

MAYFIELD SCHOOL



Moving and Handling Policy

Issue No	Date Written	Author / Reviewed By	Date of Review	Approved by Governors
1	May 2002	Lynne C Brownrigg		July 2008
2		Sue Thornton & Jill Maitland (Ponsonby Ergonomics) / Full Governing Body	Autumn Term 2010	Spring Term 2011
3		Jill Maitland (Ponsonby Ergonomics) / Full Governing Body	Autumn Term 2011	Spring Term 2012
4		Gill Temple Jill Maitland School Moving & Handling adviser Full Governing Body	Spring Term 2015	Summer Term 2015
5		Rachel Clark / Full Governing Body	Spring Term 2017	Summer Term 2017
6		Rachel Clark / Full Governing Body	Spring Term 2019	Spring Term 2019
7		Sam Kidd/Gavin Bound	Summer Term 2020	Summer Term 2021
7		Sam Kidd / Stephen Chambers	Autumn Term 2022	Autumn 2022

MOVING AND HANDLING POLICY

AIM Our young people will access as much of the curriculum as their disability allows. This will be balanced with staff remaining fit, healthy and pain free.

Mayfield School recognises the need for training and supervision in the correct methods of handling loads, both human and inanimate. Mayfield School recognises the need for **balanced decision making**. The safety and welfare of both staff and our young people must be considered in every case. Consideration will be given to the rights and needs of our young people and equally a duty not to put staff at risk.

All staff who are required to move and handle will receive training in moving and handling. Training may be formal in the classroom, or one-to-one practical supervision sessions. Training will include information on safe systems of work, using equipment correctly, improving care, ensuring dignity and respect, maximising rehabilitation and underpinning balanced decision making. Training will aim to be person centred, involving the child and where possible giving them a choice in the handling decision. Training will be work specific i.e. all about good practice in handling young people.

Initial training will cover legislation, the spine and how it works, presentation advice on back problems, principles of safe lifting, unsafe practices, weight guidelines, small handling equipment, safe hoist practice, risk assessment, safe use of equipment and wherever possible enabling young people to move themselves.

- The equivalent of one day annual refresher – this may be a course, extended reading, one to one session, product demonstration, practical demonstration, research into a specific area, problem solving. Refresher training should aim to maintain, update and upgrade skills.
- Training will be provided sooner if indicated – **staff are responsible for highlighting any concerns that they have with regard to lack of understanding or skill in safe moving and handling e.g. Individual Pupil Manual Handling Risk Assessments, pupils who require Team Teach Intervention. Training will also be provided where appropriate in such instances where staff have new responsibilities or new equipment.**
- Stephen Chambers, Assistant Head, is available for additional guidance.

If ever a member of staff is unsure about how to handle a young person or object, it is their responsibility to ask a competent person.

- To comply with the Manual Handling Operations Regulations 1999, Mayfield School will ensure that all staff are made aware of the

importance of **ASSESSMENT** before undertaking any load movement or handling task, thereby reducing the risk to themselves, their colleagues and the young person.

There is a duty from staff to put the training they have received into practice and use whatever systems of work have been demonstrated.

A RISK ASSESSMENT MUST BE TAKEN AT EACH HANDLING TASK

It is everyone's responsibility to ensure that wherever reasonably practicable hazardous risk will be avoided. Where unavoidable, they should be assessed and steps taken to reduce the risks as far as is reasonably practicable.

Strategies will be devised that promote the health and safety of staff and young person while ensuring dignity, and allowing participation by the pupil. Staff involved in the manual handling operation will be consulted during any formal risk assessment. Where appropriate, the young person will also be involved in the process.

It is the responsibility of management to ensure that all staff are instructed and supervised in correct moving and handling techniques. Records and training must be updated annually.

The management will ensure that all new staff undergo training in handling before being allowed to move and handle. Stephen Chambers will co-ordinate.

LEARNING SUPPORT ASSISTANTS / LUNCH TIME SUPERVISORS (WHO HAVE NOT RECEIVED TRAINING), PARENTS, VOLUNTEERS, STUDENTS ARE NOT EXPECTED TO BE INVOLVED IN MANUAL HANDLING

ASSESSMENT

It is necessary that staff assess the load before proceeding with a moving/handling task. The assessment must take account of TILE:

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In an assessment on manual handling, all perspectives must be considered with the objective of preventing injury to the handler and meeting the health, social and care needs of the young person and of observing their human rights.

Staff should also consider staffing levels and their own fitness, competence and confidence. This provides a framework for balanced decision making.

Remember with our young people we also need to take into account

- Their wishes
- Unpredictability
- Behaviour
- Communication
- Understanding
- Dignity
- Ability to assist/cooperate
- Ability to weight bear
- Involuntary movements
- Fear
- Previous experiences
- Skin condition
- General health
- Seizures
- Medical condition
- Medication
- Pain
- Time of day
- Additional protection/splints
- Size shape/weight/height

Personal Care Management Plans for individual pupils should contain intimate care strategies, taking into account the above.

The emphasis is on balanced decision-making.

