



# Moving and Handling of Pupils and Young People Policy

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<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 attaches great importance to the health and safety of all staff, children and young people.

Pupils with impaired movements can have difficulty in controlling 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 effect balance, head control, muscle tone and reaction to loud noise. The purpose of this document is to expand and explain the policy.

**Wyre Forest School's overall aim is to achieve 'no lifting' wherever reasonably practicable.**

1. The primary intention of the policy on 'Moving and Handling of Pupils and Young People' who have mobility needs is to prevent all staff, pupils and young people getting hurt.
2. 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.
3. Wherever reasonably practicable, moving and handling tasks must be avoided.
4. 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.
5. We have to use "clinical judgement" when working with the pupils.
6. Best practice and well-planned practice should result in safe transfers.
7. REMEMBER – as in all aspects of life we can only reduce risk: we cannot eliminate it altogether.

## Duties of Staff and 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 should wear appropriate clothing and footwear.

6. Staff should report to their Teacher/Phase Leader 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 their Teacher/Phase Leader to the need for further training.
8. Staff should report all incidents or near misses arising from moving and handling.

## 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 online or 1:1 training.
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.

## Risk Assessments

1. A moving and handling risk assessment is undertaken on any pupil requiring significant help to move, e.g. a pupil in a wheelchair, using a standing frame, using a walking frame, sitting on a bench, accessing the pool, accessing the floor, and using a changing bed.
2. The member of staff carrying out this risk assessment is trained for this and works in consultation with the Occupational Therapist and the Physiotherapist.
3. A Care Plan is written and available to all members of staff with responsibility for moving and handling the person. Staff are expected to follow the Care Plan at all times.
4. Fully trained people should assist at all times to ensure safe handling techniques, and the equipment to be used should always be involved in the provision of care when the need is identified from the manual handling risk assessment.
5. Staff should 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.
6. 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.

## 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 'RIDDOR/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.

## Training

1. New staff, as part of their induction training, will be required to read policies including Health and Safety and Moving and Handling of pupils and young people.
2. New staff will be supervised when using hoists until they are confident and competent in their use.
3. Staff helping to carry out risk assessments, in consultation with the Occupational Therapist and Physiotherapist, are trained to a higher level by Centaur.

## 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

Training provided will ensure you fully understand the legal requirements relevant to manual handling. Why? Not only to ensure that you comply with the law, but also because they aim to protect your physical wellbeing whilst engaged in tasks that have a manual handling content.

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.