equipment used by the pupils

All staff working directly with the pupil will be involved and contribute to the risk assessment. Once this has been documented by the Moving and Handling Leaders 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, on the school network and in the class risk assessment folders.

All risk assessments must be reviewed at least annually and more regularly as needed, particularly 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. An individual risk assessment will be written for the person concerned in this scenario; this will be shared with their team and reviewed on a regular basis as agreed by the Moving and Handling leaders with the individual.

Emergencies

Any foreseeable emergencies should be planned for in advance, i.e. pupil 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 Sings

There are three mobile hoists in school currently and H-Frames in several of the classrooms and bathrooms. These are LOLA inspected every 6 months and are serviced every 12 months by the companies they were originally purchased from. The assessment of slings is managed by the pupils' therapy teams, who contact us whenever a sling needs assessing.

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

Moving and Handling within the context of Conductive Education at Paces

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 pupils 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 upmost importance to ensure staff are equipped to make sound and safe judgements. Similarly, it is imperative that our manual facilitation practice is monitored and reviewed on and ongoing basis. This will ensure staff are applying the most considered and effective techniques which use appropriate touch, promote active learning whilst providing dignity and independence.

Consequently, there is a great emphasis placed on providing the best possible training for all staff. As well as statutory training and refresher 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.

The Professional Conductors Association (PCA) have updated their Moving and Handling Publication which offers guidance for CE practitioners under the following headings:

- **Policies and Procedures**
- **Risk Assessment**
- **Manual Facilitation**
- **Environment**
- **Equipment**
- **Staff Training and Wellbeing**
- **Collaboration with Health Professionals**

This document is attached to the policy to ensure future practice.