

**Welburn Hall School**



**Moving and Handling Policy**

**Review Period: Two years**  
**Next review Due: Summer Term - 2017**  
**Reviewed: HS 7.6.10. CM May 11, CM May 13, CM May 15**  
**Adopted by Governors: 20.5.15**

# 1. Introduction

- 1.1. This policy is based upon '*The Management of Pupils with Moving and Handling Needs – Information for Schools*' (July 2004), and, although altered considerably, owes much of its content to the Specialist Teaching Service's: '*Model Policy for Schools*'. Additionally, it seeks to satisfy the following:
  - 1.1.1. Health and Safety at Work Act 1974 (HASWA).
  - 1.1.2. The Management of Health and Safety at Work Regulations 1999 (MHSWR).
  - 1.1.3. The Manual Handling Operations Regulations 1992 (MHOR).
  - 1.1.4. Disability Discrimination Act 1995 (Amended 2005) and the Human Rights Act 1998.
  - 1.1.5. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
  - 1.1.6. Provision and Use of Work Equipment Regulations 1998 (PUWER).
  - 1.1.7. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- 1.2. The main aim of the policy is to reduce the risk of injury to staff and pupils who are involved in any regular manual handling or pupil moving and handling activity throughout the school day.
- 1.3. In implementing the policy, the school will:
  - 1.3.1. Promote minimal, safer, effective and dignified moving and handling for all.
  - 1.3.2. Meet the school's duty of care towards staff and pupils.
  - 1.3.3. Work in co-operation with any outside agencies that influence or advise on the moving and handling of pupils and any associated inanimate loads eg. equipment used by the pupil.
- 1.4. The school recognises that in enabling a pupil's development and care, the management of moving and handling risk must take into consideration the medical and physical needs of the pupil and the human rights of both pupil and staff.
- 1.5. We will strive to promote and encourage the development, independence and dignity of the pupil and, at the same time, protect the health and well being of staff. We will endeavour to achieve a balance within our decision making between the needs and safety of all.
- 1.6. This policy must be read and understood within the context of all other school policies, including '*Confidentiality and Privacy*' and '*Intimate Care*'.
- 1.7. This Policy details best practice including NYCC Guidance. It applies to all employees of the School and should be adhered to in all reasonably practicable situations. The School does however recognise that there may

be emergency situations when it is not reasonably practicable to adhere strictly to the Policy.

1.7.1. *Definition of an Emergency Situation:*

An emergency situation is an unforeseeable set of circumstances in which member(s) of staff and/or pupil(s) are placed at immediate risk of injury/danger. In such circumstances staff would be expected to use a best judgment approach and, whilst having regard for their own and other's safety, use their trained skills to engage in whatever moving and handling activity will best resolve the situation as safely as possible.

- 1.8. In situations that are foreseeable eg. fire evacuation, swimming pool evacuation, any probable moving and handling activity must be planned for, risk managed, recorded and included in relevant policy.

## **2. The Employer's Responsibilities**

As an employer, Welburn Hall School is responsible for:

- 2.1. The health and safety of school staff carrying out moving and handling tasks associated with their work.
- 2.2. Ensuring, as far as is reasonably practicable, that staff who regularly undertake moving and handling tasks as part of their work are fit to do so.
- 2.3. Identifying staff moving and handling training needs, including the safer use of any moving and handling equipment provided. The provision of appropriate training, advice and information.
- 2.4. The provision of safe working environments which, wherever reasonably practicable, are appropriate to the moving and handling activity taking place.
- 2.5. The risk management of moving and handling tasks regularly undertaken by employees in accordance with MHSWR and MHOR.
- 2.6. Maintaining suitable records of moving and handling risk management, including staff training records.
- 2.7. Establishing safer working procedures for all hazardous moving and handling tasks regularly carried out by staff. Ensuring that staff are informed and familiar with these procedures.
- 2.8. Supervising and monitoring staff in following safer moving and handling working procedures and systems of work.

