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## SAFE MOVING AND HANDLING POLICY

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An academy within:



“Learning together; to be the best we can be”



We recognise that the children and young people within our school are some of the most vulnerable within the country. We have a duty of care for the wellbeing and welfare of our children and young people.

**Statement:**

Kelford School considers the moving and handling of children and young people very carefully. This policy highlights the balance of the duty of care the school has for keeping children and young people safe against ensuring that staff are competent, resourced and equipped to practice high standards of moving and handling.

For many children and young people at Kelford School the use of a mechanical lifting technique is appropriate and secure. However, the use of a mechanical lift may not be suitable for all circumstances and other manual handling techniques may be necessary. At all times any manual transfers or lifts should be risk assessed. Kelford School promotes the independence of all children and young people and this is not exempt to moving and handling.

**Risk Assessment:**

There are many health and safety legislations that moving and handling or manual lifting fall under; including, Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Manual Handling Operations Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Under each legislative act it is advised to avoid hazardous manual handling operations, so far as reasonably practicable. Assess those handling operations that cannot be avoided and take action to reduce the risk of injury from those operations so far as reasonably practicable.

Therefore each move or handling technique must be risk assessed. It is the responsibility of the Well Being Team to ensure that risks are assessed for the children and young people that they care for, for specific therapies and input. It is the responsibility of the Class Teacher to assess risks for all children and young people for all other moving and handling transfers, including that of swimming, hydrotherapy and rebound. Risk assessments should be reviewed regularly and at least once per year. They should also be reviewed at any point there are any changes i.e. changes in the child or young persons mobility or health, changes to staffing or equipment, or changes in Health and Safety law. Risk assessments will result in a safe system of work and should consider the child or young person, the equipment to be used, the environment and staffing ratios. At all times risk assessments should be adhered to and be available to all staff at all times. Risk assessments are managed in school by the School's Information Management System; any pastoral information including risk assessments are stored on SIMS.net.



These are monitored by the Well Being Team, Assistant and Deputy Headteachers and the Schools Business Manager regularly throughout the year.

Where a health professional prescribes a treatment or programme for an individual child or young person that includes moving and handling, that health professional will supply the risk assessment. The health professional will also provide training to school staff on how to carry out the treatment or programme and ensure that staff are competent to do so.

At any time advice on safe systems of work and practice can be sought from the Class Team, the Local Authority's Moving and Handling Co-ordinator and, or the physiotherapy team where appropriate.

Where a child or young person does not have a specific moving and handling plan or a health programme, then that child or young person should not be moved, handled and particularly lifted or carried. However, there are circumstances that this may not be possible and only in these circumstances moving and handling maybe permitted:

- Upon awaiting assessment of or delivery of a sling
- When children have a specific physiotherapy programme relating to walking or weight bearing
- At times when a young child may need comfort
- When a young child may need assistance onto play equipment

However, in these circumstances, risk assessments and safe systems of work still need to be carried out, and it may be necessary to seek advice from the Headteacher, Deputy Head Teacher, Class Team Leader, Well Being Team, Physiotherapists or Local Authority Moving and Handling Co-ordinator. Lifting of infants, children or young people should not become routine practice.

If it is necessary to move, handle or lift a child or young person in an emergency situation, then advice from the Well Being Team should be sought where possible and at the very least the manual lift thought out prior. This prevents any risk of harm to children, young people and staff.

### **Training:**

All school staff receive moving and handling training from the Local Authority's Moving and Handling Co-ordinator every year. All staff have undertaken a theory training course which is followed by six practical sessions, one taking place each year on a rolling programme. These practical sessions include, hoisting, assisted walking, appropriate handling of wheelchairs, good practice in the swimming pool, emergency situations and risk assessment training. Staff working in the Early Years Foundation Stage receive additional training in moving and handling those children that fall into the above categories.



Any new staff, apprentices, supply staff or volunteers will not move or handle any child or young person at school, nor assist in any moving and handling technique, until they have received both theory and practical training.

The Well Being Team may receive more bespoke training dependant on specific needs of children, young people or the school.

The training programme is monitored by the School Business Manager and forms part of the schools Safeguarding Training Plan. All training records are kept up to date and are held centrally by the Business Administrative Team.

### **Staff capabilities:**

Staff need to be physically able to carry out manual handling. Manual handling may present a risk to those who have existing or new health problems or who are new or expectant mothers. In each case, individual capabilities and limitations will be risk assessed and a safe system of work produced.

### **Equipment:**

At school there are a number of manual aids used, such as fixed hoists, mobile hoists, slings, slide sheets etc. All equipment must be appropriate and fit for purpose. All manual handling equipment is maintained. All hoists are tested every 6 months and changing beds are tested every 12 months by an external specialist company. Slings are maintained and checked by the Well Being Team and they are regularly washed. However, every piece of equipment should be checked visually before use. If any damage is apparent then the equipment should not be used and the Well Being Team or School Business Manager should be notified immediately.

### **Emergency situations:**

Children and young people that have limited mobility and require assistance when moving should have an emergency evacuation plan and this should detail specific areas i.e. swimming pool, rebound and personal care. This plan should be available to all staff. It is the responsibility of the Class Teacher, or Well Being Team where applicable, to ensure that these are complete.

In the event of a fire, it is advisable for a member of staff to check the vicinity or surrounding area. If fire is visible then it is clear that children or young people should be moved as quickly and safely as possible. If fire is not visible, then children and young people should be moved and handled as described in their specific risk assessment as fire doors will prevent the spread of fire for a suitable amount of time.

### **Out of School situations:**

If children or young people are to go out of school then mobility and personal care needs should always be considered. Advice can be sought from the Well Being Team and where appropriate a member of the team may accompany the child or young person out of school. The school owns a mobile hoist that is easy to



transport and has access to a portable changing bed. A pre visit to the out of school location is advisable to assess the environment and a risk assessment must be carried out.

### **Transferring of pupils on transport:**

If a child or young person can transfer from their wheelchair on to a vehicle seat then this should always happen when travelling. It is safer for children and young people to travel in a fixed minibus seat than in their own wheelchair. Risk assessments, safe systems of work and training need to be in place before carrying out any transfer. The Local Authority's Moving and Handling Co-ordinator can advise and offer support for these transfers.

### **Swimming and Hydrotherapy:**

Please refer to the specific policy regarding safe moving and handling for swimming and hydrotherapy.

### **Families:**

Families are not permitted to move or handle their own or any other children or young people whilst inside school; if this does occur it will invalidate the school's insurance. If families transport their child to and from school and carry or lift their child into a chair or buggy then this equipment must be brought to their car by members of staff. This will reduce the distance that the child is being carried and also adheres to insurance policies.

### **Unsafe practice:**

If a member of staff notices or is aware of unsafe practice when a child or young person is being moved or handled then they have a duty of care to respond and report this. If a child or young person is at immediate risk then that staff member must intervene. This needs to be followed up by completion of an Issue of Concern form, available from reception. The 'incident' will be investigated by the Head Teacher or Deputy Head Teacher and the School's Business Manager. If a member of staff displays unsafe practice on more than one occasion then a formal meeting will take place and Disciplinary Procedures may be followed. Further training and advice will be given to the employee if it is deemed appropriate.

**Appendix One:**

Weights for lifting and lowering:

