

POLICY – Moving and Handling

Aim:

This policy aims, as far as is reasonably practicable, to ensure the health and safety of children, employees and others in relation to moving and handling children and young people with special education needs (SEN) or a disability, whilst removing or reducing the risk of manual handling injuries.

This guidance applies to any activity that involves the use of bodily force in lifting, lowering, pushing, pulling, carrying, supporting or otherwise moving a person, taking account 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).

The policy 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. It complies with the requirements of the Manual Handling Operations Regulations, 1992 (revised 1998 edition), (amended 2002), the Health and Safety at Work Act 1974 and the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 1995.

The policy aims to provide a balanced approach to keeping staff and carers safe and reducing injury whilst supporting the developmental needs of children and young people with disabilities and special educational needs. Total risk avoidance is not appropriate and likely to result in children and young people's needs and development not being supported and nurtured appropriately for their overall health, wellbeing and success in education.

Review: - Every 2 Years

Approval by the Governing Body on 18 November 2020

Signed:  Chair of Governors

Signed:  Headteacher

Review date: November 2022

Background

Children and young people with physical disabilities may require specialist support and moving and handling to enable them to access everyday activities and educational opportunities. Good moving and handling may be required to prevent injury or avoid further complications to their condition. Equipment may be required in the educational setting to support moving and handling.

“Working with disabled children and young people may involve moving and handling risks. We need to manage these risks effectively, in ways that ensure we do not limit disabled children and young people’s opportunities to play, and to have a wide social experience at home, in education and in their community. The human rights and safety of the child and the worker must be carefully balanced in a way that ensures that both sets of rights are maintained.” (The Common Sense Approach to Moving and Handling of Disabled Children and Young People) Children with special educational needs sometimes require specialist support to meet these needs and enable them to access the curriculum. The Equality Act states that, “The special educational needs (SEN) framework is designed to identify, assess and make provision for children’s special educational needs. Special educational provision should include any educational aids and services where these are necessary to meet a child’s identified needs.”

Scope

This policy applies to all permanent, supply and voluntary staff who work within Crowdys Hill school in the course of their employment/ voluntary roles. It applies to all staff who have involvement in moving and handling children and young people for the purposes of:

Accessing everyday activities

Accessing education

Enabling inclusion

Providing specialist support and therapy.

Advising others about appropriate moving and handling

Providing education about appropriate moving and handling.

In the event of a major incident or emergency, it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their line manager and all possible action must be taken to maintain ongoing safety.

Schools and other educational or early years’ settings are required to make reasonable adjustments to enable children and young people to access the environment.

Schools have a responsibility:

To avoid treating a child with disabilities less favourably than a non-disabled child

Proactively take reasonable steps to ensure disabled children are not placed at a disadvantage to those not disabled

To have a plan, in writing, (accessibility plan) which sets out how they will increase disabled children's participation in the curriculum and improve the physical environment to allow this, where necessary.

Crowdys Hill school does not support a no lifting policy, on the basis that this totally ignores the needs of the child and young person, and their rights under the Equality Act, the Manual Handling Operations Regulations and the Health and Safety Act. Regulations, do not prohibit all moving and handling, rather they require employers to adopt a risk management approach.

Moving and Handling Policy

School has a number of pupils with physical disabilities who fall within the remit of this guidance. Because of this the following school specific procedures are in place.

Co-ordination

There is a Moving and Handling Co-ordinator who supports the Headteacher and SENDCo in the day-to-day responsibility of ensuring safe working practice.

The co-ordinator is expected to work closely with parents, CYP, and other agencies, in all aspects of moving and handling.

Rationale

School recognises its responsibility both to provide curriculum access for children with disabilities and to ensure the health, safety and welfare of its employees as far as reasonably practicable. This manual handling policy has been designed to comply with the Manual Handling Operations Regulations, 1992 (revised 1998 edition), and The Health and Safety at Work Act, 1974. It takes 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).

Aims

School aims to:-

- Ensure full access to the curriculum and participation in the life of the school of children with disabilities.
- Ensure the dignity and right to privacy of such children.
- Avoid manual handling and lifting of hazardous loads as far as reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.