- 2.9. Establishing clear lines of communication and guidance for staff, in reporting moving and handling problems or concerns.
- 2.10. The provision and use of appropriate moving and handling equipment and systems which will facilitate safer working.
- 2.11. The appropriate storage, inspection and maintenance of such equipment.
- 2.12. Investigation of any reported and recorded accidents, injuries or dangerous occurrences (including near misses) associated with staff moving and handling activity.

### **3. The Employee's Responsibilities**

As employees of the school, members of staff are responsible for:

- 3.1. Co-operating with the management of the school in health and safety matters.
- 3.2. Taking reasonable care of their own and others' safety during moving and handling activity associated with their work.
- 3.3. Reporting if they are unfit or unable, for whatever reason, to safely carry out any moving and handling activity within their work. This to include if they are pregnant, have given birth during the last six months or are breast feeding.
- 3.4. Attending and taking note of any moving and handling training provided by or on behalf of their employer.
- 3.5. Being familiar with any moving and handling information, literature or advice made available to them by the management of the school.
- 3.6. Following the assessed safer moving and handling procedures and systems of work laid down for their protection. Reporting if they are unable, for any reason, to follow a designated safer procedure.
- 3.7. Reporting any hazardous moving and handling situations or concerns that they have identified.
- 3.8. Making proper use of any moving and handling equipment provided for their safety, in line with training. Reporting any faults in such equipment.
- 3.9. Dressing in clothes and footwear that facilitate safer moving and handling practice.

- 3.10. Reporting and recording any accidents, injuries or dangerous occurrences (including near misses) which are as a result of moving and handling activity associated with their work.

## 4. Recruitment

### 4.1. General

The term 'moving and handling' denotes any operation that involves the lifting, lowering, pushing, pulling, supporting, carrying or use of bodily force in order to move pupils or inanimate loads.

### 4.2. When advertising and interviewing:

- 4.2.1. Any post that involves staff in regular moving and handling activity, either of pupils or inanimate loads, as an inherent aspect of the job, will have this clearly stated in the Job Description.
- 4.2.2. Any additional information sent to prospective candidates for a post will identify:
- Examples of the moving and handling tasks that are inherent to the post eg. pushing a wheelchair; physically assisting pupil in and out of wheelchair; etc.
  - The types of physical activity involved in carrying out these tasks eg the requirement to kneel in order to carry out some of the tasks.
- 4.2.3. At interview, candidates for a post will be informed of:
- The moving and handling tasks that are a regular feature of the post.
  - The physical activity involved in carrying out the identified moving and handling tasks eg. kneeling, supporting, pushing, lifting etc.
  - The existence of the School's Moving and Handling Policy.
  - The need to dress appropriately for safer moving and handling activity.

## 5. Training

- 5.1. All new members of staff whose jobs regularly involve them in moving and handling activity with pupils will:

- 5.1.1. Be directed to read and familiarise themselves with:
- The School's Moving and Handling Policy.
  - The booklet issued by the Sensory, Physical and Medical Teaching Service to accompany 'An Introduction to Back Care Awareness Course'
  - The booklet 'Know your Back' (contained in 'The Management of Pupils with Moving and Handling Needs' file).

- 5.1.2. Attend training with the Moving and Handling Co-ordinator on 'Introduction to Moving and Handling Back Care Awareness Course' at the earliest opportunity
  - 5.1.3. As far as is reasonably practicable, whilst awaiting training, work alongside a member of staff experienced in the safer working procedures for pupil moving and handling tasks.
  - 5.1.4. Given 'pupil specific' information, and informed training in safely assisting that pupil, from an appropriately trained and experienced person.
  - 5.1.5. Informed where pupil specific information and documentation is stored.
  - 5.1.6. Informed of the 'Line of Report' for any moving and handling issues.
  - 5.1.7. Trained in the safe use of any moving and handling equipment used in school, from an appropriately trained and experienced person.
- 5.2. Staff who have attended Moving and Handling Awareness training, and who continue to carry out regular moving and handling tasks within their work, will attend an annual refresher course.

