



Hazelbeck School

Moving and Handling Policy

Last update September 2015

### **Review of this Policy**

This policy will be reviewed annually or sooner if legislative changes or good practice guidance dictate.

### **Moving and Handling Policy**

Hazelbeck School places great value on the pupils and staff and sees the assessment of risk and their health & safety as a very important issue.

**This policy applies to all school staff involved in the moving and handling of pupils, students and loads.**

This policy will seek to:

- Clearly state the requirements and strategies in relation to risk assessment and ergonomic Moving and Handling in Hazelbeck School, primarily with responsibility for staff employed by the Trust and pupils of our school.
- Promote minimal, safe, effective and dignified moving and handling for all.
- Put into practice our duty of care to: oneself, colleagues, pupils, and visitors.
- Comply with legislation.
- Comply with our values which state that pupils and students have the right to:-
  1. Be cared for
  2. Be treated appropriately.
  3. Be accepted for who and what they are.
  4. Be listened to.
  5. Have their views and opinions considered.
  6. Have their personal needs met in an appropriate and dignified manner with regard to individual need.

## Legislation

The background legislation to this policy is as follows:

- Health and Safety at Work Act 1974 (Sections 2 & 7) – statute law answerable to health and safety executive or environmental health.
- European Directive 90/269 EEC on Moving and Handling and Moving and Handling Operations Regulations (January 1993)
- The Management of Health and Safety at Work Regulations (1992)
- Moving and Handling Operations and Regulations 1992/93.

The regulations establish a hierarchy of measures:

1. **avoid hazardous Moving and Handling operations as far as is reasonably practicable** – this may be done by redesigning the task in order to avoid moving the load or by mechanising the process;
2. make a **suitable and sufficient assessment** of any hazardous Moving and Handling operations **which cannot be avoided**.
3. **reduce the risk of injury from those operations so far as is reasonably practicable** - particular consideration should be given to other improvements to the task which should be explored, for example, the pupils, students, other loads and the working environment.

These regulations require the school to

- assess the risks to staff and pupil
- provide and maintain equipment to assist with moving and handling
- provide regular training in order to make use of appropriate techniques and equipment
- give clear instructions

## What is Risk Assessment?

Risk Assessment is a process which involves assessment of four key areas of the Moving and Handling method of operation:

- assess the load
- assess the individual
- assess the task
- Assess the environment.

In order to carry out a risk assessment, the following aspects of ergonomics have to be considered:

- Ergonomics is the science of work, the people who do it, the way it is done, the equipment they use and the environment in which they carry out that work.
- In order to secure the safety of all users of the school, safe systems of work need to be designed and employed.
- There are many potential hazards at Hazelbeck School. A hazard is anything with the potential to cause harm. Risk is the probability of harm occurring and the severity: high, medium or low, of the consequences.
- There is always a risk of accidental injury. An accident is defined as an unplanned, unanticipated or uncontrolled event.

The risks associated with Moving and Handling are:

- (i) Pupil load
- (ii) The task or procedure
- (iii) The environment
- (iv) The individual member of staff and their capability
- (v) The system in its entirety

The aim of risk assessment is to identify the likelihood of an accident occurring and to reduce the risk of that happening by planned and controlled intervention.

Our Moving and Handling Key trainers at Hazelbeck School will assess, record, control and thereby reduce hazards.

### **Risk Assessment** (See Appendices)

- Every pupil will be seen and a Moving and Handling Risk Assessment Form will be completed, from which will be created a moving and handling assessment profile. This may simply state that there are no moving and handling issues for this pupil, but will stand as documented evidence that an assessment has occurred.
- The Moving and Handling key trainers will assist with these assessments working alongside the pupil and class team.
- The Moving and Handling Risk Assessment Forms, photographs and advice sheets will be kept in a central file, on the school computer network.
- The Moving and Handling Assessment will also be kept in the following areas:
  - The Hygiene suites.
  - The Pool and associated changing areas.
  - The Pupil's Class File.