- Review any handling plans and risk assessments annually or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Protect the health and safety of visitors to the school whilst they are on the premises as far as reasonably practicable.
- Ensure the staff are aware of this policy and have read and understood relevant risk assessments.
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare.
- Ensure equipment provided is available for use, e.g. charged up, serviced, faults reported.
- Monitor all accidents and incidents and ensure they are entered in the accident book and appropriate action taken where necessary.

Pupils at school will:-

- Have their entitlement to curriculum access and full participation in the life of the school acknowledged.
- Receive appropriate assistance from staff employing safe systems of work.
- Have their dignity and privacy protected at all times.
- Have their safety championed and risk of injury minimised or eliminated.
- As far as they are able, be expected to move independently and take responsibility for their safety and that of others.

Procedures

Staff employed by school will 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 (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks
- reporting to the moving and handling trained trainer any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety and reporting any equipment faults to the Moving and Handling coordinator.

Staff will:-

- Wear appropriate clothing and enclosed shoes.
- Ensure that they have risk assessed any moving and handling situations before intervening or being involved, except in emergencies and situations that could not be foreseen but require a response
- Work to generic risk assessment principles where moving and handling needs are standard and do not require a bespoke moving and handling risk assessment

- Report to their manager, any change in health status or any injuries that might impact on their ability to move and handle children
- Seek supervision and peer or expert support when more difficult moving and handling situations are encountered
- Report accidents at work that arise from moving and handling activities to the Health and Safety Team so appropriate action can be taken to prevent a recurrence
- Co-operate with their employer to allow the employer to comply with his/her health and safety duties.
- Use equipment appropriately in accordance with training and instructions provided.
- Follow the handling plans drawn up for each pupil.
- Comply with the moving and handling policy.
- Undertake any specified training to fulfil their duties.
- Not carry out moving and handling procedures without appropriate training/advice.
- Access an emergency situation first without rushing in to lift a child. If the child has fallen, wherever possible the member of staff will reassure the child and get help if necessary. They will give him/her time to recover and then encourage the child to get up by him/herself, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the individual's moving and handling risk assessment form.

Resources

Staff have access to all relevant policies and guidelines (on the staff drive and in individual folders). A wide range of moving and handling equipment is available throughout the school, some for general use and some for individual pupils. Occupational therapists/physiotherapists submit recommendations for individual items of specialised equipment. A programme of regular training and refresher sessions ensures staff awareness of moving and handling best practice.

Equality and diversity

Equal opportunity is the right of everyone to equal chances and each individual is respected for who they are – regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

Health and safety

Health and safety issues are described fully in the school Health and Safety Policy which forms part of the guidance issued by the L.A. It is the responsibility of each adult to report health and safety issues without delay.

Professional development

Appropriate training should be made available for personnel involved in any of the procedures involved in this policy, and for purposes of updating, informing staff of changes and/or developing or increasing skills.

Safeguarding

Any issues related to safeguarding which have been observed by staff during the course of carrying out manual handling duties must be followed up and reported using the school's safeguarding policy and procedures. Any safeguarding concerns which may be urgent must be reported to the DSL on the same day as knowledge is received.

Equipment and Facilities

The school business manager is responsible in ensuring hoist equipment is maintained and serviced by experts yearly, or more often as needed.

It is the responsibility of all staff who use the equipment to inform the BSM through email of any faults in equipment, and inform the caretaker immediately to ensure the equipment is removed or signposted so that it not used until repaired.

All equipment should be regularly checked before use for signs of wear and tear. An accredited contractor/competent person checks hoist and slings every six months (lifting Operations and Lifting Equipment Regulations 1998) and hoists are serviced annually. If there is any concern about a piece of equipment then this should be reported to managers and put out of use. A suitably qualified person must recommend hoists and other specialist equipment, generally an occupational therapist or a physiotherapist. The organisation of the maintenance of the equipment is usually the responsibility of the school.

All equipment that comes under the Lifting Operations and Lifting Equipment Regulations (1998) is subject to thorough annual inspection and testing. All hoists must have an up-to-date service and maintenance agreement indicating that the most recent inspection has taken place within six months. Each hoist must display a sticker showing the last date of service. Hoists that have not been serviced within the last year should be taken out of service immediately. All staff using the equipment must have received training with that equipment. Clear instructions should be provided (which may include photos) to ensure that the equipment is used as intended. Equipment must not be used until specific onsite training has been provided.

All staff must carry out a visual inspection before using any equipment to check for signs of wear and tear or damage.

