



# Manual Handling Policy

<b>Date of last review:</b>	2022	<b>Review period:</b>	3 Years
<b>Date of next review:</b>	2025	<b>Written by:</b>	Laura Guest
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	Finance & Resources
<b>Signature:</b>			

## Policy Statement

At our school **We Foster Success** by providing a safe, happy environment in which all pupils can develop and achieve. We also recognise our responsibility and aim to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

Wyre Forest School is a broad-spectrum special needs school for children aged 3 to 19. Some of these pupils have impaired movements and can have difficulty in controlling their voluntary movements, altering position, controlling body parts, or even making limbs move or bend at will. Their impaired movements, and the often-accompanying neurological impairment, can also affect balance, head control, muscle tone and reaction to loud noise. These pupils require handling and moving by various methods.

## Definition

Manual handling is defined as the transporting or supporting of a load (object, people and animals by hand or bodily force). This involves lifting, carrying, supporting, pushing and pulling. Related activities often include bending, reaching, stooping and twisting.

## Purpose

The purpose of this policy is to outline our practice in Manual Handling to prevent all pupils with mobility needs, and all staff from getting hurt.

## Aims

Wyre Forest School understands manual handling as the transporting or supporting of loads by hand or by bodily force either with or without mechanical help. This includes activities such as lifting, carrying, pushing, pulling and sliding heavy objects. It especially covers the lifting or moving of pupils. As all of these manual handling activities obviously carry the risk of injury if they are not performed carefully.

Wyre Forest School will take the following steps to ensure that its statutory duties to protect staff and pupils are met at all times:

1. Each employee is given information, instruction and training as is necessary to enable safe manual handling in all areas of the school environment, through Virtual College, our online training system or through 1:1 training by the Manual Handling Trainer(s).
2. Processes and systems of work involving manual handling are assessed and properly supervised by the Manual Handling Trainer(s) until staff teams are confident to complete tasks without supervision.

3. Ceiling hoists and mobile hoists are available to keep manual handling to a minimum.

At Wyre Forest School our overall aim is to achieve 'no lifting' wherever reasonably practicable.

## Legislation

Manual handling is covered specifically by the following legislation:

- a) The Health and Safety at Work Act 1974
- b) The Management of Health and Safety at Work Regulations 1999
- c) The Manual Handling Operations Regulations 1992
- d) The Lifting Operations and Lifting Equipment Regulations 1998

All regulations follow the same theme of a "minimal handling" approach to manual handling. Under the regulations, employers are required to avoid the need for employees to undertake any manual handling operations which involve a risk of them being injured and, where such activities cannot be immediately eliminated, a "suitable and sufficient assessment" of all such operations is mandatory.

## Training

All staff in classes with pupils who need to be manually handled will receive training and support to promote and develop good, safe moving and handling practice.

All staff undertake annual Manual Handling training through Virtual College. This training includes the safe methods of lifting and carrying for all employees who undertake manual handling activities. In addition, any staff who are required to move and handle pupils are given bespoke training conducted by the Manual Handling Trainer(s) to promote and develop good, safe moving and handling practice.

This bespoke training includes:

1. Hoist training conducted by the Manual Handling Trainer for any staff needing to hoist pupils. This training is specific for the pupil and includes hoisting within the classroom, and hydrotherapy pool.
2. The transitioning of pupils from/to each piece of physical equipment, and from/to the floor.
3. A refresher conducted every year with staff who conduct the moving and handling of pupils, specific to each pupil.
4. Manual Handling Records shared with staff and adhered to.