### **Responsibilities.**

All adults at Hazelbeck School have **RESPONSIBILITIES**

#### **Governors' Responsibilities**

- Ensure safe systems of work to enable all staff to do their job without foreseeable risk of injury.
- Ensure adequate staff levels for safe working practices.
- Ensure risk assessments are carried out, documented and reviewed.
- Provide and maintain appropriate moving and handling equipment.
- Provide appropriate training in moving and handling.

#### **Responsibilities of staff**

- Report any health and safety hazard in the environment
- Be fit and well when carrying out moving and handling tasks
- Follow the Hazelbeck School Dress Code
- Report accidents and incidents to manager and complete an incident form
- Ensure that all moving and handling tasks are assessed for risk to oneself or others
- Follow guidelines in the pupils' Moving and Handling Assessment Profiles
- Encourage pupils to be as independent as possible
- Teacher to update plans and distribute alterations to these plans.

### **Responsibilities of the Moving and Handling Key trainers:**

- As above – staff responsibilities
- Undertake training for self and others
- Assist with the completion of risk assessments
- Advise on equipment
- Examine hoist slings on a regular basis
- Give ongoing advice on Moving and Handling issues
- Prioritise the needs of the school in consultation with the Head teacher and SLT

### **What do we expect from the pupils and students:** (commensurate with abilities)

- To communicate with staff about Moving and Handling issues
- To be as independent as possible
- To be fully involved in the Risk Assessment process.

### **The role of the Moving and Handling Key trainers:**

Please refer to the agreed job description.

Key Trainers are;

- Jo Dowson (Leads Moving and Handling)
- John Cox
- Kath Smith
- Sam Hird

### **Training**

Hazelbeck School currently provides the school staff with Moving and Handling Training. This is carried out by experienced moving and handling trainers.

The MH key trainers have a link with staff at LPS. They provide advice in Moving and Handling issues and also information concerning equipment needed for people with disabilities.

Moving and Handling training will be included in the Induction Package for Staff.

All newly appointed Hazelbeck School staff will receive induction training (one-day equivalent) as soon as such training can be organised. (Regular supply staff are included wherever possible).

***In the interim newly appointed staff will not participate in moving and handling practices in school.***

Induction training includes:

- Moving and Handling legislation
- risk assessment
- anatomy and functions of the spine
- contributory factors to back pain
- general health and fitness related to Moving and Handling
- posture
- principles of handling

Practical components include:

- normal movement
- pupil, student and load handling
- hoist training
- Moving and Handling techniques
- Safe storage of equipment

All staff will receive relevant updates on:

- legislation/risk assessment
- practical techniques
- hoist training

### **Equipment**

The Moving and Handling Key trainers will:

- Advise on the suitability of equipment.
- Arrange for demonstrations of equipment.
- Liaise with staff, pupils, parents and carers on how to use the equipment.

### **On-going advice**

The MH key trainers and Head teacher will prioritise requests following receipt of the referral forms which will be used when staff have highlighted that a particular work situation or activity has a hazard.

### **Recording and Reporting**

The appropriate risk assessment form will be completed by a MH key trainer.

### **Moving and Handling Assessment**

**Pupils and students should be fully involved in the Moving and Handling Assessment.**

An important part of assessment is to reduce, as far as is reasonably practicable, the amount of moving and handling of pupils and loads. If this does not involve people this may be done by either reducing the load to an acceptable weight or by using appropriate equipment.

Staff involved in moving and handling of pupils will be aware of their individual physical needs and abilities. These should be matched with the techniques employed and the use (if required) of hoisting equipment. Pupils who require moving and handling should be the subject of a moving and handling assessment.

Copies of the assessment will be kept in a central file, the pupil's class file and also in the areas described above where moving and handling takes place for that pupil.

The assessment is revised whenever the needs of the pupil change. This can be identified by the physiotherapist or through the day to day management of the child's needs by education staff. Where children's needs do not change sufficiently to warrant a re-assessment, the moving and handling techniques employed are nevertheless examined on an annual basis. Risk assessments should be included in the Annual Review information.

