



# MOVING & HANDLING POLICY



**Wood Bank School**

From strong roots we grow and blossom

Policy Ratified	September 2024
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Signed (Headteacher)	
Signed (Chair of Governors)	

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## **Related Legislation/Documentation/Policies**

Moving and Handling, also known as 'manual handling' is defined by the Manual Handling Operations Regulations 1992 (Amended 2002) as 'any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Statutory requirement places a duty on employers to identify all moving and handling operations which put people at risk of injury and either eliminate or reduce the risk to an acceptable minimum. This is achieved by identifying the hazards associated with the task or equipment, putting control measures in place to reduce the risk of harm, recording those risks, and putting systems in place to monitor and review practice. The staff have a duty of care to record and report to an appropriate person any incidents, accidents, observed risks and any concerns about, or faults on, equipment. The employer has a responsibility to ensure that risk assessments are undertaken and reviewed regularly or when circumstances change. The employer has a responsibility for the communication of risk assessments/moving and handling plans to all concerned and to ensure safe practice. HSE [www.gov.uk](http://www.gov.uk)

Manual handling is covered specifically by the following legislation:

- (a) The **Health and Safety at Work Act 1974**
- (b) The **Management of Health and Safety at Work Regulations 1999**
- (c) The **Manual Handling Operations Regulations (MHOR) 1992 (Amended 2002)**
- (d) The **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**
- (e) The **Provision and Use of Work Equipment Regulations 1998 (PUWER)**

The **Manual Handling Operations Regulations 1992 (Amended 2002)** are based on a "minimal handling" approach to manual handling. Under the Regulations, employers are required to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured and where such activities cannot be immediately eliminated. A "suitable and sufficient assessment" of all such operations is mandatory. Having carried out this assessment, employers must take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable.

Other Acts and documents that need to be taken into consideration when completing risk assessments are:

**Special Educational Needs and Disability Act 2001**

**Children's Act 1989 (2004)**

**Equalities Act 2010**

**Human Rights Act 2000**

**Care Standards Act 2000**

**Children and Family Act 2014**

**SEND Code of Practice 2015**

**Calderdale Council Health and Safety Policy 2021**

**Calderdale Council Moving and Handling Policy updated 2023**

Wood Bank School recognises that the risks of injury from moving and handling pupils are greatest with regard to pupils with special educational needs. Moving and handling pupils is an unavoidable part of working in special education and our staff are at particular risk since the "load" involved is human, mobile and may be unpredictable.

Calderdale Council does not have a 'no lifting' policy.

The areas where Moving and Handling risk assessments may be needed include:

- Transport – entering and exiting the school bus
- Assistance with personal care and hygiene
- PE and swimming
- Assistance with mobility - including pushing wheelchairs
- Assistance for sitting/standing (including movement to/from the floor)
- Assistance for pupils' transfers requiring specialised equipment
- Assistance for emergency situations
- Educational/residential trips

Wood Bank recognises its responsibility to ensure the health, safety and welfare of its employees as well as pupils, as far as is reasonable. It is our policy to conform to the requirements of the Manual Handling Operations Regulation and Lifting Operations and Lifting Equipment Regulations.

To this end, we aim to:

- Avoid moving and handling operations which are a risk to our employees as far as is reasonably practicable.
- Assess all operations involving moving and handling procedures that cannot be avoided. Reduce the risk to the lowest level that is reasonably practicable and make a record of risk assessment.
- Ensure that all potentially hazardous operations involving moving and handling are assessed if and when required and reviewed at least annually.
- Provide all employees directly involved in moving and handling of children and young people with thorough training, covering all the key elements for safe handling processes.
- Ensure that safe handling of children and young people is carried out in line with safe systems of work.
- Ensure that the views of pupils (as far as is reasonably practicable), parents/ carers and other relevant staff will be sought and considered. The health, safety and dignity of all those concerned is paramount.
- The equipment used in lifting and moving children should be checked every six months in line with legislative requirements. (LOLER)

- To ensure that a balance is achieved between the duties of care owed to the pupil and the statutory requirement to ensure the health and safety of staff.

Health and Safety Matters for Special Educational Needs: Moving and Handling Guidelines state:

“There should be a balance between the health and safety considerations of employees and individual students: rights to dignity, autonomy and privacy. Health and Safety of employees should be sustained, but it is not an excuse for denying disabled students and students with SEND access to educational opportunities.”

Poor moving and handling techniques can result in injuries to staff as well as putting pupils at risk. Injuries to staff occur most often on a cumulative basis, as a result of poor posture and repetitive actions

**Moving and Handling tasks including pushing wheelchairs should never be delegated to pupils.**

**Competent staff- Key Trainers and Risk Assessors**

We have a Lead Key Trainer and Risk Assessor employed by the school and 2 supporting Key Trainers. The Key Trainers have completed a 5 day Moving and Handling course and refresh their training annually with LPS Training and Consultancy. Key Trainers work together collaboratively. Their role is to:

- Plan and deliver training and offer ongoing support to staff in the theory and practice of moving and handling
- Support newly trained staff practically with on-the-job training
- Assess the competencies of newly trained staff, offering guidance and agreeing action plans for development, if necessary
- Give general and also specific advice related to safe moving and handling
- Make risk assessments for individual pupils, record findings and write a Moving and Handling Plan, where required
- Communicate and distribute the Risk Assessment and the Moving and Handling Plan to the headteacher, all staff working with the named pupil, (including those from outside agencies), parents/carers and the pupil
- Review these plans at least annually and also if/when needs change
- Maintain a record of those pupils with Moving and Handling Plans in place

## **Headteacher and Governors**

The Headteacher and Governors are aware of their responsibilities to ensure that Moving and Handling legislation and the resulting policies and assessment procedures are fully implemented.

The school Senior Leadership team and Governors are responsible for ensuring that moving and handling risk assessments are completed within school. These will identify the steps needed to reduce the risk of injury, the need for staff training and the need for equipment.

## **Role of all school staff**

It is also the policy of Wood Bank School that, under section 7 of the **Health and Safety at Work, Act 1974**, it is the **responsibility of every employee** at work to:

- Take reasonable care of their own health and safety and those of any other person who may be affected by their acts or omissions at work.
- Take reasonable care for their own safety, and that of others when carrying out moving and handling, and attend training as required by their employer.
- Read/review the risk assessment and moving and handling plan when they attend to an individual and after every risk assessment review. All individuals must sign to say they have seen and read the risk assessment and agree to it.
- Use moving and handling equipment and techniques in accordance with training and written instructions received from nominated professional and manufacturer's instructions.
- Observe the principles of moving and handling and use the equipment provided in accordance with instructions.
- Wear appropriate clothing and footwear that do not constrain movement/posture when moving and handling and should use the personal protective equipment provided by the organisation.
- Comply with the infection control policy and procedures relevant to the organisation
- Report to their manager/supervisor if they are not sure of any moving and handling procedures, consider any task too difficult or if it is likely to pose a risk of injury.
- Alert managers to the need for review of the risk assessment, equipment or further training.
- Report all incidents or near misses arising from moving and handling in line with the organisation's incident/accident reporting procedure.

- Report to the Senior Leadership Team 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 Senior Leadership Team any circumstances that (within their level of competence) they consider to be a risk to Health and Safety including any equipment faults.
- Report any accident or incident to the Senior Leadership Team and complete the relevant forms.

The successful implementation of this policy requires total commitment from all employees.

### **Staff Dress Code**

This is in line with Wood Bank's dress code. But to re-iterate:

- All clothing must be safe, decent and appropriate to their role as a member of Wood Bank staff.
- Any clothing that may pose as a potential health and safety risk must be removed. If wearing a head scarf it must be fastened securely. Scarves must not be draped loosely.
- Appropriate shoes must be worn at all times.
- The wearing of jewellery is not encouraged. Large earrings are not allowed as may pose as a health and safety risk.
- Long hair should be tied up during moving and handling procedures to avoid personal injury.
- Nails should be cut short to prevent injury to pupils.
- Lanyards should be quick release but better not to be worn to avoid both injury to the pupil and member of staff.

### **Staff Injured at Work**

Manual handling accidents are covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** (RIDDOR). According to RIDDOR, all moving and handling accidents and injuries should be recorded and also reported to the HSE, especially if they result in staff being off work for 7 days or more or involve equipment.

### **Pregnancy**

Regulations require employers to carry out a specific risk assessment with regard to the risks faced by new and expectant mothers at work. 'New and expectant mothers' includes pregnant women, mothers who are breast feeding, mothers who have given birth in the past six months and women who have miscarried after 24 weeks of pregnancy. The risk assessment should cover the work likely to be undertaken and reference must be made to the person's medical needs as recommended by their doctor. If, following risk assessment, control measures cannot be put in place to reduce/eliminate the risks, the woman must be offered suitable alternative working arrangements.

## **Training**

- New staff, as part of their induction training, are required to read the policies on Health and Safety and Moving and Handling.
- New staff will attend a basic moving and handling theory course in school.
- Staff working directly with pupils who have a Moving and Handling plan will receive additional practical training in Moving and Handling, prior to carrying out any physical support of pupils in school.
- All teachers, teaching assistants and other school staff will complete a biannual refresher course, relevant to their needs in relation to pupils they teach and support
- Training on the use of hoists and transfers into/out from specialist equipment is carried out by key trainers. Newly trained staff are supervised by competent colleagues when using hoists and other equipment until they are confident and competent in their use. The Lead Trainer will assess competence, when staff report that they are ready to work without the supervision of a competent colleague.



