

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 <i>D.N. Batten</i> |
| 7 | | Sam Kidd/Gavin Bound | Summer Term 2020 | Summer Term 2021 |

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 and Gavin Bound, Aquatics Co-ordinator are available for additional guidance: e.g. fire drill, educational visits, pupil access to specialist rooms. Additionally, Gavin Bound- Gavin Bound, Aquatics Co-ordinator is also available and able to advise regarding moving and handling procedures for pupils in and out of the pool. **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 and Gavin Bound 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:

Task

Individual

Load

Environment

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

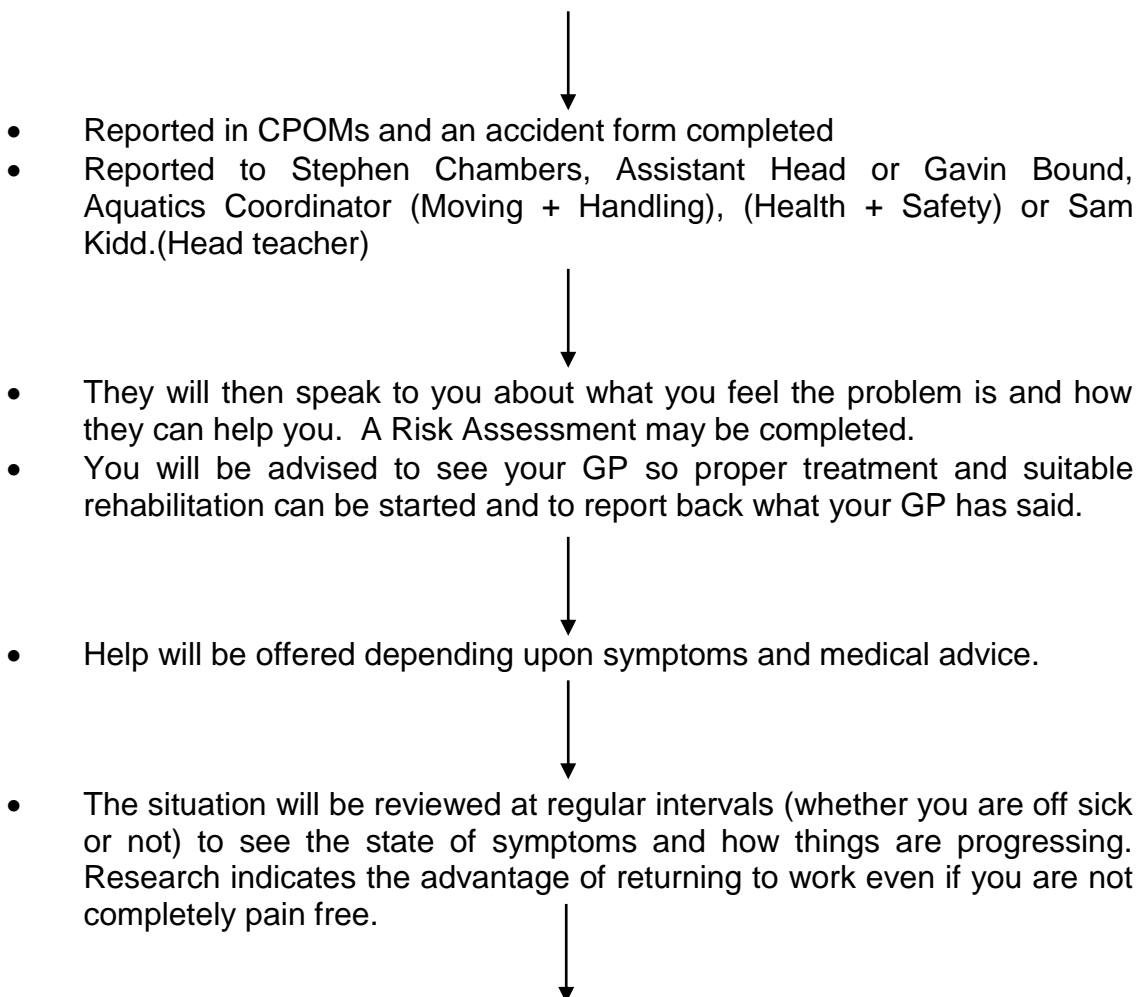
- Moving young people in standers, changing beds, chairs without castors
- Moving in standers, class chair, in hoist, long distances, ie. down corridor
- Australia lift
- Bear hug or pivot transfer
- Doing 2 tasks at once i.e. supporting someone in standing and trying to adjust their clothes at the same 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 or Gavin Bound, Aquatics Coordinator.

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:



- 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 or Gavin Bound, Aquatics Coordinator who in turn will report to the 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 Officers (Stephen Chambers, Assistant Head and Gavin Bound, Aquatics Coordinator) will identify and formulate training programmes for all employees.

Each department will have their own Moving and Handling trainer/adviser:

- Gavin Bound, Aquatics Coordinator – Lakes Department and Hydrotherapy Pool
- Stephen Chambers, Assistant Head – Mountains Department

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.