## Risk Assessment

1. Each pupil who requires moving have a Manual Handling Record which is undertaken by the Manual Handling Trainer(s), and includes, Individual Pupil Risk Assessment, and Safe System of Work.
2. The Individual Pupil Risk Assessment will identify the hazards and risks, and share the control measures.
3. The Safe System of Work will describe the transferring process for each individual pupil. This includes transferring the pupil from/to home wheelchair, classroom wheelchair, changing bed, floor, trampoline, specialist equipment, and the hydrotherapy pool.
4. The Manual Handling Trainer(s) carrying out the risk assessment works in consultation with the Occupational Therapist and the Physiotherapist.
5. The Manual Handling Records are shared with all relevant staff moving and handling the pupils, and parents. Staff need to read, sign and adhere to the pupils Manual Handling Record.
6. Staff need to look for risk of injury and try to minimise any risk, e.g., can equipment be used instead, changing the task to minimise the risk or altering the working environment to make manual handling less awkward.
7. Staff should never, in any circumstances, attempt to lift a pupil or a weight where they believe that there is a significant risk of injury.
8. Wherever reasonably practicable, moving and handling tasks must be avoided.
9. Where moving and handling tasks cannot be avoided, classes must ensure that suitable and sufficient moving and handling risk assessments are completed to ensure that appropriate steps, including training, are taken to reduce the risk of injury to the lowest level reasonably practicable.
10. Best practice and well-planned practice should result in safe transfers.
11. REMEMBER – as in all aspects of life we can only reduce risk: we cannot eliminate it altogether.

### **Duties of Senior Leadership Team**

1. Manual Handling Assessments are carried out where relevant, and records are kept.
2. Adequate information and training are provided.
3. Any injuries or incidents relating to manual handling are investigated with remedial action taken.
4. Manual handling equipment provided, e.g. hoists, slings and pneumatic beds, are inspected regularly (every 6 months).
5. The Lifting Operations and Lifting Equipment Regulations are maintained and records are updated on a 6 monthly basis.
6. Ensure staff receive the annual Manual and Handling training.

### **Duties of Manual Handling Trainer(s)**

1. Complete Manual Handling Records for every pupil who requires manual handling.
2. Share Manual Handling Records with the relevant members of staff, and parents.
3. Update Manual Handling Records as and when required, as well as annually.

4. Provide training to staff upon request, and ensure an annual refresher takes place.
5. Ensure staff are adhering to safe systems of work and report concerns to SLT immediately.
6. Monitor and review safety arrangements for manual handling operations with the support of Assistant Headteacher- pupil needs.
7. Report any concerns relating to employees undertaking manual handling activities who you deem unsuitable for reasons of health and safety to Assistant Headteacher- pupil need.
8. Report to Assistant Headteacher- pupil needs any defects/damage to manual handling equipment.
9. Seek advice from Centaur as and when the Manual Handling Trainer(s) require further support.

### **Duties of Employees**

1. Staff should avoid hazardous manual handling. e.g. walking on a wet floor, or lifting on to a high changing bed, as is reasonably practical.
2. Where hazardous manual handling cannot be avoided, staff should assess the risk first.
3. Staff should take reasonable care for their own safety, and that of others when carrying out moving and handling and attend training as required by their employer.
4. Staff should use moving and handling equipment and techniques in accordance with training. Observe the principles of manual handling and use the equipment provided in accordance with instructions.
5. Staff who are moving and handling pupils need to wear appropriate clothing and shoes. Clothing should not be offensive, or revealing. Shoes should not be open-toed or loose e.g. no flip-flops or sandals as these increase the risk when moving and handling pupils.
6. Staff should report to Assistant Headteacher- pupil needs if they are not sure of any moving and handling procedure, consider any task too difficult or if it is likely to pose a risk of injury.
7. Staff should alert Assistant Headteacher- pupil needs if they need further training.

### **Incidents**

Staff should report all incidents or near misses arising from moving and handling to Assistant Headteacher- pupil need. Unless staff are raising a concern about malpractice within school, then staff should adhere to the Whistleblowing Policy and report directly to the Headteacher.

### **Pupils:**

1. If pupils sustain a manual handling accident or injury, you should call the First Aider who will assess them.

2. The nature of the injury will be recorded on Medgate under 'near miss/minor incident' or 'serious incident'.
3. Parents will be informed of the incident, and of the injury sustained.
4. Headteacher will be contacted.