## **6. Staff Health**

- 6.1. No member of staff shall be required to carry out moving and handling tasks which they consider to be outside their capabilities.
- 6.2. Staff must inform their line manager as soon as they come on duty, or on return to work following absence, if they are unfit to carry out the moving and handling activities associated with their post. They must also report, in writing, if they are pregnant, have given birth during the last six months or are breast feeding.
- 6.3. Members of staff who report that they are temporarily unfit to carry out moving and handling tasks will not be required to carry out those duties and will be advised to consult their own doctor. If the condition continues, then the member of staff will be referred to NYCC's Occupational Health Department for further guidance.
- 6.4. If a member of staff reports in writing that they are pregnant, have given birth within the last six months or are breast feeding, then management will ensure that an appropriate Manual Handling Assessment is in place. The staff member's work should not include potentially hazardous moving and handling tasks.
- 6.5. If the relevant manager cannot reasonably alter staff's work to avoid hazardous moving and handling, the school will require the staff member to consult their own doctor or the Occupational Health Department as to the advisability of them continuing with this aspect of their employment.

## 7. Risk Management and Assessment

- 7.1. School will risk manage all regular pupil moving and handling tasks and assess regular inanimate load handling in conjunction with the Health and Safety Co-ordinator, utilising the hierarchy of measures as defined by the **MHOR** ie.
  - 7.1.1. **Avoid** – hazardous manual handling operations as far as is reasonably practicable.
  - 7.1.2. **Assess** - make a suitable and sufficient risk assessment of any hazardous manual handling which cannot be avoided.
  - 7.1.3. **Reduce** - the risk of injury from those operations so far as is reasonably practicable.
  - 7.1.4. **Review** the situation.
- 7.2. A **Moving and Handling Management Plan (MHMP)** will be established for any individual pupil who requires physical assistance in order to access any aspect of his / her educational experience, or to manage their personal care. This Plan will identify:
  - 7.2.1. The moving and handling tasks regularly undertaken with that pupil throughout their school day and the appropriate means of carrying out each task.
  - 7.2.2. Any situations where the pupil requires the use of a hoist.
  - 7.2.3. The identified safer working procedure for each task.
  - 7.2.4. Any appropriate equipment to be used in carrying out each task.
  - 7.2.5. The number of staff required to carry out each task.
- 7.3. A pupil's **MHMP** will be included in their individual moving and handling file
- 7.4. Development of a pupil's individual **MHMP** shall be informed by:
  - 7.4.1. **A Pupil Moving & Handling Profile Assessment.** School will seek advice and guidance from the pupil's therapist in carrying out and documenting this assessment.
  - 7.4.2. **Formal Risk Assessments and their resulting Risk Control Measures and Safer Working Procedures** for any unavoidable and potentially hazardous moving and handling tasks
  - 7.4.3. **When appropriate, a Pupil Hoisting Profile and Hoisting Safer Working Procedure** . School will seek advice and guidance from the pupil's therapist in establishing the pupil's specific hoisting needs, including assessment for and fitting of appropriate slings.
  - 7.4.4. **Any other information that influences or contributes to the decision making processes when determining the plan** eg. additional advice from therapists.
- 7.5. Each pupil's MHMP and associated documentation will be kept in an individual and named Pupil Moving and Handling File.

7.6. Each pupil's MHMP and the associated documentation will be reviewed annually or sooner if their circumstances or the situation changes and the contents are no longer appropriate.

## 7.7. Risk Assessment

7.7.1. All moving and handling risk assessment will ergonomically consider:

- **Task.**
- **Individual Capabilities** required of staff in carrying out the task.
- **Pupil (Load)** – informed by the Pupil's Profile Assessment.
- **Environment** where the task is taking place.

7.7.2. When managing / controlling the assessed risks, decision making will seek to achieve a balance between:

- The needs of all involved parties.
- The level of risk to staff and the human rights of staff.
- Value of the task for the pupil and the human rights of the pupil.

