



Manchester
Communication
Primary
Academy

Manchester Communication Primary Academy

MOVING AND HANDLING

Policy 2020 – 2021

Approval History

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Statement of Intent

Manchester Communication Primary Academy recognises its duties to both provide access to the curriculum for children and young people (CYP) with mobility needs and to ensure the health, safety and welfare of its employees, CYP and others affected by moving and handling activities as far as is reasonably practicable.

The policy covers the moving and handling of CYP with mobility needs in schools. It highlights the balance between maintaining the duty of care the school has for keeping CYP safe against ensuring that employees are competent, resourced and equipped to practice high standards of moving and handling.

The primary intention of this policy is to prevent injury to employees and/or CYP. It will also provide a framework to assist schools in the implementation of the policy.

This 'Moving and Handling of CYP with Mobility Needs in School Policy' complies with the requirements of:

- The Manual Handling Operations Regulations 1992 (MHOR),
- The Health and Safety at Work Act 1974,
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR),
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Equality Act 2010.

This policy applies to all employees employed directly by the school involved in moving and handling activities for CYP with mobility needs. Staff not employed directly by the school SHOULD ONLY be involved in moving and handling of CYP with mobility needs in school if they have received appropriate training.

This policy will be reviewed every 3 years or sooner if required. The Governing Body has ratified this policy and the Headteacher takes responsibility for overseeing effective implementation of this policy on a day to day basis.

Aim of the Policy

The overall aims of the policy are to:

Ensure full access to the curriculum and participation in the life of the school for CYP with mobility needs and maintain their dignity and right to privacy. Within the limits of their ability, CYP should be encouraged to move independently and to take responsibility for their own safety as well as that of others.

Implement and maintain safe systems of work through risk assessment and development of Moving and Handling Plans that give clear operational procedures to ensure safe practice for CYP and/or employees.

Definitions

Manual Handling:

According to the Manual Handling Operations Regulations 1992, manual handling means:

“any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force,” and extends to the force required to move or restrain any animate or inanimate object. It also includes “any twisting, bending, stretching or other awkward posture you may get in whilst doing a task”.

Moving and Handling Risk Assessment:

a document which identifies what could cause harm during a moving and handling activity, the risk of potential injury and ways the risk can be reduced.

Moving and Handling Plan:

a written plan for CYP that details the safe handling procedures for specific moving and handling activities.

Roles and Responsibilities

Governor and Headteacher Responsibilities

Ensure there is a named designated person with lead responsibility for implementing the moving and handling policy and practice in school on a daily basis. The named designated lead in this school is Leila Noble (SENDCo).

Ensure that employees who carry out moving and handling activities are competent, capable and appropriately trained.

Ensure there are sufficient staff trained to adequately support the needs of CYP with mobility needs in school.

Provide regular refresher training (at least every 12-18 months) for all employees involved in supporting the moving and handling of children and young people with mobility needs.

Maintain and update records of employees receiving moving and handling training.

Ensure all employees are aware of their responsibilities in the full implementation of moving and handling legislation, policies and assessment procedures.

Ensure the provision of appropriate mechanical aids/equipment as recommended in the moving and handling risk assessment and moving and handling plan.

Ensure any equipment used in school for the moving and handling of CYP is safe and available for use, e.g. charged up, checked at required intervals, serviced and faults reported according to Lifting Operations and Lifting Regulations, 1998 (LOLER). Nic Popiolek to oversee equipment servicing.

Make reasonable allowances for employees who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling activities.

Monitor all accidents and incidents and ensure they are recorded using agreed systems (please specify agreed system).

Ensure all employees are aware of this policy and have read and understood relevant risk assessments, moving and handling plans and any personal emergency evacuation plans including those carried out off site such as during trips, visits, swimming lessons and residential.

Designated Lead Responsibilities

Identify the pupils in school who require support with moving and handling.

Ensure all pupils requiring support with moving and handling have full access and participation in the life of the school and have a right to dignity and privacy.