#### **Staff injured at work:**

1. If you sustain a manual handling accident at Wyre Forest School, you should call the First Aider who will assess you.
2. The nature of the injury will be recorded on Medgate under 'near miss/minor incident' or 'serious incident'.
3. Manual handling incidents are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
4. According to RIDDOR, all manual handling accidents and injuries should be recorded by the Wyre Forest School First Aider and reported to the HSE, especially if they result in staff being absent from work for seven days or more or involve faulty equipment.
5. Manual handling equipment provided, e.g. hoists, slings and pneumatic beds, are inspected every six months and maintained by Lifting Equipment Services (Newent) Ltd. Records of all such equipment and their maintenance schedules are kept in the Caretaker's office.

## Appendix A – Relevant Staff

Headteacher	Rebecca Garratt – <a href="mailto:rgarratt@wfs.worcs.sch.uk">rgarratt@wfs.worcs.sch.uk</a>
Deputy Headteacher(s)	Joanne Kehoe – <a href="mailto:jmk50@wfs.worcs.sch.uk">jmk50@wfs.worcs.sch.uk</a> Alison Hopkins – <a href="mailto:ahopkins@wfs.worcs.sch.uk">ahopkins@wfs.worcs.sch.uk</a>
Assistant Headteacher AHT Pupil Need AHT Behaviour	Rebekah Thompson – <a href="mailto:rlt39@wfs.worcs.sch.uk">rlt39@wfs.worcs.sch.uk</a> Laura Guest – <a href="mailto:lguest@wfs.worcs.sch.uk">lguest@wfs.worcs.sch.uk</a> Aimee Pearce – <a href="mailto:apearce@wfs.worcs.sch.uk">apearce@wfs.worcs.sch.uk</a>
School Business Manager	Elaine Griffin – <a href="mailto:egriffin@wfs.worcs.sch.uk">egriffin@wfs.worcs.sch.uk</a>
Head of Care	Abby Baker – <a href="mailto:ab860@wfs.worcs.sch.uk">ab860@wfs.worcs.sch.uk</a>
Manual Handling Trainer(s)	Nicola Harries – <a href="mailto:nu5@wfs.worcs.sch.uk">nu5@wfs.worcs.sch.uk</a>
Chair of Governors	Brenda Lines – <a href="mailto:office@wfs.worcs.sch.uk">office@wfs.worcs.sch.uk</a>

## Appendix B – Manual Handling Record Template



### Wyre Forest School

#### Individual Specific Risk Benefit Assessment

This document is designed to complete the requirement for a written risk assessment, applying the LEA generic risk assessment to the specific requirements of the user.

**Specified nature of activity and environment/venue:** Manual Handling Record for \_\_\_\_\_ @ Wyre Forest School

**Assistant Head/Lead:** Laura Guest  
**Manual Handling Trainer:** Nicola Harris

#### Benefits of Experience:

1. To maintain and develop physical skills in a safe way.

<b>Significant Hazards and Identification of Risk</b>	<b>Those that might be harmed:</b>	<b>Action to Control measures:</b>	<b>Residual Risk Rating</b>



<p>Physical Equipment: Standing Frame</p> <ol style="list-style-type: none"> <li>1. Pupil falling</li> <li>2. Hazards within environment</li> <li>3. Trapped limbs – movement of wheels, frame</li> </ol>	<p>ALL</p>	<ol style="list-style-type: none"> <li>1. Pupils to be strapped into standers – <i>see safe system of work section (next section of record) for description for individual pupil.</i></li> <li>2. Staff to check objects are not within the route of the pupil when the stander is moved around.</li> <li>3. Ensure breaks are placed on when stander is in use. Move stander out of the classroom when not in use, ensure staff operate the remote to move stander up and down, when staff do this ensure no other pupils are near the stander and the pupil's hands are within the standing frame.</li> </ol>	<p>Acceptable</p>
<p>Physical Equipment: Walker</p> <ol style="list-style-type: none"> <li>1. Pupil falling</li> <li>2. Hazards within environment</li> <li>3. Injured limbs</li> </ol>	<p>ALL</p>	<ol style="list-style-type: none"> <li>1. Pupils to be transferred into walker, and strapped in – <i>see safe system of work section (next section of record) for description for individual pupil.</i></li> <li>2. Staff to check objects are not within the walking route of the pupil. Staff to stand behind walker directing the walker away from walls, doorways; or give pupil instructions if appropriate e.g., stop, go, turn left, etc.</li> <li>3. Staff to ensure pupils are strapped into the walker so there are no free limbs. Staff to monitor whether the pupil's feet and hands continue to be strapped in as they are using the walker.</li> </ol>	<p>Acceptable</p>

<p>Physical Equipment: Class Chair</p> <ol style="list-style-type: none"> <li>1. Pupil falling</li> <li>2. Hazards within environment</li> <li>3. Trapped limbs – movement of wheels, frame</li> </ol>	<p>ALL</p>	<ol style="list-style-type: none"> <li>1. Pupils to be transferred into class chair, and strapped in – <i>see safe system of work section (next section of record) for description for individual pupil.</i></li> <li>2. Staff to check objects are not within the route of the pupil. Staff to stand behind class chair directing the chair away from walls, doorways.</li> <li>3. Staff to ensure pupils are strapped into the chair so there are no free limbs. Staff to monitor whether the pupil's feet and hands continue to be strapped in as they are using the chair. If the class chair has a bounce mechanism, please ensure this is off when moving pupil in class chair.</li> </ol>	<p>Acceptable</p>
<p>Physical Equipment: Home Chair</p> <ol style="list-style-type: none"> <li>1. Pupil falling</li> <li>2. Hazards within environment</li> <li>3. Trapped limbs – movement of wheels, frame</li> </ol>	<p>ALL</p>	<ol style="list-style-type: none"> <li>1. Pupils to be transferred into home chair, and strapped in – <i>see safe system of work section (next section of record) for description for individual pupil.</i></li> <li>2. Staff to check objects are not within the route of the pupil. Staff to stand behind class chair directing the chair away from walls, doorways; or give pupil instructions if they are able to operate the chair themselves e.g., stop, go, turn left, etc.</li> <li>3. Staff to ensure pupils are strapped into the chair so there are no free limbs. Staff to monitor whether the pupil continues to be strapped in as they are using the chair. Staff to monitor where pupil's hands are and ensure they are not too close to furniture, door frames, etc.</li> </ol>	<p>Acceptable</p>

<p>Physical Equipment: Acheeva Bed</p> <ol style="list-style-type: none"> <li>1. Pupil falling</li> <li>2. Hazards within environment</li> <li>3. Trapped limbs – movement of wheels, frame</li> </ol>	<p>ALL</p>	<ol style="list-style-type: none"> <li>1. Pupils to be transferred into home chair, and strapped in – <i>see safe system of work section (next section of record) for description for individual pupil.</i></li> <li>2. Staff to check objects are not within the route of the pupil. Staff to stand behind class chair directing the chair away from walls, doorways; or give pupil instructions if they are able to operate the chair themselves e.g., stop, go, turn left, etc.</li> <li>3. Staff to ensure pupils are strapped into the chair so there are no free limbs. Staff to monitor whether the pupil continues to be strapped in as they are using the chair. Staff to monitor where pupil’s hands are and ensure they are not too close to furniture, door frames, etc.</li> </ol>	<p>Acceptable</p>
<p>Floor</p> <ol style="list-style-type: none"> <li>1. Pupil falling</li> <li>2. Hazards within environment</li> <li>3. Staff tripping</li> </ol>	<p>ALL</p>	<ol style="list-style-type: none"> <li>1. Pupils to be transferred onto floor – <i>see safe system of work section (next section of record) for description for individual pupil.</i></li> <li>2. Staff to check objects are not on the floor, and the floor is clear of others/objects.</li> <li>3. Staff to ensure there are no trip hazards e.g., turned up carpets, toys, obstacles, other pupils, equipment.</li> </ol>	<p>Acceptable</p>
<p>Toileting – changing bed</p> <ol style="list-style-type: none"> <li>1. Pupil falling</li> <li>2. Hazards within environment</li> <li>3. Trapped limbs – movement of bed/ bed safety guard</li> <li>4. Staff injury – bad back</li> </ol>	<p>ALL</p>	<ol style="list-style-type: none"> <li>1. Pupils to be transferred onto the changing bed – <i>see safe system of work section (next section of record) for description for individual pupil.</i> Staff to ensure the safety guard on the side of the bed is lifted up and secure when the pupil is on the bed. Staff to place pupil onto the middle of the changing bed. Staff to stand next to changing bed,</li> </ol>	<p>Acceptable</p>