7.7.3. Wherever reasonably practicable the identified control measures, including provision of any necessary equipment, will be put into action.

***NB. Reasonably practicable: When risk management strategies are significant in terms of cost, effort and time, the Moving and Handling Coordinator will discuss with the Head of Care the balance between the severity of risk to staff and/or pupils, the likelihood of that risk occurring, and the degree by which the proposed strategies would control that risk. The Head of Care will liaise with the SLT appropriately.***

7.7.4. All staff regularly undertaking that task will receive information and training regarding the safer working procedure for the task.

7.7.5. Wherever possible, advice and guidance will be sought from a pupil's therapist before determining what moving and handling equipment may be needed for a pupil.

7.7.6. In circumstances that are not a regular part of a pupil's school day, for example including a pupil with moving & handling needs on an educational visit, it may not be possible to follow the established procedures used in school. These individual circumstances will be thoroughly **Formally Risk Assessed** with consideration of all means of reducing any risk to a minimum. Decisions must be balanced, reasonably practicable and acceptable to all parties.

## 8. Moving & Handling Risk Management for Educational Visits

8.1. It is strongly recommended that leaders/planners of visits consult the school's Moving and Handling Coordinator for at least the first visit to a new location.



8.2. When planning for the inclusion of a pupil with physical disability on an Educational Visit, leaders must ensure that they have suitable and sufficient information regarding:

- 8.2.1. The travel needs of the pupil.
- 8.2.2. How the pupil will access the venue and activities.
- 8.2.3. How the personal care needs of the pupil will be met.
- 8.2.4. The moving and handling activity that will be necessary when meeting these requirements.

8.3. When planning to meet these needs, inline with the school's policy regarding Educational Visits, pre visit assessment must identify any potential hazards and risks which may be involved and decisions made which remove / reduce the hazards and risks to the lowest level reasonably practicable.

8.4. When the visit involves other agencies / departments / activity providers, for example Educational Activity Centres, then the visit leader will liaise and seek co-operative working with the agency / department / activity provider in identifying and resolving identified moving and handling issues.

8.5. In circumstances where moving & handling equipment belonging to another agency / department / activity provider is being used for a pupil, then the visit leader must establish that the equipment is appropriately serviced and maintained in accordance with **LOLER and PUWER Regulations**, and the manufacturer's instructions.

**NB:** *Information regarding LOLER and PUWER Regulations can be found in 'The Management of Pupils with Moving and Handling Needs' file.*

8.6. If any unavoidable but potentially hazardous moving and handling activity is identified, then **Formal Risk Assessment** of that activity will be undertaken. Taking into account the needs of staff and pupils, including the educational value of the visit for the pupil, the safest methods and procedures will be established and actioned. This will include the number of appropriately trained staff and any necessary equipment required to be taken on the visit.

8.7. Emergencies:

For any pupil with moving and handling needs, all foreseeable emergencies such as fire evacuation will be identified and planned for. Any probable moving and handling activity will be identified and assessed, with potential risks being reduced as far as reasonably practicable. The safest means of undertaking those activities will be established and, without placing staff at unnecessary risk, regularly practised as part of the school's overall emergency training. The procedure will be recorded in the pupil's **MHMP**.

