



Ravenshall

all different | all equal | all important

Moving and Handling Policy

This policy relates to the moving and handling of children and is quite distinct from the existing policy “Manual lifting and handling” – Guidance Note No 15, which is primarily about lifting and handling inanimate objects.

This policy covers the moving and handling of children and young people with special needs and or mobility needs; e.g. it includes children in nurseries and other settings.

The guidance should be interpreted with due regard to other relevant legislation such as Disability Discrimination or Human Rights Acts.

Ravenshall School recognises its responsibility to ensure the health, safety and welfare of its employees children and young people and others affected by our activities as far as is reasonably practicable. It is our policy to conform to the requirements of The MHOR 1992 and the HASAWA 1974.

We adopt the “Authority’s” “**Moving and Handling Children Policy**” in its entirety and detail below how we will achieve this.

Risk assessment

It is the responsibility of the Headteacher to ensure that risk assessment / safe systems of work are in place for all activities involving the moving and handling of young people.

Training

It is essential that all staff who care for children/ young people with mobility difficulties are trained in safer handling techniques. It is mandatory for all staff who undertake moving and handling activities to receive at the very least a standard level of training in basic core skills relevant to the setting / client group. Head teachers, managers / heads of settings should be trained / competent in the key areas of – legislative and management responsibilities, risk assessment, moving techniques, equipment selection and investigation of accidents.

It is the responsibility of the Headteacher to ensure staff receive the appropriate training and that all employees are competent in carrying out their duties. Staff should not be assigned to moving and handling tasks before they receive appropriate training. Funding for training is the responsibility of the school or establishment.

1. Organisation

Although the Headteacher is directly responsible for the implementation of this policy, the Deputy Headteacher (Mrs C Blackburn) will be responsible for its daily execution. His duties include identifying training needs, ensuring said staff are trained to the required standard to carry out moving and handling safely and monitoring health care plans

(including individual risk assessments). Where necessary, advice will be sought from the Moving and Handling and Back Care Advisor.

1. **Monitoring**

Individual pupils' risk assessment will be appended to their health care plan. These plans are shared between school, health professionals, class teachers and parents and are monitored and reviewed at least annually.

The Headteacher is responsible for implementing and monitoring “The Authority’s” Health and Safety Policy including the following specific issues:

- That suitable organisation and arrangements are in place in order to implement this policy with a specific policy statement setting out how this will be achieved. The policy and detailed arrangements should be brought to the attention of all staff.
- Staffing levels are consistent with requirements for safe procedures on lifting and handling operations; and there is an appropriate skill mix.
- Risk assessments are completed for all hazardous moving and handling activities and records are kept of these assessments.
- Control measures / Safe systems of work (that is: means of reducing the likelihood that the hazardous activity will result in injury or accident, e.g. provision of equipment and appropriate training) are established, maintained and reviewed.
- Risk assessments are monitored and reviewed on a regular basis either in response to significant changes, or when the assessment is no longer considered valid, or on a pre-determined date.
- The ongoing management of staff undertaking moving and handling activities and that staff follow the safe systems of work established.
- Staff wear suitable clothing and footwear to allow safe handling and moving to take place.
- The training needs of staff are identified and met, with clear written records being maintained of all handling and moving training. It should be ensured that staff who undertake risk assessments are competent to do so and all staff receive adequate training in safe methods of manual handling techniques.
- All accidents/incidents or near misses are reported, documented and investigated in line with existing policy / guidance.
- The health and well being of staff members is monitored (including musculo skeletal health) and appropriate support provided as necessary e.g. medical referrals.

- Will ensure that each workplace owns, or has easy access to, lifting and handling aids if required or identified through assessments; all lifting equipment will be maintained / serviced on a regular basis in line with this policy and legislation.
- Handling and moving equipment is fit for purpose, properly maintained, effectively utilised and any damaged equipment is immediately taken out of use and repaired, replaced or disposed of as appropriate.
- Take due regard of other legislation e.g. DDA and Human Rights Acts.
- Seek advice from specialist advisors where situations demand it.
- Make suitable arrangements for dealing with emergencies e.g. fire, bomb etc
- Make suitable arrangements monitor and review policy and procedures as a process of continuous improvement. E.g. Risk Assessments, Handling Plans – monitoring of compliance with the policy. At least yearly or more often if there are significant changes.
- Ensure there are suitable arrangements in place for communication and consultation with employees about health and safety generally and moving and handling specifically (as necessary) e.g. safety committees, staff meetings etc
- Ensure suitable arrangements are in place for the provision and sharing of information between relevant parties e.g. school, parents, carers, therapists etc.

EMPLOYEES

Employees are responsible for:

- Safeguarding their own health and safety whilst at work, and also that of any person who may be affected by their actions.
- Informing the Headteacher of anything (including medical or pregnancy) that may affect their ability to safely undertake moving and handling activities (or any other work activity).
- Reporting any injury or incident that has occurred as the result of a manual handling activity in line with the school's procedures.
- Reporting any difficulties, including "near misses" they have experienced in order that the risk assessment can be reviewed to prevent injury occurring; including equipment faults.

- Complying with working practices, safe systems of work and using equipment designed to reduce the risk of injury associated with moving and handling activities.
- Complying with school policy regarding the avoidance of injury by wearing suitable footwear and clothing and not wearing jewellery which could injure young people or themselves when undertaking moving and handling tasks.
- Undertake only those activities for which they have been trained and they are capable of performing.

THERAPIST (NHS) OT/ PT / SLT / ASSISTANTS

The **Therapist** is responsible for:

- Completing risk assessments relevant to **their** activities with children and young people on KMC premises.
- Providing specific training to enable “Authority” staff to undertake any delegated therapeutic handling task competently and safely.
- Ensuring appropriate assessment is undertaken to identify equipment required by an individual young person for the therapeutic programme. Provision of such equipment is normally the responsibility of the Health Authority. Where there is an overlap between curricular needs and health needs, negotiation between Education and Health will be necessary in order to establish responsibility for funding.
- Liaison with the Headteacher in order for the risk to individual members of staff to be appropriately considered.
- Reviewing the therapy programme and related risk assessment as above, in consultation with the Headteacher.

MOVING AND HANDLING AND BACK CARE ADVISOR

The moving and handling and back care advisor is responsible for:

Providing a specialist advisory function to “The Authority” and for the development of effective policies, strategies and programmes of action on all aspects of moving and handling for children and young people with special needs and or mobility needs. They act on behalf of the Director and the Head of Resources and Support to develop, implement and monitor “The Authority’s” moving and handling strategy/ policy.

The **key objectives** of this role include:

- Ensure compliance with health and safety legislation and other relevant legislation;
- Help safeguard the health and safety of employees, carers, children and young people.
- Improve the quality of care provided to children and young people promoting independence as far as is reasonably practicable.
- Develop an inclusive approach to moving and handling children and young people to ensure they are able to access the curriculum.

RISK ASSESSMENT

A team approach to risk assessment is often a very effective way of achieving workable solutions. The advice and views of pupils (as far as is reasonably practicable) parents and other relevant staff e.g. Physiotherapist, Occupational Therapist must be sought and taken into account.

A risk assessment must be carried out **before** the **staff or children** are put at risk. This approach will ensure the young person is moved safely and, where relevant, the appropriate equipment is used in each situation. The assessment must take account of risks both to the employee and the child.

Whilst there may be scope for some generic assessments, in many instances there would need to be a specific risk assessment/handling plan for each child. There should be no blanket solutions that are routinely applied to all children.

TRAINING

Training is an essential component of proper risk management based on sound risk assessment. Because it is not always possible to avoid manual handling tasks even where support equipment is available, it is essential that **all staff who attend children with mobility difficulties are suitably trained in safer handling techniques.**

Provision of training alone will not ensure safe moving and handling practices become integrated into all daily activities. Effective training will **support safe systems of work** but is not a substitute for their implementation. Formal training sessions alone will be insufficient to achieve a safer moving and handling culture. Operational support, for example, workplace supervision, team meetings and provision of resources to improve the task or working environment will further facilitate the process.