		<p><i>and only move away when the changing guard is in place, the pupil is detached from hoist to press the alarm (where needed) or to get PPE and personal care items from the nearby shelf, where possible, have these ready before placing pupil onto the changing bed.</i></p> <p><i>2. Staff to check objects are not on the floor, and the floor is clear. Staff to ensure there are no trip hazards e.g., turned up carpets, toys, obstacles, other pupils, equipment.</i></p> <p><i>3. Staff to ensure the pupils hands on not near the edge of the bed when the safety guard is put up, or when the bed is pumped up to the correct height.</i></p> <p><i>4. Staff to pump the changing bed up to the correct height to ensure they are not bending down.</i></p>	
<p>Hydrotherapy Pool</p> <p>1. Pupil falling</p> <p>2. Hazards within changing room/pool</p> <p>3. Trapped limbs – movement of wheels, frame</p> <p>4. Drowning</p>	<p><i>ALL</i></p>	<p><i>1. Pupils to be transferred as described above (changing bed, and all other equipment as any of these may be being used). Pupils to be transferred into and out of the hydrotherapy pool – see safe system of work section (next section of record) for description for individual pupil. Staff to be trained to use the hoist within the pool.</i></p> <p><i>2. Staff to read the hydrotherapy risk assessment so they are aware of the hazards within the hydrotherapy pool/changing rooms. Look for objects/ others on the floor near the changing bed. Ensure the floor does not have too much access water on as this will make it slippery when</i></p>	<p><i>Acceptable</i></p>

		<p><i>transferring pupil. Use the squidgy mop to push the access water into the drain.</i></p> <p><i>3. Staff to ensure the pupils hands on not near the edge of the changing bed when the safety guard is put up, or when the bed is pumped up to the correct height. Staff to ensure pupils hands/fingers are within the piece of equipment.</i></p> <p><i>4. See hydrotherapy risk assessment to reduce the risk of drowning.</i></p>	
<p>Trampoline</p> <p>1. Pupil falling</p> <p>2. Hazards within environment</p> <p>3. Trapped limbs – within the trampoline</p>	<p><i>ALL</i></p>	<p><i>1. Pupils to be transferred onto the trampoline – see safe system of work section (next section of record) for description for individual pupil.</i></p> <p><i>Rebound Therapy trained member of staff to remain on the trampoline with the pupil.</i></p> <p><i>2. Ensure the floor is free from obstacles/others e.g., shoes, equipment, other pupils, slippery substances.</i></p> <p><i>3. Staff to ensure the pupil remains near the middle of the trampoline, and when they are bounced their fingers/hands not caught within the netting of the trampoline.</i></p>	<p><i>Acceptable</i></p>
<p>Transferring pupils</p> <p>1. Load – heavy</p> <p>2. Pupil falling</p> <p>3. Hazards within environment</p> <p>4. Trapped limbs – movement of wheels, frame</p>	<p><i>ALL</i></p>	<p><i>1. Pupils to be transferred – see safe system of work section (next section of record) for description for individual pupil. If a member of staff feels that a pupil is too heavy to be manual handled e.g., walked from equipment to equipment, then they need to raise this concern with the Manual Handling Trainer or SLT.</i></p> <p><i>2. Staff to only transfer pupils if they have been trained to do so by the Manual Handling Trainer.</i></p>	<p><i>Acceptable</i></p>