## 9. Working Practices

- 9.1. Any moving and handling activity must take place only if necessary.
- 9.2. In any pupil moving and handling task, staff will:
  - 9.2.1. Consider the dignity and preferences of the pupil.
  - 9.2.2. Communicate appropriately with the pupil.
  - 9.2.3. Wherever appropriate, encourage the pupil's active involvement in the proceedings.
- 9.3. Staff will follow the designated Safer Working Procedure for any moving and handling task carried out with a specific pupil.
- 9.4. In addition, prior to **any** moving and handling activity, staff carrying out the task will conduct a **Personal on the Spot Risk Assessment (POSRA)** in accordance with their training.
- 9.5. They will identify and make judgements to reduce any unexpected hazards and risks associated with the task on that particular occasion, and work in a way which minimises risk to themselves, their colleagues and the pupil.
- 9.6. Every time staff use moving and handling equipment, including hoists and slings, they must undertake a visual check of that equipment to ensure that it appears to be in safe and sound working order.
- 9.7. Staff will not use equipment which is suspect and will immediately report such to The Residential Team Leader, (Family Groups), or Moving and Handling Coordinator if they are unavailable.
- 9.8. Members of staff will report any residual issues or concerns regarding Task, Individual Capability, Pupil/Load, or Environment, of any moving and handling procedure in which they are involved to the Moving and Handling Coordinator.
- 9.9. The school, via the SLT, will investigate any staff concerns and, where necessary, carry out additional assessments to further reduce risk to staff and pupils.

## 10. Record Keeping

- 10.1 Individual **Pupil Moving and Handling Files** shall be stored with their residential Personal Files in the House Resource Room. Duplicates of these, provided by the Moving and Handling Coordinator, will be stored appropriately and securely at school.

**NB:** *Individual Pupil Moving and Handling Management Files contain confidential information which should only be available to those persons who have a right and need to know. The file must be securely stored but readily and easily available to appropriate members of staff involved in the moving and handling of that specific pupil.*

- 10.2. The Moving and Handling Coordinator will ensure that these files are up to date and well managed.
- 10.3. Any accidents or injuries must be recorded and reported in accordance with the school's Health and Safety policy regardless of whether the Moving and Handling Coordinator or manager has been informed.

## **11. The Moving and Handling Coordinator**

In general, the Moving and Handling Coordinator's role is:

- 11.1. To facilitate and promote safe and effective practice in moving and handling activity throughout the school, in line with all school policies.
- 11.2. To act as consultant or adviser for any member of staff who asks for assistance regarding moving and handling issues.
- 11.3. To work on behalf of the Senior Leadership Team, (SLT), to ensure good induction and ongoing training for all staff.
- 11.4. To monitor practice and performance in relation to moving and handling.
- 11.5. To ensure that appropriate moving and handling risk assessment takes place.
- 11.6. To work with the SLT towards reviewing and updating the moving and handling policy.
- 11.7. As required, to report to the SLT regarding general progress.
- 11.8. To alert the SLT to matters in need of immediate attention.
- 11.9. The M&H Coordinator can expect:
  - 11.9.1. To receive regular supervision from the Head of Care, on behalf of the SLT.
  - 11.9.2. To have easy access to the Head of Care for advice and support at other times.
  - 11.9.3. In the absence of the Head of Care, to have access to the Headteacher on matters of urgency.
- 11.10. Responsibilities of the Moving and Handling Coordinator:

- 11.10.1. On behalf of the SLT, to provide induction training to all new staff and refresher updates to all staff regarding:
- Back care awareness.
  - Policy and practice relevant to the moving of loads.
- 11.10.2. To work in partnership with the Therapy Department in the planning, organisation and implementation of further induction training for each new member of staff who will be involved with the moving and handling of children. This should address the following:
- Generic hoisting practice.
  - Moving and handling protocols within school.
  - Access to documentation regarding specific students.
  - The roles and responsibilities of personnel regarding moving and handling.
- 11.10.3 To work with the SLT to:
- Identify staff training needs relating to moving and handling.
  - Provide Moving and Handling Back Care Awareness training for each relevant member of staff.
- 11.10.4. To collaborate closely with the Therapy Department, in order to regularly relay information, advice and training for staff in respect of:
- The individual needs of a student.
  - Enabling a student to use their physical abilities in functional situations.
  - Consistency when facilitating a pupil's personal care.
  - Affording students due respect and privacy.
  - General standards of practice and innovation.
- 11.10.5. To be available to all staff to offer:
- Advice.
  - Guidance.
  - Encouragement.
  - Demonstration of technique.
- 11.10.6. To act, for all staff, as a link with the SLT regarding:
- Policy.
  - Ideas.
  - Problems.
  - Needs particular to that member of staff.
- 11.10.7. On behalf of the SLT, to monitor and manage:
- Student records, where these relate to moving and handling.
  - Training records, identifying issues which need attention.