## **Equipment**

The law sets out a detailed framework of provisions to protect employees against the risk of injury from moving and handling. There are legal obligations on us to take care of our employees' health and safety. The Health and Safety at Work Act places general duties on employers to ensure the health and safety of our employees and anyone else on the premises. In line with the Lifting Operations and Lifting Equipment Regulations, to ensure the safe use of lifting equipment, lowering equipment and accessories for lifting/lowering equipment provided or used at work. Wood Bank School aims to use lifting equipment to reduce health and safety risks and requires that the lifting equipment is:

- Strong and stable enough for the particular use and marked to indicate its safe working load.
- Positioned and installed to minimise any risks.
- Used safely i.e. The transfer is planned, organised and performed by competent people.
- Subject to ongoing, thorough examination where appropriate and inspection is carried out by competent people. Lifting Equipment for lifting people should be checked formally every six months.
- Subject to pre-use checks before it is used.
- Covered by defect reporting systems.
- Identified and has a suitable and adequate risk assessment and control plan and people with responsibilities have the appropriate skills as set to ensure work equipment is safe to use.
- Lifting equipment such as a hoist will support the weight of a pupil, while other equipment will be designed to improve the posture of the handler e.g. slide sheets, standing frames etc. such equipment is seen as in line with a school's reasonable adjustments duty under the Equality Act 2010.

### **Written records of these inspections are kept in a safe place by the Premises Manager.**

Where a need for equipment is identified after advice is sought this should be purchased. This must then be inspected, serviced (if required) and maintained regularly.

Slings – all slings should be LOLER tested every 6 months and a daily inspection should be carried out and documented that the sling is safe to use.

**Any slings which are damaged must not be used and the Key trainers must be informed.**

## **Risk Assessment**

Management of Health and Safety at Work Regulations set out the legal requirements for “risk assessment” under which we must assess the risks to the health and safety of staff while at work as well as to the health and safety of persons or other professionals who we do not employ.

The Manual Handling Operations Regulations set no specific requirements such as weight limits – they only provide guideline weights for lifting and lowering, carrying a short distance, pushing and pulling and handling while sitting down.

All pupils who require moving and handling will be the subject of regular risk assessments. The initial risk assessment will take place as soon as the pupil joins the school and before any transfers are carried out. It is a legal requirement that the risk assessments are reviewed at least annually or whenever circumstances change.

- Pupils will not be moved and handled unless a risk assessment has taken place.
- Therapists will be invited to contribute to the risk assessment when possible.
- Risk assessments will be reviewed **annually or whenever circumstances change.**
- Class teams will inform the school key trainers of any changes/issues that arise such as new seating or other equipment.
- Risk assessors will let class teams know when they are to carry out a risk assessment.
- Risk assessors will hand over the risk assessments to the class team and show them the transfers to be used.
- Risk assessments will be written on the agreed pro-forma (as agreed by the Paediatric Moving and Handling group as part of the contract) and submitted to the Moving and Handling Lead before signing.
- The risk assessment will be saved in the pupil's folder on the school's network and a copy provided for the class team which should be kept in the class file and be available for staff's daily use.
- A copy will be sent home for parents/carers along with a letter to sign and return in relation to acceptance of what is proposed. However, if the Risk Assessment isn't returned within 1 week then the assessors will put the Risk Assessment into place.
- When planning off site visits please consult the key trainers for support to assess the environment is safe and appropriate for students who are wheelchair users and supporting staff.

- Pupils who use the pool will have a moving and handling risk assessment completed for use of the pool.
- Pupils who attend rebound therapy will have a moving and handling risk assessment completed if needed.

### **Emergency Situations**

The regulation of manual handling tasks does not apply in genuine emergency situations i.e. assistance should be offered if someone is in imminent danger. However, many untimely situations, such as a pupil with epilepsy having a seizure or standard fire evacuation is **NOT** considered an emergency because it is foreseeable and safe systems of work can therefore be planned.

In the event of an emergency evacuation from the pool follow their procedures for emergency evacuations.

The Manual Handling Operations regulations 1992 do not prevent well intentioned improvisation in an emergency e.g. an event that it was not possible to anticipate and that requires immediate action.

Wherever possible emergency equipment should be used for lifting and moving to minimise the risk of injury to either the pupil or staff. However if there is not sufficient time to get the equipment, a manual manoeuvre may be necessary.

If an emergency happens in an area without suitable equipment and sufficient staff, a risk assessment must be completed after the event so that suitable control measures can be established for the future.

### **Summary of the Moving and Handling Policy**

- Employers must carry out risk assessments for all staff and children and young people, including teachers and support staff, involved in moving and handling children and young people.
- The assessments consider the nature of the situation, the environment in which the lifting is to be used, the size and weights of children and young people involved, the degree to which they may either assist in a lift or actively resist lifting and the individual capabilities of the members of staff and frequency of lifting operation.
- Appropriate mechanical equipment such as hoists should be considered in the initial lift and not as a secondary precaution.
- Training in moving and handling techniques and in using mechanical aids is provided to all teachers and support staff involved in moving and handling; and competence in these tasks is proven prior to being used.
- If the risks can be reduced or eliminated by the means of mechanical aids then Wood Bank School will provide them.

- Wood Bank promotes using a pupil's individual skills to support their own Moving and Handling in whatever capacity that presents for any transfer within safety parameters.
- All incidents, accidents and near misses lead to a review of the risk assessment.