Any hoists or equipment that is powered must be kept charged according to manufacture guidelines and all staff using it must know how to use the emergency stop and emergency lower option.

Equipment must be stored appropriately so that it is easily accessible when needed and does not represent a hazard. In the equipment store at Moor Lane, a clear fire exit route must be maintained at all times.

Equipment choices must take into account the handling tasks that would be associated with that equipment. Wherever possible, equipment that meets the child's or young person's needs and reduces handling tasks for staff should be considered in preference to equipment that solely meets the child's or young person's needs.

Responsibilities for children

The right of all children and young people to safe and appropriate assistance in terms of their moving and handling needs is recognised by Crowdys Hill school. It is expected that their dignity and privacy will be protected at all times.

By implementing safe systems of work (handling plans) following risk assessment, children and young people will receive the most appropriate support and the risk of injury to staff, children and young people will be minimised. As far as they are able, children and young people will be expected to move independently and take responsibility for their safety and that of others. When assessed as appropriate and in the child and carer's best interest, use should be made of suitable mechanical equipment and aids that assist in the safer handling of children and young people. This should not be the default position and should only be used where a risk assessment has deemed the use of such aids to be necessary. Under certain special circumstances, however, when dealing with movement needs of individuals who have physical and/or learning difficulties, it may be necessary to move or position them by manual lifting. **A documented risk assessment should be completed in this instance, with any risks reduced as far as is reasonably practicable.**

It is important to make decisions about moving and handling with the child's or young person's participation. An assessment may be required to assess the child's or young person's understanding of the situation, and their mental capacity, in order to assess how much participation they should make within any decisions.

Where a child or young person requires moving and handling with the support of equipment in the home, the SBC physical disabilities specialist, physiotherapists, OTs or/and NHS staff, and/or school's manual handling trainer, will provide on the safe use of any equipment which is prescribed.

Record keeping

Moving and handling risk assessments are recorded in the child's or young person's notes so that good practice can be audited, shared with others and reviewed as appropriate.

There is a risk assessment available in the staff drive and individual CYP folders for all CYP where moving and handling risks are identified.

Where risks over and above the usual level for that professional activity are identified, there is clear written moving and handling guidance in the child's notes – this may be recorded within the risk assessment.

Adverse incidents and emergencies

An adverse incident is any event or circumstances arising during care that could have, or did, lead to unintended or unexpected harm, loss or damage.

Emergencies are generally foreseeable. Therefore, the risk of having to lift a child or young person who does not have a risk assessment in place, should be minimal. Real emergencies include:

Moving and handling in fire evacuation

All employees and children with disabilities must be able to leave the building promptly in the event of an emergency. Any evacuation plan should not rely on the Fire and Rescue Service to make it work. Fire evacuation assessments are completed for each CYP with mobility problems who need physical assistance (and also those hard of hearing or autistic and may panic where an alarm sounds). Arrangements will be confirmed in a Personal Emergency Evacuation Plan (PEEP) which is undertaken by the school's DSL and BSM.

Training staff in moving and handling in emergency evacuation

Staff who are required to provide physical assistance to children or young people during emergency evacuation must have completed the moving and handling training and PEEPs training.

Risk assessment of handling tasks

In line with The Manual Handling Operations Regulations (1992), which require manual handling risk assessments to be carried out in all cases where hazardous unavoidable manual handling tasks have been identified, the Health and Safety Executive publish guidelines to help employers determine which tasks require risk assessment. However, these guidelines pertain only to inanimate loads.

They are reviewed and updated according to the needs of the CYP, and as these needs can change frequently, it is essential that the risk assessment takes any changes into account. As a minimum they are reviewed annually.

A copy of the risk assessments are held in the child's case file which is accessible to all Crowdys Hill staff; on the staff drive; and in the individual CYP folders.

Moving and handling risk assessments are, where relevant, be shared across the organisation and its teams to ensure relevant staff are aware they have been undertaken.

Review of assessments is undertaken by the member of staff responsible for care, which includes moving and handling.

Where staff are working with a number of children with similar needs, this may be covered by a more generic risk assessment which is not necessarily individualised. However, these should be used after there has been a review of needs and this should be noted in written case notes.

Risk assessments may include a handling plan and specific instructions for manual techniques and/or equipment. Where appropriate, photos should be taken to ensure techniques and equipment are used correctly with that child.