The following techniques are considered by authoritative bodies as bad practice and should not be used on a day to day basis. A detailed assessment would need to be done to see if their use is ever justified (refer to appendix)

- Drag Lift
- Orthodox Lift
- Top/Tail Lift
- Young person's hands around handler's neck
- Lift off the floor
- Moving young people in standers, changing beds, chairs without castors
- Moving in standers, class chair, in hoist, long distances, ie. down corridor
- Australia lift
- Bear hug or pivot transfer
- Doing 2 tasks at once i.e. supporting someone in standing and trying to adjust their clothes at the same time.

Failure to comply will result in action being taken under the disciplinary procedure. If you are unsure of what these procedures are ask Stephen Chambers, Assistant Head.

REPORTING STRUCTURE

Early reporting of any symptoms/injury is essential. There will be adequate accident/ incident investigation. Appropriate strategies will be brought into place following an investigation to help prevent reoccurrence where possible.

As soon as any symptoms (pain, ache, tenderness, tingling, discomfort, swelling, heat) are noticed, it must be:

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graph TD; A[As soon as any symptoms (pain, ache, tenderness, tingling, discomfort, swelling, heat) are noticed, it must be:] --> B[• Reported in CPOMs and an accident form completed
• Reported to Stephen Chambers, Assistant Head(Moving + Handling), (Health + Safety) or Sam Kidd.(Head teacher)]; B --> C[• They will then speak to you about what you feel the problem is and how they can help you. A Risk Assessment may be completed.
• You will be advised to see your GP so proper treatment and suitable rehabilitation can be started and to report back what your GP has said.]; C --> D[• Help will be offered depending upon symptoms and medical advice.]; D --> E[• The situation will be reviewed at regular intervals (whether you are off sick or not) to see the state of symptoms and how things are progressing. Research indicates the advantage of returning to work even if you are not completely pain free.]; E --> F[• If after three months you still have severe symptoms, you may be asked to seek further medical help for an independent assessment of your condition. Their report will help to direct further action that needs to be taken.];
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  - If after three months you still have severe symptoms, you may be asked to seek further medical help for an independent assessment of your condition. Their report will help to direct further action that needs to be taken.

All staff must ensure that they are up-to-date with current moving and handling techniques and policies. Any conditions they have must be raised with Stephen Chambers, Assistant Head who in turn will report to the other Senior Leadership Team.

When concerns are made known, further training and supervision must be made available to enable staff to become competent and comfortable before they are allowed to move or handle.

## **ORGANISATION**

The responsibility for compliance with this policy lies with the Headteacher Sam Kidd who is committed to a safer handling policy including committing time and resources (equipment and personnel). Discussions with staff will help prioritise areas of need. If more specialist advice were required to enable risk to be assessed and managed the Head teacher is committed to asking advice from a competent manual handling practitioner outside the organisation if necessary.

Each employee has a duty under the Health & Safety at Work etc. Act 1974 (Section 7) to take reasonable care of their **OWN** health and safety and that of **OTHERS** who may be affected by their acts or omissions, and each employee must co-operate with their employer to enable them to comply with Health & Safety legislation.

Employees have a duty to comply with the policy and report any shortcomings in health and safety. Any unexpected task of work where they are unsure of the correct procedure to follow, must be reported to their manager for further guidance. Accidents and health factors that may affect work must also be reported.

The Moving and Handling Training Officer (Stephen Chambers, Assistant Headteacher ) will identify and formulate training programmes for all employees.

Dress must allow for a full and unrestricted range of movement when undertaking handling tasks. Dress should not embarrass our young people or other staff e.g. low cut tops. Where necessary protective clothing should be used e.g. gloves and aprons.

Jewellery, should be kept to a minimum if worn, must not cause harm to the student or yourself, and may need to be covered. NB: No dangling jewellery or stoned rings.

Footwear must give adequate and safe support and have non-slip soles, eg. open toes, sling backs, slip on shoes, court shoes, and shoes/boots with heels more than 2" are **unacceptable**. Crocs are considered **unsuitable** for moving and handling. Non-slip swim shoes should be worn on the poolside.

Our young people must be included in the policy and assessments to ensure their need and rights as individuals are respected.

Handling in rehabilitation will be given due consideration regarding extra equipment, extra personnel, time, training and the need for management commitment to enable rehabilitation to occur and reduce risk to staff and the young person.

## **EQUIPMENT**

ALL EQUIPMENT SHOULD BE CHECKED PRIOR TO USE.

|                          |                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equipment Breakdown      | Report to Stephen Chambers. Remove damaged equipment straight away. This includes slings for the hoists. Re-organisation/allocation of department equipment notify physiotherapists/occupational therapists.                                                                                                                                                                   |
| Audit of Equipment       | Budget renewal provides the opportunity for an annual audit of equipment - July (end of summer term).<br>Rotation of equipment, ready for student access in September (beginning of the next academic year) Equipment will be cleaned and disinfected by class teams at least termly.                                                                                          |
| Instruction Manuals      | Instructions of use will be available for reference via the below methods for each specific equipment being used: <ul style="list-style-type: none"><li>• PDF copies emailed to staff</li><li>• Available on school server</li></ul>                                                                                                                                           |
| Maintenance of Equipment | Headteacher responsible for annual servicing and six monthly LOLER testing (Lifting Operations and Lifting Equipment Regs 1998).                                                                                                                                                                                                                                               |
| Slings                   | Wash (following manufacturing recommendations) if soiled. DO NOT TUMBLE DRY SLINGS.<br>Each sling should be washed half-termly (individual class teams to organise this).<br>Each pupil should have their own sling: check it is the correct size and ask that the child be measured if necessary. This is completed with your department moving and handling trainer/advisor. |

All staff are responsible for checking that the sling is safe prior to every use e.g. wear and tear, holes. If it is not safe, do not proceed. Take the sling out of use, label it and inform Gavin Bound, Aquatics Coordinator.