### **Related Policies**

The following Hazelbeck School policies are relevant:

- Health and safety.
- Medical Conditions in School.
- Safeguarding and Child Protection.
- Staff health and well-being.

### **Policy Review:**

This policy will be reviewed biannually or sooner if changes in legislation or circumstances make this necessary.

## APPENDIX ONE:

### **Individual needs will be contained in a Pupil's Risk Assessment but some general principles which will determine our practice include:**

If a Moving and Handling Risk Assessment states that a pupil should be hoisted at all times this must be adhered to except in the event of an emergency when staff will make decisions based on information available at the time.

At times of transfer great care and planning will take place so that independence and good working practices are not compromised.

A Moving and Handling key trainer will be involved in all Pre-admission meetings.

Once a Moving and Handling Risk Assessment has taken place the school will endeavour to provide any relevant equipment needed. Until it has been provided staff must follow the appropriate guidance given by the Moving and Handling Team. The school will attempt to minimise the risk whilst we await the provision of resources.

Moving and Handling routines will be safer, more effective and dignified if we remain calm.

We should always set high standards in Moving and Handling routines.

We should never talk about a child or student during Moving and Handling routines.

We should never assume that a child or student would not understand what you are saying during Moving and Handling routines.

We should always give the youngsters time to attempt things themselves and therefore not compromise their independence.

We should always tell the pupils what you are going to do before you complete a Moving and Handling task.

We should always fully involve pupils and students in any changes in Moving and Handling routines, discussing changes and the reasons for them with the student. The pupil or student should be reminded of this discussion immediately prior to the new arrangement being carried out.

If you see a youngster being treated in a way, which causes you anxiety, you have a duty to do something about it. If it is a Moving and Handling issue you should contact the Head teacher, Deputy Head teacher, or any member of the Moving and Handling Team.

We must always treat everybody as we would wish them to treat us in Moving and Handling situations!

We must always...

- approach from the front,
- explain the task each and every time,
- allow the pupil to maintain their independence by:

1. Allowing the pupil to transfer independently if possible.
2. Allowing the pupil to maintain what they have learnt from class to class.
3. Everyone using the same handling techniques and approach throughout the school.
4. Rolling the pupil from side to side / not lifting the legs.
5. Using the appropriate equipment.

We must take account of the following when working with pupils using wheelchairs:

- Brakes on before you transfer a pupil, or the pupil transfers himself or herself
- Feet fastened if appropriate
- Chest straps fastened if appropriate
- Knee-blocks in place if appropriate
- Head-rest in place or removed when appropriate
- Footplates moved for easy access for the transfer
- Toilet slings must not be used to transfer pupils and students from chair to floor or vice-versa unless they are 'HUG' slings.
- Velcro straps on all slings should be left closed whilst not in use.
- Staff must not put their arms under those of a pupil to lean them forward. You should place your arms on the pupils' shoulders and tell them that you want them to lean forward
- Legs of slings should be threaded through wherever possible instead of crossing.
- Two-person hoist at all times.
- No one should transfer a pupil whilst in a mobile hoist from room to room or along the corridors.
- A manual hoist should not be used to transfer a pupil to the floor if the pupil cannot sit up to gain access to the hoist without putting pressure on you to do so.

IF YOU ARE HAVING DIFFICULTY NEVER ALTER THE WAY YOU HANDLE THE PUPIL WITHOUT SEEKING ADVICE FIRST.

The following procedures must take place:

### **Slings**

Slings are to be inspected on a regular basis (every six months) by a competent trained member of staff [e.g. Moving and Handling Coordinator]

All slings must have a test certificate or a certificate of conformity and must have a unique identification number.

A log must be kept using our own cross-referenced nomenclature.

Slings must not be repaired, if they are damaged or faulty they should be slit to prevent further use.

The Moving and Handling Co-ordinator will note the date that a pupil receives a sling.

The Moving and Handling Coordinator will inspect our slings.

### **Lifting devices**

Hoists have to be load tested once a year. For all hoists Amey is responsible for organising testing with Westholme. They will report any faults and if approached will deal with them. We will pay for this service.