- The state of equipment, informing relevant team member of matters needing attention.

11.10.8. By observation, to give regular attention to:

- The quality of moving and handling practice.
- The safety of students receiving help through moving and handling techniques.
- A positive experience for students being assisted.
- The safety of members of staff in performing moving and handling, whether with students or not.

11.11. The M&H Coordinator must report to the SLT, via Head of Care, any:

- 11.11.1. Unacceptable practice, which they have been unable to rectify through support and training.
- 11.11.2. Any other lack of compliance with school policy in regard to moving and handling.
- 11.11.3. Practical problems with applying the M&H Policy.
- 11.11.4. Areas of national policy or statutory requirements they become aware of, which the school might be failing to meet.
- 11.11.5. Enduring problems with equipment, (day-to-day repair issues) should be reported to the Moving and Handling Co-ordinator.

11.12. All staff must acknowledge that the Moving and Handling Coordinator represents the SLT, and therefore the school, in matters relating to moving and handling.

11.13. They should report to the M&H Coordinator in the first instance regarding:

- 11.13.1. Questions about their own practice.
- 11.13.2. Any uncertainty about the school's expectations of them.
- 11.13.3. Doubts about the safety or suitability of equipment.
- 11.13.4. Any concerns about general practice or safety during moving and handling.
- 11.13.5. Any concerns about practice or safety in relation to particular students, or changes in their condition or needs.
- 11.13.6. The practice of colleagues, where it appears problematic, (*this should be treated in confidence where possible*).

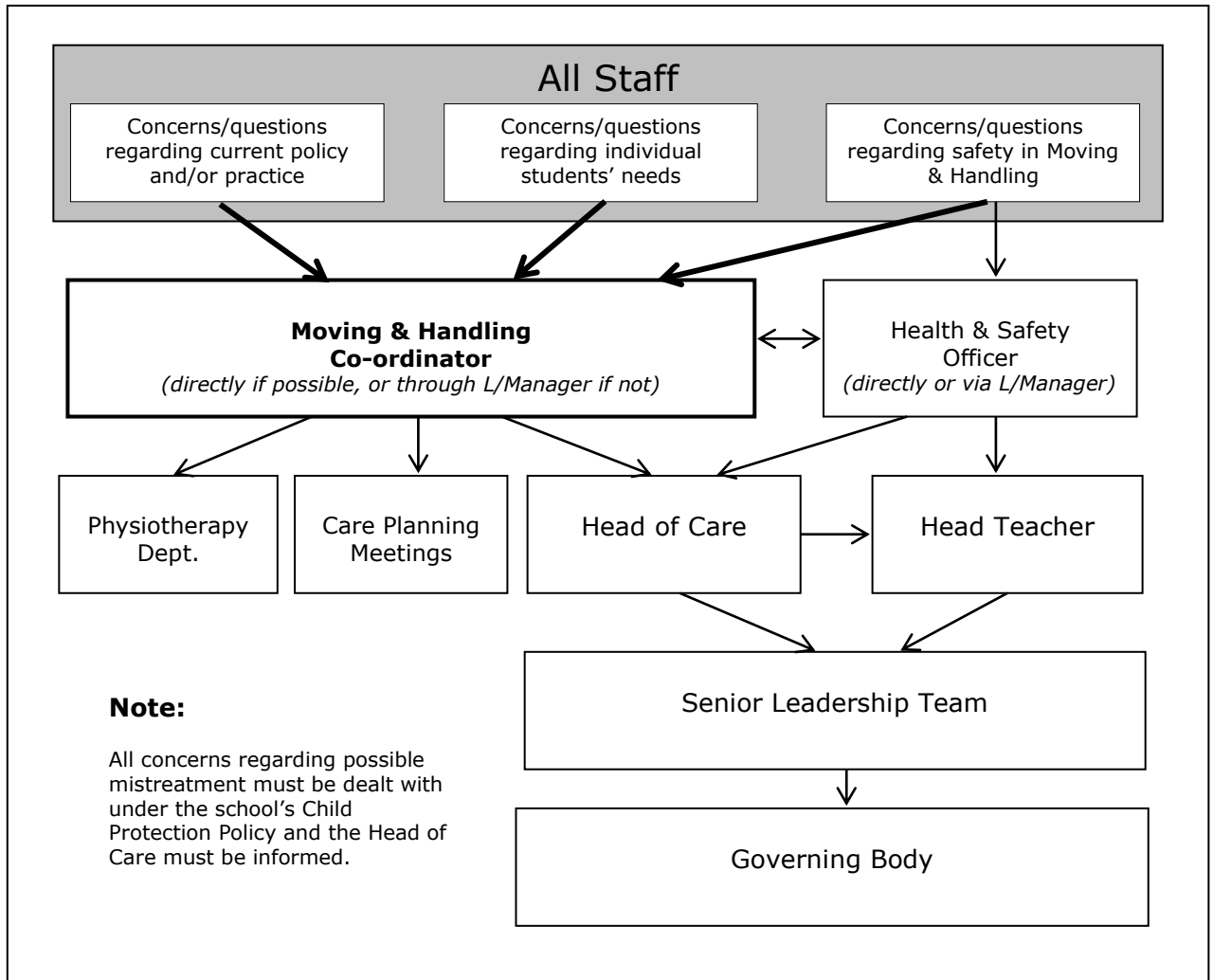
11.14. All staff must treat the M&H Coordinator as first contact on urgent matters, but seek out other senior staff in the event of their being unavailable, (ref: 'Reporting Process' attached).