Head teachers are responsible for ensuring that they have in place a training strategy (in line with LEA guidance). Strategy should be based upon task analysis and risk assessment, which acknowledges the commitment to reduce all aspects of handling and moving and takes due consideration of other provider agencies.

To be **effective** training will need to include instruction on:

- Risk management/ assessment, safe mobility and handling techniques, emergency procedures
- Appropriate use of equipment and specialist equipment.
- Procedures to be followed when the designated system of work cannot be applied
- How to secure additional assistance when required; and
- Recognising hazardous handling situations and determining the safe approach.

The Headteacher to be competent and aware of relevant issues, for example:

- Legislative requirements
- Management responsibilities
- Risk assessment

- Moving techniques / safe selection and use of equipment
- Investigation of incidents
- Basic principles of safe handling

Relevant Current Legislation

1. Health and Safety at Work etc Act 1974
2. Management of H & S at Work Regulations 1999
3. Manual Handling Operations Regulations 1992
4. Workplace (Health Safety and Welfare) Regulations 1992
5. Provision and Use of Work Equipment Regulations 1998 (PUWER)
6. Reporting of injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)
7. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Other relevant legislation

1. Human Rights Act 2001
2. Disability Discrimination Act 1995
3. Special Education Needs and Disability (SENDA 2001)

Local Authority Contacts:

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BASIC RISK ASSESSMENT CHECKLIST

If the answer to a question is yes, place a tick in the yes column and then add relevant comments and remedial action required. If the answer is yes to one or more questions a more detailed assessment / handling plan needs to be completed. **See Appendix 3**

NAME OF CHILD/YOUNG PERSON

Completed by

Date

Review Date

TASK

THE TASKS- DO THEY INVOLVE?

- HOLDING LOADS AWAY FROM THE BODY?
- TWISTING?
- STOOPING?
- REACHING UPWARDS?
- LARGE VERTICAL MOVEMENTS?
- LONG CARRYING DISTANCES?
- STRENUOUS PUSHING OR PULLING?
- UNPREDICTABLE MOVEMENT OF LOADS?
- REPETITIVE HANDLING?
- INSUFFICIENT REST/RECOVERY PERIODS?
- WORKRATE IMPOSED BY A PROCESS?

INDIVIDUAL CAPABILITY- DOES THE JOB:

- REQUIRE UNUSUAL CAPABILITY?
- HAZARD TO THOSE WITH HEALTH ISSUES?
- HAZARD TO THOSE WHO ARE PREGNANT?
- CALL FOR SPECIAL TRAINING/INFO?

IF YES SEE APPENDIX 5 (a) FOR FURTHER GUIDANCE.

LOADS-ARE THEY?(SEE CHILDREN)

- HEAVY?
- BULKY/UNWIELDY?
- DIFFICULT TO GRASP?
- UNSTABLE/UNPREDICTABLE?
- HARMFUL (EG SHARP/HOT)?

YES

COMMENTS AND REMEDIAL ACTION

WHERE APPROPRIATE

CHILDREN/ YOUNG PEOPLE: NEED DETAILED ASSESSMENT IF FALL IN HIGH /MED RISK (CRUDE GUIDANCE)

HIGH RISK CHILDREN UNABLE TO GIVE ASSISTANCE/ COMMUNICATE NEEDS/UNPREDICTABLE/VIOLENT BEHAVIOUR.

MEDIUM RISK CHILDREN WHO NEED SOME ASSISTANCE/HAVE SOME MOBILITY.

LOW RISK REQUIRES NO ASSISTANCE.

IF YES SEE APPENDIX 5 (b) FOR FURTHER GUIDANCE.

ENVIROMENT- IS THERE?

- CONSTRAINTS ON POSTURE?
- POOR FLOORS?
- HOT/COLD/HUMID CONDITIONS?
- VARIATION IN FLOOR LEVELS?
- POOR LIGHTING?
- STRONG AIR MOVEMENTS?

OTHER FACTORS:

- POSTURE RESTRICTED BY CLOTHING?
- OR PERSONAL PROTECTIVE EQUIP?
- POOR COMMUNICATION?
- POOR PLANNING?