Oversee and monitor that safe systems of work (Moving and Handling Plans) are implemented and moving and handling plans are followed.

Ensure that operational and organisational systems support safe practice and safe use of equipment.

Maintain records of staff training and equipment checks and ensure it they are kept up to date.

Ensure moving and handling plans are regularly reviewed and updated as appropriate.

Employee Responsibilities

All employees must be aware of their role and the role of others in ensuring that moving and handling policies and procedures are followed to develop and maintain safe working practices.

Undertake any specified training in order to fulfil their duties and NOT carry out moving and handling duties without receiving appropriate moving and handling training.

Evaluate their individual capability to carry out moving and handling activities prior to undertaking any such tasks. (Use the Staff Individual Capability proforma in the appendices).

Monitor and report any changes (temporary or permanent) which may affect their individual capability to carry out moving and handling activities to the Headteacher/line manager/named designated lead (e.g. any medical conditions including pregnancy).

Co-operate with the Headteacher to allow him/her to comply with health and safety duties.

Follow the moving and handling plans agreed and written for each CYP.

Report any accident or incident to the named designated lead and record it appropriately according to school procedures. Record in an accident book and evidence contact with parents on CPOMS.

Dressing for Safety

Staff involved in moving and handling should wear appropriate clothing and footwear to ensure their own and pupils' safety.

Staff Training

Moving and handling training provided for staff working with CYP with mobility needs in school should:

- Focus on the safe moving and handling of children and young people;
- Include instruction on safe handling techniques, back care and relevant legislation;
- Include practical training on safe use of specialist equipment and implementation of safe handling techniques;
- Cover the identification of hazardous handling situations and procedures to be followed when unsafe handling is observed;
- Provide skills that will enable staff to recognise when changes need to be made to existing moving and handling plans due to changes in circumstance affecting either the employee or the CYP.

Employees should not undertake or assist in any moving and handling activities or use handling equipment until they have received training.

Following training it is good practice for employees to work with an experienced member of staff.

It is good practice for training to be updated every 18 months to 2 years according to the Health and Safety at Work Act, 1974.

Risk Assessment

When a moving and handling need is identified for a child or young person, an individual risk assessment **MUST** be carried out.

A risk assessment must be carried out before the employees and/or CYP are put at risk and **MUST** take account of risks both to the employees and the children and young people.

The risk assessment should be carried out by staff who have received appropriate and sufficient training and in conjunction with school employees responsible for carrying out the moving and handling activities.

The risk assessment should:

- Identify any hazards that have the potential to cause harm during a moving and handling activity e.g. transferring a pupil from wheelchair to chair;

- Decide who might be harmed and how;
- Evaluate the risks and decide on ways to reduce the level of risk.

ALL risk assessments and moving and handling plans should be clearly recorded and available for reference at any time.

Risk assessments of moving and handling activities should be completed using TILE (See further guidance in Appendix 1):

- **Task** - what physical actions are carried out by the handler to complete an activity e.g. pushing, pulling, twisting and the frequency of repetition of the movements.
- **Individual** - who is doing the moving and handling and any factors affecting this such as confidence, health problems, pregnancy and training.
- **Load** - who is being moved during the activity, that is the impact of the individual needs of the CYP such as muscle tone, communication, vision or hearing impairment, impact of other medical conditions.
- **Environment** - where is the activity taking place and the impact on the moving and handling task such as space, floor conditions.

There are many examples of factors impacting on TILE which must be considered on an individual basis.

Moving and Handling Plans

Once a risk assessment has been carried out, actions taken to manage the relevant risks should be documented as a 'Moving and Handling Plan'.

This will detail;

- Specific training appropriate to the moving and handling activity;
- What specialist equipment is required;
- Staffing levels and safe moving and handling techniques.