11.15. They must follow the guidance and judgement of the M&H Coordinator, which may be relayed via:

- 11.15.1. Written records.
- 11.15.2. Training sessions.
- 11.15.3. Team meetings.
- 11.15.4. Direct discussion.

11.15.5. Demonstration of technique.

11.16. All staff must adhere to the following line of report:



- 12.1. It is the ethos of the school to promote safer moving and handling practice throughout all areas of the school day. It requires staff to support each other and to report any problems.
- 12.2. The moving and handling training needs of individual members of staff will be monitored and reviewed by line managers with the assistance and advice of the Moving and Handling Coordinator.
- 12.3. All staff must work in accordance with the Policy, their training and the ethos of the school.
- 12.4. If a member of staff is observed to be using poor practice, this will be highlighted initially by the Moving and Handling Coordinator, but reported to their line manager if improvement is not observed.
- 12.5. If the problem persists, the line manager will investigate the reasons why and take any measures necessary to resolving the situation.

## **13. Repair and Maintenance of Equipment**

### 13.1. Regular Maintenance:

- 13.1.1. It is the responsibility of the Moving and Handling Co-ordinator to ensure that maintenance records are up to date, and that services take place at the correct intervals.

### 13.2. Faulty Equipment:

- 13.2.1. If any person identifies equipment to be faulty or damaged, they will report this immediately to the Moving and Handling Co-ordinator.
- 13.2.2. If a piece of equipment is identified as faulty, then it will be immediately taken out of use, labelled as faulty and appropriately reported for repair.

## **14. Monitoring and Review of the Policy**

- 14.1. The Head of Care is responsible for ensuring that a current and relevant policy is in place.
- 14.2. The Head of Care will review arrangements and adherence to the policy on an annual basis.
- 14.3. The Policy itself will be reviewed at least every two years by the Head of Care and Moving and Handling Coordinator.

**November 2008**

N Hayton

M Jackson

C McGill

(Reviewed by Headteacher June 2010 – no changes)  
(Reviewed by Cath McGill May 11 – changes to reflect that the policy covers all aspects of moving and handling, not just pupils, plus other minor wording changes and training arrangements.)

(Reviewed May 2013 – no changes)

(Reviewed May 2015 – changes highlighted)