Each appliance must have a logbook or reporting sheet. In this logbook or sheet should be recorded any defects and who is going to action the repair.

It is essential when items of lifting equipment are ordered that staff check that test certificates or certificates of conformity/CE marks are obtained on delivery. If we do not get these items we should not pay for the goods.

When ordering equipment we should make sure that they are appropriate for the need. There may well be implications due to the differing conditions of our youngsters. It is therefore important that they are based on multi-disciplinary assessments.

## **APPENDIX TWO**

Forms kept on file and used in Hazelbeck School:

1. Manual Handling Risk Assessment – individual pupils' information.
2. Manual Handling Risk Assessment – individual pupil activity risk assessments.
3. Manual Handling Load handling risk assessment – two parts.
4. Referral of Manual Handling concern / request for MH risk assessment.

**APPENDIX THREE**

**Manual Handling Operations  
Framework Policy**

**Issued by the Occupational Safety Team**

**Date of Issue May 2009**

**This framework policy is issued at a time when it is recognised that manual handling activities are associated with about 25% of accidents reported to the Health and Safety Executive. With this policy the Trust recognises the need to protect employees and others from the dangers associated with manual handling activities. We are committed to effectively manage this risk and ensure that adequate resources are available to implement and monitor risk control measures. The responsibilities and health and safety arrangements will be in line with the Councils Health & Safety Policy.**

**My Leadership Team and I fully support this policy.**

#### Legislation

The Health & Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 place a legal duty on employers to ensure, as far as is reasonably practicable, the health and safety of all employees while at work. Both pieces of legislation require risk assessments and risk management prior to carrying out a work activity.

Specifically, the Manual Handling Operations Regulations 1992 (amended 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate – such as a box or a trolley, or animate – a person or an animal.

#### General

Since any employee may at some time need to move a heavy object this policy includes general guidance on the best way to avoid injury whilst handling a load.

Although some form of assessment, or judgement, of the risk should be made for every manual handling operation, the wide scope of the Regulations means that a detailed written assessment of every manual handling operation would be impractical and would result in effort being diverted away from tasks where there is a significant risk of injury.

The guidelines published by the HSE suggest that the assessment need not be recorded in writing if the manual handling task could very easily be repeated and explained at any time because it is simple and obvious. Similarly, if the manual handling operations are quite straightforward, of low risk and short duration, the time taken to record would be disproportionate. Generic risk assessments are acceptable for standard repetitive tasks but deviations from normal working or where especial conditions exist should result in a new risk assessment to encompass these factors.

Remember, however, that no manual handling task is risk free. Even tasks which are identified as low risk should be avoided or made less demanding.

For those employees whose work involves a significant proportion of routine or repetitive manual handling, much more detailed attention needs to be given to potential risks and the ways in which such risks can be minimised.

### **Managers Responsibilities**

**Where moving and handling forms part of an operational task a Manager must:**

- carry out a risk assessment of the task. The more complex the manual handling activity the more comprehensive the risk assessment should be, especially where there is a significant risk of injury. Record these in writing as appropriate.
- involve those staff doing the job. They may identify lesser known risks and have an input into suitable control measures.
- introduce suitable control measures to reduce the risk to the lowest level practicable.
- inform staff of the control measures that you have put in place.
- monitor these control measures and adjust or improve as necessary.
- review all assessments at least annually or when the tasks, works procedures or environment changes.
- provide and record relevant training for all staff involved in moving and handling activities.

### **Employee Responsibilities**

**Employees have duties too. They must:**

- follow appropriate systems of work laid down for their safety
- make proper use of equipment provided for their safety.
- co-operate with their employer on health and safety matters
- inform their employer if they identify hazardous handling activities.
- inform their employer if they have concerns over the manual handling activity they are about to carry out – either on operational grounds or doubts about their physical capability.
- take care that their activities do not put others at risk.

#### Guidance and Procedures

There are additional documents issued under the umbrella of this Framework policy giving guidance and procedures relating to manual handling operations. These are available on the Occupational Safety Website.