

<b>Policy Title:</b>	<b>Moving and Handling</b>	
<b>Date of Issue:</b>	26/11/2019	
<b>Date of Review:</b>	01/09/2019	
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<b>Ratified by:</b>	Governors Policy Committee	
<b>Responsible signatory:</b>	W Blundell	M Maher
<b>Date of signature:</b>	26/11/2019	26/11/2019
<b>Outcome:</b>	To work according to the directives and guidelines of the following legislation related to Manual Handling, when dealing with all moving and handling issues including both the handling of children and inanimate objects.	
<b>Cross Reference:</b>	Health and Safety Policy Intimate Care Policy Single Equalities Policy	

### **EQUALITY AND DIVERSITY STATEMENT**

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

### **POLICY REVIEW**

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Astley Park School

## ASTLEY PARK SCHOOL MOVING AND HANDLING POLICY AND GUIDELINES FOR STAFF

At Astley Park School, we work according to the directives and guidelines of the following legislation related to Manual Handling, when dealing with all moving and handling issues including both the handling of children and inanimate objects: -

- *Health and Safety at Work Act (HSWA) 1974*
- *Management of H & S at work Regulations (MHSWR) 1999*
- *Manual Handling Operations Regulations (MHOR) 1992 and 2002*
- *The Provision and Use of Work Equipment Regulations (PUWER) 1998*
- *The Workplace (Health, Safety & Welfare) Regulations 1992*
- *Lifting Operations and Lifting Equipment Regulations (LOLER) 1998*
- *The Health and Safety Regulations 2002*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995*
- *Human Rights Act, 1998*
- *Children's Act 1998*

The 'MANUAL HANDLING OPERATIONS REGULATIONS Act of 1992, amended in 2002 states that:

*"Employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do."*

### **Roles and Responsibilities;**

The Moving and Handling Co-ordinator must,

- Ensure that the Moving and Handling Policy is updated annually and that this is shared with all staff.
- Ensure that staff are trained annually in moving and handling.
- Conduct risk assessments so that risks can be identified and information, training; instruction and supervision can be given to manage the risks.
- Update these risk assessments to take into account any changes.
- Consultation with staff on manual handling issues should be undertaken so that problems can be identified and resolved.
- Equipment should be checked half termly by the Moving and Handling Co-ordinator.
- Deputy Head will ensure that risk assessments are conducted for any pregnant, sick or injured staff.
- Personal protective equipment will be provided to staff.

Staff at Astley Park must,

- Familiarise themselves and adhere to the Moving and Handling Policy.
- Read risk assessments and cooperate and comply with the information, instructions and training that is given.
- Attend moving and handling training including updates for their area of work.

- Report any changes in the task that affects the risk assessment.
- Work within their own limitations and not carry out any activity for which they are not competent.
- Use equipment provided e.g. trolleys and handling belts.
- Follow safe working practices.
- Not interfere with or misuse any equipment or aids that have been provided.
- Not use equipment that they have not been trained to use.
- Follow training and instructions provided on moving and handling e.g. moving and handling protocols, person handling plans and guidance from training courses.
- Conduct dynamic risk assessments using Load, Individual, Task, Environment (LITE) procedures considering the 4P's of manual handling Plan, Prepare, Position, Perform.
- Make themselves familiar with individual Moving & Handling Plans.
- Look out for hazards and report any unsafe situation to the Deputy Headteacher or School business manager.

This includes things such as: -

- Faulty equipment – which should be labelled and taken out of use.
- Unsafe working practices. E.g. staff not trained or not confident to carry out the task.
- High risk handling procedures.
- Environmental problems e.g. slippery floors, lack of space.
- Insufficient staff to carry out the manual handling procedure.
- Reporting pregnancy or any medical conditions, which may affect their ability to perform moving and handling to their manager.

### **MOVING AND HANDLING GUIDELINES FOR STAFF**

The school has one Moving and Handling co-ordinator –Kath Linde.

All Staff are required to take part in moving and handling training, during their induction period with updates, as required.