Review of Risk Assessments and Moving and Handling Plans

Risk assessments and Moving and Handling Plans should be reviewed and updated on a regular basis, as appropriate to the needs of the CYP, staff and environment. As a minimum this would be annually but more regularly if there are any significant changes to any of the TILE factors outlined above.

Managing Moving and Handling Equipment

The moving and handling plan will identify any aids and equipment required to support the CYP safely. Where equipment is used it should be suitable for the moving and handling activity.

ALL employees using moving and handling equipment MUST be trained in its use. Training on safe use of equipment should be part of mandatory moving and handling training.

Headteachers must ensure all lifting equipment and accessories such as hoist, slings, changing beds are thoroughly examined by a competent person every 6 months in accordance with the Lifting Operations and Lifting Equipment Regulations, 1998 (LOLER) and maintained as required by the Provision and Use of Work Equipment Regulations, 1998 (PUWER).

A record of the maintenance and the certificate of the examination of lifting equipment and accessories must be kept on the premises in the school office.

All equipment must be kept clean and hygienic.

Employees should undertake a visual inspection of equipment prior to each use and be informed if they are not to use any equipment if it is defective. In the event of any fault being identified, the equipment should be labelled “DO NOT USE” taken out of use immediately and brought to the attention of the Headteacher/named designated lead for moving and handling in school.

Managing Emergency Situations

CYP who require assistance when moving for the purposes of emergency evacuation should have a personal emergency evacuation plan (PEEP) which should be available to all employees (See sample PEEP proforma in the appendices.)

It is the responsibility of the (name /role) to ensure that a PEEP is completed.

Managing Moving and Handling Off the School Site

CYP who require moving and handling support during the school day are likely to also need support during off site trips, visits and residential. Risk assessments for off-site trips, visits and residential must specify how safe moving and handling will be achieved. Please see the LOIS sample risk assessment proformas for guidance (See Appendix 2).

It is the responsibility of the (name /role) to ensure that these are complete.

Reporting Concerns or Unsafe Practice

Any concerns identified which may require changes to be made to the risk assessment and moving and handling plan should be reported immediately to the named designated lead with responsibility for moving and handling in school via email.

Requesting Specialist Advice on Moving and Handling

School may identify the need for a moving and handling risk assessment to be carried out by a 'moving and handling' specialist.

Examples include:

- Where a new pupil arrives in school with mobility support needs,
- Where the current risk assessment and moving and handling plan require changes that cannot be determined by the designated named lead in school for moving and handling;
- Where advice is required to implement safe handling techniques;
- Where there is a need for new specialist equipment to be used such as hoist, toileting equipment.

School can access specialist advice from the LOIS multi agency team.

Where a specialist moving and handling risk assessment is required then the 'Referral for a Specialist Risk Assessment' form should be completed by the named designated lead in school. The form is available on the SchoolsHub or on the Lancasterian school website on www.lancasterian.manchester.sch.uk/lois by contacting the LOIS multi agency team by email.

Therapeutic Moving and Handling Tasks

Some CYP with more complex mobility needs may also require moving and handling in relation to the implementation of a physiotherapy programme.

These types of activities may include:

- Use of a standing frame
- Use of a mobility aid
- Physiotherapy exercise or stretching programme
- Postural management programme.

ALL of these activities will be risk assessed by the physiotherapist making the recommendation and will be carried out by school staff following the physiotherapist's direction and training.

ONLY named and trained staff who have been signed off as competent by the physiotherapist should implement any therapeutic moving and handling tasks.

Appendices

APPENDIX 1

Assessing individual Staff capability

APPENDIX 2

Guidance on TILE

APPENDIX 3

Sample Risk Assessment Proforma for Daily Functional Moving & Handling Activities in School

APPENDIX 4

Sample Daily Functional Moving & Handling Care Plan Proforma

APPENDIX 5

Sample Specialist Equipment Provision Proforma

APPENDIX 6

Contact Details for Advice and Support from the Lancasterian Outreach and Inclusion Service (LOIS)