Where equipment is installed or specific handling techniques are recommended, onsite training for all staff who will use that equipment must be organised. Equipment must not be used until specific equipment training has been provided.

If a child or young person is hoisted, slings or standing harnesses must be assessed to ensure they are suitable for that child.

If at any time a member of staff is experiencing difficulties with a particular task, regardless of whether anyone else has the same concerns, they must inform their line manager so that a risk assessment review can be carried out.

Guidelines for Safe Working

Risk Assessment

- A handling/risk assessment should be undertaken when a pupil requires physical assistance with their movement
- Every assessment should take into consideration these four areas:
 1. Task: the transfer or movement involved
 2. Load: the person to be handled
 3. Individual capability: of the member of staff
 4. Working environment: including space, lighting, distance from other people, floor surface

Information from this assessment will inform the writing of the Moving and Handling Assessment form

- So called emergencies are almost always foreseeable, therefore the risk of anyone having to lift a pupil should be minimal. Real emergencies/medical emergencies include situations where a person's airway being restricted or where the person is in the water and in imminent danger of drowning; in an area that is actually on fire or filling with smoke; in danger from bomb or bullet; in danger from a collapsing building or other structure. These events should be planned for as part of emergency evacuation procedures. **Finding a child who has simply fallen on to the floor is not an emergency and should be planned for.**

Moving and Handling Risk Assessment Forms

- The health, safe and dignity of the pupil and of all those concerned is paramount.
- Ensuring access to the curriculum, therapies and other school activities is of paramount concern.
- Where a pupil's movement requires any form of physical assistance, a handling plan will be agreed and documented to identify the method of movement and the amount of support to be given.
- The advice and views of the pupils (as far as reasonably possible), parents/carers and other relevant staff, e.g. physiotherapist, occupation therapist, should be sought and taken into account.
- Bear in mind there is no absolute safe weight.
- Wherever possible the procedure should be mechanised.

The Plan must be followed for the employee's own safety and that of others including the child.

- Changes to the plan will be made during the Handling Review which should be held annually or when circumstances change. Alternative methods, equipment and environment changes should be considered and used where appropriate to reduce the risk as far as is reasonably practicable.

Principles for Safe Handling

- Inform the child of what you are going to do.
Keep your spine in line to reduce lumbar pressure.
- Adopt a mobile, stable base and be aware of your centre of gravity to provide stability and balance.
- Bend your knees not your back and use the strong leg and buttock muscles.
- Raise your head on commencement of procedure as it helps to keep your spine in line.
- Keep the load close to you as it reduces the pressure on the spine.
- Get a good grip and brace muscles because this gives more control.
- Don't twist because it exposes the spine to damage.
- Two people must be available whenever the hoists are used.

Differences of opinion

When a child or young person (or parent or carer speaking on their behalf) refuses to be moved according to the handling plan, there should be a discussion between staff, the staff in any school or setting, and the child or young person to explore the reasons, and discuss the benefits of the handling plan. Other methods or equipment should be considered, so that there is a clear understanding of the potential options for moving and handling.

If the child, parent or carer still refuses, staff must consider the risk of injury to staff from manual handling balanced against the risk to the child if the procedure is not carried out. The result of this assessment would usually be to change an element of care. This should be agreed by everyone concerned: child, parent, carer, employee, therapist etc. Ultimately, if the child,

parent or carer insists on a practice that is unsafe, Crowdys Hill staff can refuse to carry out this procedure and seek legal advice.

Behavioural handling issues

There may be occasions when a child or young person who is usually mobile and physically independent, is unable to cooperate due to behavioural issues. This does not present a manual handling risk unless the child is in imminent danger and must be physically moved to safety. If a manual handling situation due to behavioural issues becomes a regular occurrence with a child, there may need to be a multi-professional meeting to discuss and agree a way forward, including professionals with expertise around behaviour management, as well as those with expertise around moving and handling.

Training

All support staff must attend manual handling training yearly.

Staff who work directly with CYP in need of physical assistance: must have training linked directly to the use of equipment used by individuals. This will include: Undertaking risk assessments; Recording and communicating health and safety information; Practical moving and lifting techniques – people and objects; Practical use of lifting equipment including use of slings, mechanical aids and ensuring equipment is safe to use.

E-learning courses, for office-based staff who occasionally move equipment, are available. All staff are required to complete the on line course.