### **MANUAL LIFTING – IMPORTANT ADVICE FOR STAFF**

**DO NOT**, as an individual, manually lift children from the ground, who weigh over 17Kg (approximately, 2 ½ stones).

Two people may lift up to 22Kg (about 3.5 stones), but only after a risk assessment, has been undertaken by the Moving and Handling Co-ordinator. Except as follows: -

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992 and 2002 STATES: -

**“ONLY LIFT INDIVIDUALS WHO ARE ABOVE THE GUIDE WEIGHTS IF THERE IS A REAL RISK OF DEATH, E.G. FIRE, DROWNING.”**

**Basic rules for staff: -**

**When carrying out a lift: -**

- stand with your feet apart
- ensure you have a firm base
- keep your spine in line

**Bend your knees to reach the object -use your leg muscles to push up.**

**Hold object close to your body – use a firm grip for comfort and safety.**

**Lift by standing up using hips and knees –do not bend or twist your back.**

Remember the following points: -

1. Keep Fit.
2. Wear loose clothing and safe flat shoes.
3. Prepare the area in which you are lifting.
4. Choose the right lift.
5. Take your time and apply the basic rules.

**Essentials when Lifting: -**

1. Decide if the lift is necessary. If it is, STOP and THINK!
2. Can you manage on your own or do you need the help of a colleague or mechanical aid, such as a trolley or hoist?
3. **Carry out a personal risk assessment first** and plan together the movements you will make that will minimise the risk to yourself and the child.
4. When lifting a child, please remember to use a hoist in preference to a manual lift.
5. If a person lift is the only option, **always** seek the assistance of a colleague.
6. Always prepare the environment first: - Ensure that the bed is at the right height, chair is ready and that you have the necessary equipment to carry out the manoeuvre.

7. One person MUST give the commands – READY, STEADY, LIFT, etc. Always ensure that the child is included in the discussion to help them anticipate the actions being taken to lift them.
8. Always remember not to stretch and lift out of your base.

**When in doubt about lifting, ask the School's Moving and Handling Co-ordinator for advice.**

### **GUIDELINES FOR WHEELCHAIR USE**

#### **General Points to remember: -**

- Always inform the child what you are doing before moving them in their wheelchair, lifting them, re-positioning them etc., to help them to anticipate and prepare themselves for movement.
- Kneel or sit down so that you are eye level when talking to the child.
- Talk to the child about where you are going / what you are passing etc. to help them develop an understanding of their environment.

#### **Safety: -**

- Always ensure that the child is positioned correctly in their wheelchair with their bottom at the back of the seat / or as directed by the OT & physiotherapist.
- Always ensure the child is strapped securely in the chair.
- Always ensure that the front wheels are facing forwards when the chair is 'parked.'
- Always ensure that the brakes are on properly when: -
  - Transferring a child in or out of a chair
  - The chair is 'parked.'
- Tuck in a child's clothing and ensure no fabric can catch in the wheels.
- Check that fingers cannot be caught in the wheels. Check the position of the child's legs, feet and arms to prevent injury. Put feet on the footrest.
- Always safeguard a child's hands / arms when moving through doorways.
- Never tip a chair too far forward or back, (i.e. At a high kerb).
- Ensure that you know how to get the chair safely up and down kerbs, i.e. back wheels first when going down a kerb.

- Never lift a chair by the armrests or any detachable part.
- Never leave a wheelchair pointing towards a road, even with the brakes on – turn the chair so it is parallel to the road.
- When moving an empty wheelchair, for your own safety, please ensure that it is fully opened out and that the straps are fastened safely onto the seat. Please DO NOT move the chair in a folded-up position with the straps trailing on the floor.
- Any faults with a wheelchair should be reported to the physiotherapist, OT or the wheelchair services.
- Children are not allowed to push wheelchairs.
- Wheelchairs must not be overloaded with bags as this can damage the chair and impedes the safe pushing of the chair.

### **DRESS CODE FOR MOVING AND HANDLING**

The following dress code is strongly recommended for staff who are involved in moving and handling tasks: -

- Flat or low heeled footwear with a non-slip sole. Open-toed sandals should not be worn.
- Tops or tunics should be non-restrictive and allow ease of movement. NO SCARVES should be worn unless this is part of a person's dress code related to 'faith'.
- Personal protective equipment should be worn when appropriate according to the task to be performed. e.g. gloves (in accordance with toileting risk assessments).
- Fingernails should be short so as not to cause any trauma to the person's skin.
- Staff should *not* wear jewellery, which may cause harm to themselves or the person being moved. Examples of inappropriate jewellery include: -
  - watches and rings with sharp edges
  - large hoop earrings
  - necklaces and bracelets