Hoisting skill – Young persons being hoisted are at risk of injury from falls, using the hoist incorrectly, inappropriate slings choice and fitting, leaving people unattended in the hoist or the hoist over turning. Staff should be aware and take great care to ensure these factors do not occur.

### **STAFF ABSENCE AND PROCEDURE**

If staff who are involved in manual handling are absent or unable to move and handle due to fitness or injury, the Assistant Headteachers will re-organise staffing to ensure safe handling is continued and the young people continue to access the curriculum.

### **DISCIPLINARY PROCEDURE**

If any member of staff does not follow policy in practice referral to the disciplinary policy will be made.

### **Under the Health & Safety at Work etc. Act 1974 you will be dismissed.** **24 HOUR BACK CARE**

It is important to move in the correct way for your spine and have good posture all the time, at home and at work, for example when bending down to objects such as putting milk in the fridge. Remember to bend at the knees, keep back straight and avoid twisting the body.

Please reference:

'The Guide To The Handling Of People' NBE 2011

Manual handling of children NBE 2011

'Lifting and Handling an Ergonomic Approach' S Pheasant, D Stubbs NBPA 1981

'The Guide to the Handling of Patients' Corlett et al Back Pain Association / RCN 1992.

There are many web sites offering back care advice such as

[www.backcare.org.uk](http://www.backcare.org.uk)

[www.backcarebootcamp.com](http://www.backcarebootcamp.com)

Additional information on back care and handling is available from Stephen Chambers, Assistant Head.

Policy

Copy stored on the school server.

Copy held in school office



Risk Assessment Will be available to read, all staff involved in activities must read annually or sooner if they change eg. swimming pool evacuation, emergency minibus procedures - copies held on server.

Childs Assessment Must be read, signed and dated before proceeding with that child. If staff are in any doubt what their responsibilities are or what they have to do or that their skill level is appropriate they must ask their designated moving and handling advisor before they proceed.

### **DISABILITY EQUALITY ACT - 2010**

The disability discrimination duties are designed to prevent discrimination against people in their access to education.

Young people with a disability are considered to have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, that is anything that is **ADDITIONAL** to or **DIFFERENT FROM** what is normally available in the schools in the area.

#### **Two key duties involved in ensuring that schools do not discriminate against disabled young people.**

A duty not to treat a young person **LESS FAVOURABLY** and to make **REASONABLE ADJUSTMENTS** to avoid putting our young people at a substantial disadvantage.

In considering what might constitute a disadvantage, the school will need to take account of a number of factors:

- The time and effort that might need to be expended by a disabled person.
- The inconvenience, indignity and discomfort suffered.
- The loss of opportunity or diminished progress that may be made in comparison with their peers who are not disabled.

The potential for a substantial disadvantage should trigger a consideration of what reasonable adjustments might need to be made.

For example:

**School trips** Students in wheelchairs are not treated less favourably, ie. access and toilets.

Any handling equipment required for a child must be taken with you.

Where possible, careful assessment of the environment in advance must be undertaken to ensure safe handling.

As far as possible, physical barriers should be overcome by seeking a reasonable alternative method.

### **HUMAN RIGHTS ACT 1998**

There is a legal requirement to achieve a measure of balanced decision making in the context of manual handling. Essentially this means balancing the safety (and human rights) of paid staff with the assessed needs and human rights of the young person.

### **MANUAL HANDLING ISSUES**

If a young person refuses to co-operate in the handling procedure, a Dynamic Risk Assessment must be undertaken to ensure the safety of staff and all young people who may be affected.

Before this assessment is carried out you should contact your department advisor to be at the scene, in the absence of an advisor the staff team involved should discuss appropriate strategies and agree as a team before initiating any of the strategies.

Once the Dynamic Risk Assessment has been carried out then a '**Dynamic Risk Assessment De-briefing Form**' will be completed by all the team involved within 48 hours and taken to their department advisor for clarity, this may be used to review and amend the pupils current Moving and Handling Plan. This form will also be archived for future auditing purposes.

For example:

Young person in middle of road - remove.

Young person in middle of field - leave if safe.

### **OBJECT HANDLING**

Trolleys are provided for the transportation of objects such as portable TVs, cookers, etc. Trolleys are available in some individual classrooms and resource areas.

### **EMERGENCY HANDLING PROCEDURES**

Protocols are included for situations such as emergency evacuation as in fire or bomb threat or intruder alert e.g. evacuation sledges.