

Heart of the Forest Community Special School

Moving and Handling Pupils Policy



Approved by:	HoF Governing Body	Date:	28/09/2022
Last reviewed on:	Sept 2022	Next review date:	Sept 2024
Website:	No	Type:	Statutory

Aims

- To enable staff to meet individual child's physical needs in a way that is safe, not only for children but also for staff.
- To provide the school with a framework which outlines training requirements and monitoring procedures (competencies and compliance) which are designed to ensure the health and safety of all people/pupils involved in Moving & Handling are considered at all times
- To enable children to participate safely in:
 - Postural management programmes as provided by therapy teams in order to maximize access to the curriculum and meet the health needs.
 - Activities to encourage purposeful movement and development of physical skills.
 - Personal care programmes which are safe and respect the dignity of the individual.

Responsibilities

Senior Leaders Responsibility

- The overall management and responsibility for pupils in schools with moving and handling needs lies with the Senior Leadership team (SLT). It is the SLT's responsibility that any staff involved in moving and handling or leads moving and handling training is suitably trained
- The SLT will have the responsibility to make reports to the Governing Body when requested.
- Operational procedures can be delegated to another member of staff.

Moving and Handling Lead responsibility

- The moving and handling leads are staff members who have received local training to enable them to provide practical training and advice including risk assessments for moving and handling activities required for identified pupils.
- The lead has the responsibility for the organisation of moving and handling across the school.
- To be responsible for providing training as per the Trust's Moving and Handling Policy
- Monitor the moving and handling performance of colleagues and compliance with policy and procedures
- To act as a source of handling expertise and information to their managers and colleagues in line with their training and/or obtaining help when necessary.
- To assist managers in their duties by carrying out individual and generic moving and handling assessments and re-assessments annually or as circumstances change
- To inform managers if they have any injuries or have supported staff that have injuries and to ensure that staff work within their own capabilities
- Moving and Handling trainers must complete the Moving and Handling training record form (register) and obtain the signatures of all participants in receipt of moving and handling training.
- Respond to any queries raised either through training delivered or practice queries across the school.

The lead will ensure the following:

- That Staff members are retrained and updated at a frequency determined by their specific role.
 - That Staff members are continually informed of changes in procedures & the use of equipment.
 - That Individual Pupil Moving and Handling risk assessments are completed and reviewed at least yearly or when any changes are identified which impact upon pupil's postural/moving and handling needs.
 - That Pupil Moving and Handling passports are completed and reviewed regularly.
- **Training:**
 - The moving and handling lead will liaise with the CPD lead in the school to identify the training needs of staff ensuring the school/ARB remains compliant within training requirements and within specified time frames
 - Leads training sessions ensuring the content demonstrates compliance including whole school training.
 - Ensures all staff have access to the appropriate risk assessments and supporting documentation to secure consistency in documents used and records kept.
 - It is the responsibility of the Moving and Handling Lead to take responsibility to train any supply staff/ volunteers; following such training the M & H Lead will have the additional responsibility for undertaking competency/ compliance checks to ensure the health, safety and well-being of the pupil/ staff member when undertaking moving and handling tasks.

Our School aims to:

- AVOID Moving & Handling and lifting of hazardous loads as far as is reasonably practicable.
- ASSESS fully all potentially hazardous Moving & Handling risks where it has been impossible to eliminate them. The Moving & Handling Team in each of our schools (with advice from schoolbased therapists) should carry out all pupil Moving & Handling risk assessments and cascade these to the appropriate staff.
- REVIEW any Moving and Handling plans and associated risk assessments annually or sooner if a significant change occurs.
- REDUCE any risks identified to the lowest level - general risk assessment forms ● PROVIDE such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- PROVIDE (following an initial Moving and Handling assessment) each pupil/student with an individual Moving and Handling passport which outlines the Standard Operating Procedures (SOPs) deemed necessary for the safe moving/handling of the individual
- PROTECT the health and safety of visitors to the school whilst they are on the premises as far as reasonably practicable.
- ENSURE any staff involved in Moving & Handling procedures are aware of the policy and have read and understood relevant risk assessments.

