



Manual Handling Policy

Beaufort School

Governing Body Approval date	28/03/2022
Review	3 Years
Review Due	27/03/2025

Policy Statement

The definition of moving and handling is “any activity that involves the use of bodily force in lifting, lowering, pulling, pushing, carrying, supporting or otherwise moving a person or object”. Moving and handling encompasses a wide range of activities. Any physical contact with a pupil may have a moving and handling implication; i.e. assisting pupils to sit, stand, balance or walk; to take part in eating, drinking or other intimate care activities and to facilitate curriculum access. Support in other physical activities may be included such as hydrotherapy, physiotherapy physical education, or the implementation of behavioural strategies. In addition to moving and handling pupils, staff may find that they frequently need to manoeuvre ergonomically designed equipment e.g. standing frames, hoists and furniture.

Beaufort School adopts an ergonomic approach, which looks at moving and handling holistically and aims as far as is reasonably practicable to ensure the health and safety of employees, pupils and others working in the school. We aim to remove or reduce the risk of moving or handling injuries by implementing safe systems of work and ensuring the working environment is as safe as possible. We also aim to establish and develop good working practices, which should lead to reducing the risks.

Under the legal requirements of the Health and Safety at Work Act (1974), all staff need to remember that they have a responsibility for their own health and safety. Staff also have a duty to assist their employer in fulfilling his legal obligations.

Beaufort is a mixed day school for 76 children with Severe, Profound and Multiple learning difficulties aged from 2 – 11. In addition, some pupils may have physical impairments, medical conditions and varying degrees of challenging behaviour. The developmental age of pupils may differ to their chronological age.

All of these factors must be considered in the assessment of a pupil’s moving and handling needs. Therefore it is essential that staff are well informed and aware of the complex needs of individual pupils.

This policy applies to all staff and volunteer helpers in school. Students, volunteer helpers or parents should not be expected to involve themselves in significant moving and handling situations; including lifting.

Policy Standards

To enable staff to fulfil these requirements the school undertakes to:

- Provide a moving and handling risk assessment/plan for each pupil where a significant hazard has been identified
- Reduce the risk of injury from all unavoidable moving and handling operations
- Identify moving and handling training as a priority for all staff, including volunteer staff
- Prioritise moving and handling in the induction programme for all new staff
- Provide regular annual updates in moving and handling, as well as regular informal monitoring and mentoring
- Review and update risk assessments twice yearly, or in response to changes in working practise, a serious incident or a change in the individual needs of a pupil
- Provide information on up to date Health and Safety legislation relating to moving and handling
- Provide a variety of equipment appropriate to the individual pupil, which is regularly checked and maintained in accordance with current legislation

Pupils

Beaufort School recognises the right of all pupils to safe and appropriate assistance in terms of their moving and handling needs. It is expected that their dignity, privacy and human rights will be protected at all times. Through employing safe systems of work, i.e. the provision of care plans, risk assessments,

behaviour management strategies and regular comprehensive training for all staff, pupils will receive the appropriate levels of support.

As far as they are able, pupils will be expected to move independently and take responsibility for their own safety and that of others.

The risk of injury to both staff and pupils will therefore be minimised or eliminated.

Pupils will only be manually lifted when absolutely necessary and when thorough risk assessment has been completed reducing any risk of injury as far as reasonably practicable. The weight of each pupil should be borne in mind when lifting. Note guidelines for lifting, see below.

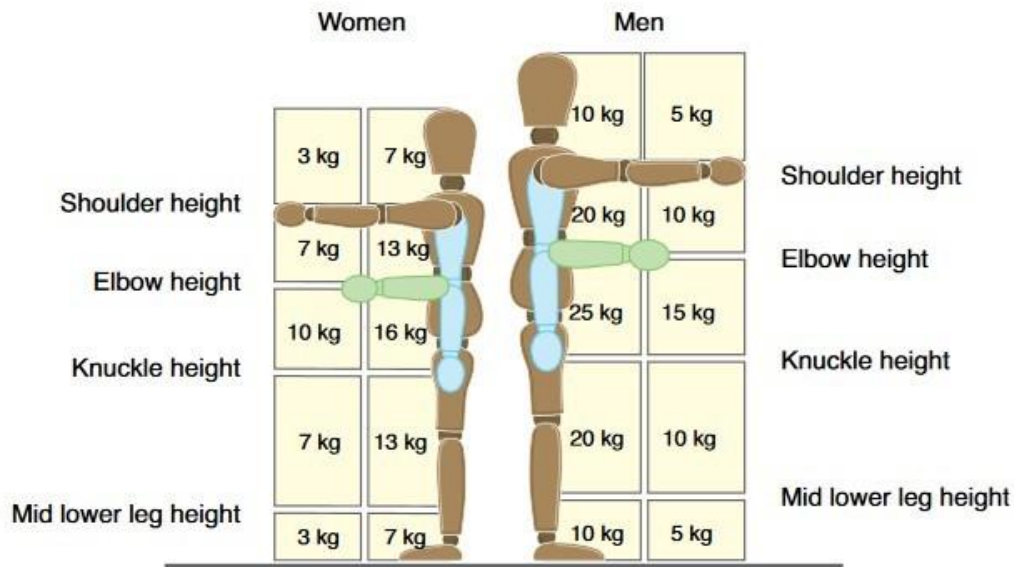


Figure 20 Lifting and lowering risk filter

For pupils where manual lifting has been identified as being appropriate they will be individually assessed for hoisting. Each pupil must have his or her own named hoist sling that is compatible with the hoist being used. A thorough assessment must be carried out to ensure the correct size of sling by an appropriately trained person. Hydrotherapy slings may be shared between children, where the Head of School has been consulted regarding size.