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| Equipment Breakdown | Report to Gavin Bound, Aquatics Coordinator and a written record will be made by him or the office staff. Remove damaged equipment straight away. This includes slings for the hoists. Re-organisation/allocation of department equipment: notify physiotherapists/occupational therapists. |
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| Audit of Equipment | Budget renewal provides the opportunity for an annual audit of equipment - July (end of summer term). 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. |
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| Instruction Manuals | Instructions of use will be available for reference via the below methods for each specific equipment being used: |
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- PDF copies emailed to staff
- Available on school server

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.

Each sling should be washed half-termly (individual class teams to organise this).

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, disciplinary action will be taken consisting of:

- Verbal warning 1 by Headteacher
- Verbal warning 2 by Headteacher
- Written warning 3 by Headteacher

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

www.backcarebootcamp.com

Additional information on back care and handling is available from Stephen Chambers, Assistant Head or Gavin Bound, Aquatics Coordinator.

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| Policy | Copy stored on the school server. Copy held in school office Copy available on school website. Policy must be read and signed annually. |
| 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.

APPENDICES

Unsafe Lifting Practices - refer to *The Guide to Handling of Patients* (4th edition Royal College of Nursing) - ISBN 0-9530582-5-5, Chapter 22.

Drag Lift
Pages 223-226

The Orthodox Lift
Pages 226-228

Through Arm Lift (two adults)
Pages 228-229

Top/Tail - Through or Hammock Transfer
Page 231

Manual handling operation regulations 1992 ISBN 0-7176-2415-3

The Guide to Handling of People – 6th Edition ISBN 978-0-9530528-1-3

Manual Handling of children ISBN 978-0-9564838-1-2

Getting to grips with hoisting HSE June 2011 (www.hse.gov.uk/pubns/hsis3.pdf)

www.nationalbackexchange.org.uk

www.backcare.org.uk

www.dif.org.uk

www.caresuk.demon.co.uk

www.radar.org.uk

www.hse.gov.uk/msd

www.hse.gov.uk/education/qca.htm

www.drc-gb.org

www.nhsdirect.nhs.uk

www.backpain.org.uk

www.dfes.gov.uk/index.htm

www.dfes.gov.uk/sickchildren

POOR HANDLING PRACTICE

S T O O P

THE FOLLOWING LIFTS ARE CONSIDERED BY
AUTHORATIVE BODIES AS BAD PRACTICE AND
SHOULD NOT BE USED ON A DAY-TO-DAY BASIS.
DETAILED ASSESSMENT WOULD NEED TO BE DONE TO
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THE DRAG LIFT

Two people stand either side of the young person (chair or bed).

Using the crook of the elbows to lift the young person under their armpits.

The young person is dragged backwards to the desired position.

DANGERS

The lift creates a shearing force across the handlers' shoulders.

There is strain to the lumbar region of the handlers' backs.

Load is taken at a distance from the base of the spine.

The lift involves a twist.

The young person will feel pain in their armpits and shoulder joints.

Dislocation of the shoulder may occur.

For a young person whose limbs are weak and fragile, there is a severe risk of injury.

(National Back Pain Association 1998)

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THE ORTHODOX LIFT ALSO KNOWN AS THE CRADLE LIFT

Two people stand either side of the bed.

Slide arms under young person's back and thighs.

The young person is lifted on clasped wrists.

Handlers have to lean forward to prevent falling.

DANGERS

The lift is at arms' length.

The handlers are not close enough to the load.

There is extreme pressure on the lumbar region.

The lift is a sideways movement involving twisting.

Load points on young person's arms can cause damage to sensitive skin.

Young person can snag in the middle resulting in pain and discomfort.

(National Back Pain Association 1998)

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ARMS AROUND HANDLER'S NECK

There is a particular danger when the young person is allowed to place their arms around the handler's neck.

If the young person fails to stand or collapses when in this position, the **WHOLE** of their weight will come onto the handler's neck.

The danger of upper neck injuries cannot be overstated! **Anyone** lifting in this manner is risking loss of mobility in the shoulder area.

This warning is extended to a general warning against handling a young person who is in any way physically linked to the handler during transfer.

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THROUGH ARM LIFT

Handlers' arms are linked through young person's from behind.

Young person's arms are folded across his chest.

Handlers link hands under young person's knees (or use a handling sling).

Young person is lifted onto the 'cradle' base of the handlers' arms.

DANGERS

Lift is operated a long way from the base of the spine.

Handlers' backs are bent forward to carry out the lift.

Part of the pull is under the young person's axilla.

Where one handler is taller than the other, this pull is greatly increased and can be extremely uncomfortable on the young person's upper arm area.

There is danger of injury to young people with fragile shoulders.

(National Back Pain Association 1998)

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HAMMOCK TRANSFER ALSO KNOWN AS THE TOP AND TAIL LIFT

One handler passes arms under young person's shoulders from behind.

Young person's arms are folded across their chest.

Second handler holds young person's legs.

The young person is lifted in a "hammock" position.

DANGERS

The handler at the body end of the young person takes most of the weight.

This handler has to stoop forward to position the young person.

Enormous stress is placed upon the lumbar region.

Back edge of seating results in handler bending at the waist instead of the knees during transfer.

Handler at the feet end of the young person is in danger of twisting.

Difficult to retain safe hold if young person becomes unpredictable.

(National Back Pain Association 1998)