		<p><i>Staff to check the transfer for the pupil is correct based on their knowledge, and that each broken down step has been carried out. If they are unsure, they should not lift the pupil.</i></p> <p><i>3. Staff to check the area is clear from obstacles.</i></p> <p><i>4. Staff to monitor where the pupil's hands are e.g., not reaching out of sling, etc.</i></p>	
<p>Environment</p> <p>1. Tripping</p> <p>2. Vision</p>	<p><i>ALL</i></p>	<p><i>1. Staff to assess the environment prior to carrying out manual handling of a pupil. This should be done by looking on the floor for any obstacles that may result in the member of staff or pupil tripping. These obstacles need to be removed, if they cannot be removed then the member of staff needs to relocate/assess whether it is safe to carry out manual handling on the pupil.</i></p> <p><i>2. Staff need to ensure the lighting is bright enough to see any potential hazards.</i></p>	<p><i>Acceptable</i></p>
<p>Staff</p> <p>1. Not enough staff to safely move pupils</p> <p>2. Untrained staff</p>	<p><i>ALL</i></p>	<p><i>1. Staff ratios must be adhered to – see each piece of equipment for this.</i></p> <p><i>2. Staff receive manual handling training specific to each pupil, and each piece of equipment (listed above), and a yearly refresher is carried out. Individual Manual Handling Plans will be shared with trained staff who are working with those pupils.</i></p>	<p><i>Acceptable</i></p>
<p>Behaviour, incidents</p> <p>1. Challenging behaviour</p>	<p><i>ALL</i></p>	<p><i>1.</i></p>	<p><i>Acceptable</i></p>
<p>Medical needs</p>	<p><i>ALL</i></p>	<p><i>1.</i></p>	<p><i>Acceptable</i></p>

1. Medical needs of pupils may pose risk			
Safeguarding 1. Intimate Care 2. Close Contact	<i>ALL</i>	<i>Safeguarding protocols and practices must be adhered to at all times. Staff to read physical contact and intimate care policy, and safeguarding policy. Staff to have safeguarding training and for this to be updated annually.</i>	<i>Acceptable</i>
Emergency Evacuation 1. Manual Handling can add time during an emergency evacuation	<i>ALL</i>	<i>1. If the pupil is out of a piece of physical equipment, then the same procedure needs to be followed – same ratio as described above, same procedure as described above. Pupil need to leave the building from the nearest exit.</i>	<i>Acceptable</i>
Personal Data Breach 1. Data is kept for all pupils who require manual handling	<i>ALL</i>	<i>1. All Manual Handling Records to be kept in locked cupboard. Manual Handling Records to be kept in purple folders as a spare copy. Manual Handling Trainer to keep an electronic copy of these.</i>	<i>Acceptable</i>
Risk of Infection – COVID 1. Risk of transferring germs	<i>ALL</i>	<i>1. Equipment to be wiped with antibacterial at the end of use. Staff to wash hands regularly.</i>	<i>Acceptable</i>

## SAFE SYSTEM OF WORK

Transferring Procedure:	Actions:	Photographic Evidence:
Transferring pupils 1. <i>Weight, size, shape</i> 2. <i>Falling</i> 3. <i>Medical</i> 4. <i>Capability</i> 5. <b>Staff ratio</b>	1	
Physical Equipment: Standing Frame		
Physical Equipment: Walker		
Physical Equipment: Class Chair		
Physical Equipment: Home Chair		
Physical Equipment: Acheeva Bed		
Floor		
Toileting – bed		
Hydrotherapy Pool		
Trampoline		



**RBA's to be shared with all staff carry out Manual Handling with specific pupil**

R Liggitt (EVC) ..... L Guest (Assistant Headteacher) .....

I confirm that I have read and understood this Manual Handling Plan:

NAME	SIGNED	DATE