All day hoist slings may remain in situ while pupils are in school, however, other types of sling (E.g. bathing, standing, or toileting) should be removed following the transfer.

There must always be a minimum of two members of staff for a hoist transfer, who should have had moving and handling training. Members of the designated moving and handling team should monitor staff participating in hoist transfers at six monthly intervals.

Staff have a responsibility to speak to the moving and handling coordinator (Steve Robinson, Head of School) when a child's sling becomes too small or is no longer fit for purpose due to damage or the changing needs of the child.

Prior to manual handling transfers:

In accordance with the Manual Handling Operations Regulations (MHOR, 1992), all staff should take the following approach:

- Avoid hazardous manual handling as far as 'reasonably practicable'
- Assess the risk of injury from any hazardous manual handling that can't be avoided

- Reduce the risk of injury from hazardous manual handling, ‘so far as is reasonably practicable’

Staff

All staff have a duty to comply with Beaufort’s Moving and Handling policy.

All staff should cooperate with their employer to allow him to comply with his Health and Safety duties, and to participate in appropriate training.

All staff have a responsibility to ensure that they bring to the attention of the head teacher any personal health issues, which compromise their own safety and that of colleagues and pupils.

All staff, including visiting professionals, supply staff and volunteer helpers, should take responsibility for ensuring they read and understand the relevant Care Plans, Risk Assessments and Behaviour Management Strategies and must be given access to the relevant information regarding the pupils that they are working with. It is the individual’s responsibility to familiarise themselves with all documentation, noting any specific guidance and instructions given.

Staff should not be involved in significant moving and handling operation until they have received guidance and training. In any moving and handling situation requiring more than one person, at least one adult should have sufficient knowledge of the pupil to direct the operation confidently and safely. It is recommended that staff share in responsibility of carrying out transfers – this will be highlighted through the risk assessment process, to reduce staff fatigue and potential injury.

Staff receive Full, half day manual handling training in accordance with national policy when they start working at Beaufort School. They also receive refresher training once per year. In addition, staff must be signed off for hoisting every 3 years, following observation by the manual handling trainer.

Staff must report any accident or incident relating to moving and handling -to the schools Moving and Handling trainer and complete the relevant accident / incident forms following schools procedure for accident / incident reporting.

It is each individual’s responsibility to report any failure of equipment. The failure of a hoist must be reported to the head teacher immediately, who must report to the HSE.

Staff should ensure they wear appropriate clothing and flat footwear, with a grip (not open toed sandals etc) when carrying out any moving and handling operation. Jewellery should be kept to a minimum; rings with stones should be turned and dangling earrings avoided ensuring safety for both pupils and staff. Staff should not have long or artificial nails which could cause damage to pupils’ skin.

Staff have a duty to safeguard pupils, staff, members of the public and themselves whilst in school. Therefore it is vital that they follow the Moving and Handling Policy and report any concerns to the senior leadership team (or the designated safeguarding leads if necessary). Staff should be aware that inappropriate manual handling can be a form of physical abuse and it is the duty of all staff to ensure best practice and act as ambassadors for pupils who may not be able to communicate their concerns.

This policy has been developed taking into account current legislation and guidelines.

Equipment

All equipment used for the purpose of Moving and Handling should be designed for purpose and use.

It is the individual’s responsibility to carry out a visual check each time the equipment is used. Defective equipment should not be used, and should be reported to the Moving and Handling trainer.

All lifting equipment, including hoists, slings, tail lifts and height adjustable beds are subject to a 6 monthly LOLER safety check. This is in addition to regular maintenance checks.

It is the individual's responsibility to ensure that all equipment is cleaned and disinfected after use.

Hoist slings should be cleaned on a regular basis.

Equipment such as work chairs, outdoor chairs, standing frames, walking frames and splints/gators are prescribed by the school physiotherapist or occupational therapist. Specialist footwear is prescribed by Orthotics.

Hydro Pool area

Please refer to hydrotherapy pool operating procedures.

Slings being sent home

It may be more dignified for some pupils to have their sling fitted at home before coming to school (particularly where the child uses a specialised, molded postural chair which makes the sling difficult to fit). This should only be agreed in consultation between the head of school and class staff. School staff hold no accountability for any parent's use of a sling at home.

Manual Handling Plans

All children who have physical needs have a manual handling plan, which is reviewed by the Head of School annually. Staff should highlight any changes during the year as a priority, to the head of school. The plan outlines all approved transfers for the child, accompanied by a Rapid Entire Body Assessment score and the equipment which the child should use, in order to maintain dignity and independence.

Personal Emergency Evacuation Plans

Wherever required, children have an individual PEEP which should be followed in the event of an emergency. Protocol may include a one or multiperson lift, or use of an emergency evacuation device. These plans are also reviewed annually.

Emergencies

Most eventualities can be planned for. Emergencies are almost always foreseeable; therefore the risks associated with anyone having to lift pupils causing injury should be minimal.

Monitoring

The monitoring of this policy and its application will be undertaken by: - ☐ All staff in their daily practice

- Individuals with senior management responsibility
- Head of School (moving and handling coordinator)
- Governors

Summary

The school's intentions are for staff to have an informed, consistent and positive approach to the complex issues relating to moving and handling. This will ensure the safety and dignity of all pupils and staff.

Monitoring and Evaluation

This policy will be reviewed every 3 years by the the Senior Leadership Team and Governors.

Reviewed: February 2022

Reviewed by: Mark Wright

Review date: February 2025