- ENSURE equipment provided is safe & available for use e.g. In date for mandatory inspections & servicing, faults reported, charged up ready for use, daily before and after use inspections are carried out.
- MONITOR all accidents and incidents and ensure they are entered in the accident book.
- IMPLEMENT and maintain work systems (Moving and Handling plans/ passports) that are safe and without health risks.
- 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 tasks (identified through individual risk assessments).
- SPECIAL CIRCUMSTANCES may prevail when dealing with movement needs of individuals who have physical and/or learning difficulties. On some occasions it may be necessary to move or position them by manual lifting, where a hoist would usually be used. A thorough risk assessment should be completed in these instances with any risks reduced as far as reasonably practicable. A slightly higher level of risk may be acceptable on a time-limited activity e.g., School trip where some manual lifts may be involved, or if there is a Fire Alarm *

Staff will:

- TAKE reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions.
- USE the agreed documents for completion of risk assessments and moving and handling passports and across the school.
- REPORT to the operations manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
- REPORT to the operations manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults or the working practice of colleagues if/as necessary
- FULLY CONSIDER the school's Whistleblowing policy if they witness any aspect of Moving & Handling that they know to be outside of the training received. If any member of staff fails to disclose the observation of poor practice by colleagues.
- WEAR appropriate clothing and shoes.
- CO-OPERATE with the employer to allow the employer to comply with health and safety duties.
- USE equipment appropriately in accordance with training and instructions provided.
- FOLLOW the handling plans/moving and handling passport drawn up for each child which outlines the Standard Operating Procedures (SOPs) which must be followed
- COMPLY with the moving and handling policy.
- PARTICIPATE/UNDERTAKE any specified training to fulfil their duties.
- NOT carry out moving and handling procedures without appropriate advice/training.
- REPORT any accident or incident to the operations manager and complete the accident book within 24 hours.
- REPORT any faulty lifting equipment immediately to the operations manager.

- ASSESS an emergency situation first without rushing in to lift a pupil. If the pupil has fallen, wherever possible the member of staff should reassure the pupil, get help if necessary (First Aid assistance).

Guidelines for lifting and lowering if a child is unable to take their own weight.

The guidelines are based on the Moving & Handling Operation Regulations 1992;

- One person can lift a child under 13kg.
- Children over 13kg should always be lifted by a hoist.

Weight limits



These figures show the weight guidelines (male and female) agreed by The Health and Safety Executive. If people or objects fall within these weight guidelines, the person is relatively fit, and there are no additional risks than 95% of the population would be safe to lift or lower them. It must be stressed however, that these are only guidelines and that if the person carrying out the task feels that the person or object is not within their capabilities to lift then they should not do so.

The weight of a load is only one of a number of factors to be considered in carrying out a Risk Assessment. There is no threshold below which Moving & Handling operations may be regarded as safe.

Moving & Handling Risk Assessments

- A generic Moving & Handling risk assessment has been created for the moving and handling of pupils' protocols. This risk assessment is in addition to the individual pupil risk assessments.

- An Individual Pupils Moving & Handling Risk Assessment should be undertaken when a pupil requires physical assistance with their movement. This assessment will be carried out by the moving and handling lead.

Every Moving & Handling Risk Assessment should take into consideration these four areas.

- TASK – the transfer or movement involved
- LOAD – the person to be handled & information in relation to the child. This information will provide the reader with further context; e.g. – XXX may wriggle once on the changing bed; staff will need to use the key vocabulary ‘stop, calm, still’ at all times etc
- INDIVIDUAL CAPABILITY – of the member of staff (Guidance will be obtained from Occupational Health to determine if any colleague is not considered by the school to be fit/capable enough to undertake the roles and responsibilities associated with their contract of employment which includes Moving & Handling. This aspect will be discussed in depth with the member of staff concerned. A risk assessment will be carried out to determine potential hazards/control measures associated with any capability issue. The school will use the recommendations made by Occupational Health to inform all future working practice.)
- WORKING ENVIRONMENT – including space, lighting, distance from other people, floor.

Moving & Handling Risk Assessments must be kept for a minimum of six years commensurate with requirements relating to injury claims.

Moving & Handling Risk Assessments must be reviewed annually or when circumstances change; all outcomes will be shared with parents/carers.

Indicative weights – There are Health and Safety Weight guidelines, but these are not lifting limits. (See above diagram). They represent the weights above which one must legally complete a Moving & Handling Risk Assessment if the load is straightforward – e.g. A box. Since people are never a straightforward load (asymmetrical, likely to move etc.) a Moving & Handling Risk Assessment should be completed if any pupil needs an adult to assist them with moving. What is clear in the legislation is that if the weight is more than double the amount given on the diagram, no one should be expected to lift it. Generally, people should not be expected to lift the weights shown as a matter of course, or on a regular basis.

PEEPS

PEEPS inform staff of the moving and handling requirements in the case of any emergency, e.g. – in the event of a fire/evacuation of the school building. Current risk assessments will inform PEEPS; summative outcomes will be written into the back of moving and handling passports allocated for each pupil. This information summary enables staff to act in an informed way in case of any emergency which considers the moving and handling of the pupils and their personal safety if/as any emergency arises.

