Moving and Handling Policy

Effective from: ***September 2019***

Signed by: Helen Elphick

Reviewed: 16/09/20 30/09/21 **Next review date:** ***September 2022***

Aims

- 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 with complex physical needs.
- 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 with complex physical needs will have a moving and handling risk assessment to be regularly reviewed and available for all staff, professionals and family.

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 and the staff who support them.
- comply with the requirements of the manual handling operations 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, 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 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 County Moving and Handling Team.

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 well fare 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 Headteacher delegates responsibility for advice, support and moving and handling risk assessments to Nikki Ayres and Jess Barrow (manual handling leads) working under the guidance of Alison Cooke and Irvind Shota County Moving and Handling Advisors.

Professional Lead Moving and Handling Advisor's responsibilities

- Standardise practise and training across the county
- Ongoing support and annual update training for Moving and Handling Leads to ensure that they are up to date with current moving and handling practise, legal requirements and equipment.
- Induction training for new staff
- Refresher training for staff who have attended induction training
- Recommendations for equipment and adaptations to improve working environments within schools and children's facilities

- Supporting Heads to source cost effective resources and solutions to reduce the risk injury to the staff and children in their care through moving and handling practice
- Supporting schools to continue and develop safe moving and handling practice
- Carry out complex risk assessments and handling plans alongside moving and handling leads in schools
- Complex sling assessments
- Liaise between health, social care (home) and education

The School Moving and Handling Leads Role

- Support new staff following induction training
- Identify staff who need to attend induction training and inform both Moving and Handling Advisor and Senior Management team to enable staff to attend training
- Carry out basic risk moving and handling risk assessments and handling plans
- Provide support and advise for staff with concerns re Moving and Handling issues within their class/school
- 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 as well as ensure consistent safe practise across the schools in West Sussex.
- Seek support and advice from the Moving and Handling
- Advisor regarding the following:

    - ✓ Complex risk assessments and handling plans

    - ✓ Staff who feel they are working at risk or who are unable to carry out identified handling procedures
    - ✓ Improving working environments and improving working practise
    - ✓ Complex sling assessments
    - ✓ Advice on moving and handling equipment

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.
- Report any areas where they consider themselves or the children 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 moving and handling training

- 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 Nikki Ayres or Jess Barrow, the moving and handling leads. They will contact Alison Cooke, County moving and handling advisor to advice and support on complex issues.

Staff must follow the moving and handling care plans for each individual child. Failure to do so may put the child/employee at risk. Employees should be aware that if they ignore the care plan they could be held accountable for any resulting injury to them, the child or other staff.

Responsibilities to Children

By implementing safe systems of work following moving and handling risk assessment, the children will receive the most appropriate support and the risk of injury to staff and children will be minimised.

West Sussex Schools Moving and Handling Risk Assessment

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

This assessment will take into account:
The Tasks being carried out with the child
The Individual (the person carrying out the activity)
The child
The Environment and equipment

All staff working directly with the child 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 assessment 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 annually or when a significant change

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.

Emergencies

Any foreseeable emergencies should be planned for in advance, i.e. child having seizure in the pool
PEEPS (Personal emergency evacuation programme) should be in place for all children with mobility problems, this responsibility lies with Head in consultation with appropriate staff and should be part of the fire evacuation policy.

Outings and trips

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.

Refusal to move linked to behaviour

Where ambulant children are refusing to move, staff are to avoid physically moving them unless this is identified clearly in their positive behaviour plan. This includes the use of buggies and moving from the floor. If the plan does not appear to be working staff should consult Claire Smee the behavioural lead in the first instance.

Should the behaviour of a child be causing physical injury or pain to staff the moving and handling lead may be consulted in conjunction with the behavioural lead. Further professional advice may be sought from behavioural specialists, clinical psychologist, O.T's and the county moving and handling advisor

Equipment

All hoists will be inspected every 6 months and serviced annually as per the Lifting operations and lifting equipment regulations 1998 (L.O.L.E.R) this is carried out by NRS

COVID-19

In the current climate it is even more important to ensure that staff are physically intervening as little as possible. Staff should try to use non-contact methods wherever possible or encourage students to carryout things as independently as possible e.g. getting up off the floor using the aid of a chair ect. However, there will still be times that physical contact will be necessary between staff and students. These may include but are not limited to:

- Intimate care
- Positive touch to reassure a child
- Moving and handling routines including lifting, hoisting and supporting students in their routines of changing position during the school day

Students who are hoisted during the school day will use their own slings and there will be enough swimming slings in school for each individual student.