

Moving & Handling Policy

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Contents

Statement of Intent

1. Legal framework
2. Responsibilities
3. Hazards involved in manual handling and moving
4. Risk assessment
5. Emergencies
6. Provision of equipment and aids
7. Monitoring and evaluation



Statement of Intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England High School recognises its responsibilities to both provide access to the curriculum for students with disabilities and to ensure the health, safety and welfare of its employees as far as is reasonably practicable. St. Michael's Church of England High School follows a minimal moving & handling policy.

This policy applies to all staff (including supply staff), students, contractors/any other individuals present on the school premises for the purpose of work. It will be reviewed every three years or sooner if required as a result of significant/pertinent changes.

 _____	Co-Chair of Governors	Date: _____	<u>14/10/2021</u>
K Thornton _____	Co-Chair of Governors	Date: _____	<u>14/10/2021</u>
 _____	Acting Headteacher	Date: _____	<u>14/10/2021</u>

Date Adopted	11 March 2010
Date of Review	14 th October 2021
Review Date	October 2024

1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to the following:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992
- Lifting Operations and Lifting Equipment Regulations, 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998
- The Disability Discrimination Act (DDA), (1995)
- The Equality Act 2010
- The SEN and Disability Act (SENDA), (2001)

1.2 This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- First Aid Policy

2. Responsibilities

2.1. Employers have general health and safety responsibilities concerning:

- employees
- the work place environment

2.2. The Manual Handling Operations Regulations 1992 (MHOR) place the following responsibilities on the **employer**:

- avoidance of manual handling
- assessment of risks
- reduction of risks to lowest level practicable
- provision of information of the load
- review of risk assessments

2.3. Under the MHOR, the main responsibility of the **employee** is:

- to use safe systems of work (SSoW) provided by the employer

2.4. St Michael's Church of England High School aims to:

- ensure full access to the curriculum and participation in the life of the school of students with disabilities
- ensure the dignity and right to privacy of such students
- implement and maintain systems of work (moving and handling, SSoW and risk assessments) that are safe and without health risks
- review all SSoW and risk assessments annually, or sooner, if significant changes occur. These assessments will be made available to the Health and Safety Committee of the Governing Board
- avoid moving and handling and lifting operations which pose a risk to its employees, as far as is reasonably practicable. Risk assess fully all moving and handling operations

judged to be potentially hazardous. Generic risk assessments (which apply to routine procedures for students) will be carried out at least annually or sooner if systems of work change significantly. Individual risk assessment will be carried out for every student who has a mobility difficulty and/or requires assistance with movement, and will be reviewed annually or sooner if significant changes occur in the condition/needs of the student

- reduce any risks that are identified to the lowest level, which is reasonably practicable
- ensure employees that carry out moving and handling tasks are competent, capable and appropriately trained
- provide annual refresher training for all staff involved in supporting students who need assistance with movement
- provide such information, instruction/training and supervision as is necessary to ensure the health, safety and welfare at work of all employees and ensure that employees involved in moving and handling of students receive training on SSoW
- make reasonable allowances for employees who become pregnant or develop a medical condition that may affect their ability to perform the required moving and handling tasks
- ensure equipment provided is safe and available for use, e.g. charged up, checked at regular intervals, serviced, faults reported, etc. (Lifting Operations and Equipment Regulations (LOLER) 1998
- monitor all accidents and incidents and ensure they are entered in the provided accident book. Report all specified accidents or injuries to the appropriate outside agency. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations – RIDDOR) 1995
- ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purpose of health, safety and welfare
- ensure that staff are aware of this policy and have read and understood relevant risk assessments, SSoW and Personal Emergency Egress Plans
- protect the health and safety of visitors to the school whilst they are on the premises as far as is reasonably practicable

2.5. It is a legal requirement for employers to make arrangements to provide appropriate training (both initial and annual refresher training) for all staff involved in moving and handling students in their school. The school employs moving and handling trainers who are updated regularly in order to maintain their skills and keep up with legislation. These trainers will pass on any changes to regulations or improved practice to staff within the school.

2.6. Staff employed by St Michael's Church of England High School will take reasonable care of the health and safety of themselves and others who may be affected by their actions. To do this they will:

- comply with this moving and handling policy
- use the SSoW provided by the employer
- report any potentially dangerous aspects of the job to the appropriate person i.e. health and safety officer, line manager
- report to the Headteacher/line manager any medical condition (temporary or permanent) that may develop (including pregnancy), which may affect their ability to carry out moving and handling tasks
- report to the Headteacher/line manager any issues or practice that they consider being a risk to health and safety, including any equipment faults
- wear appropriate clothing and shoes

- cooperate with the Headteacher to allow him/her to comply with his/her health and safety duties
- use equipment safely and appropriately in accordance with training and instructions provided
- undertake and specified training to fulfil their duties
- not carry out moving and handling procedures without appropriate training
- report any accident or incident on the premises or on school business to the appropriate line manager and ensure it is recorded on an accident form and in the accident book as soon as possible. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – RIDDOR)
- follow the moving & handling documents agreed and written for each student

2.7. Employees should be aware that they can be held personally and legally accountable for their actions as members of staff who move and handle, if guidelines are not followed.

2.8. Students (who need assistance with moving) at St Michael’s Church of England High School will:

- receive assistance from appropriately trained staff that follows SSoW
- have their safety guarded so that the risk of injury will be eliminated or minimised to the lowest level
- have individual risk assessments/SSoW, that will be reviewed at least annually or sooner if any circumstances change
- participate in drawing up their risk assessments/SSoW
- have their privacy and dignity protected at all times
- within the limits of their ability, be encouraged to move independently and take responsibility for their own safety as well as that of others
- have their entitlement to curriculum access and full participation in the life of the school (including extended day activities and school trips etc.) acknowledged

3. Hazards involved in Manual Moving and Handling

3.1. Nature of the Load

3.1.1. Fifteen kilogrammes is the maximum weight allowed for a manual move or lift at St Michael’s Church of England High School. Over this weight, a hoist should be used where practicable. Below this weight, small students can be manually lifted and moved by trained staff following the SSoW set out in the student’s individual assessment.

3.1.2. A load may be difficult to handle because it is:

- too heavy
- liable to move during the lift
- difficult to grip, e.g. wet
- is poorly positioned, i.e. difficult to reach
- needs to be moved frequently

3.2. Working Environment

3.2.1. The general condition and layout of the environment are important factors to consider:

- lighting

- heating (high temperature can result in fatigue)
- space available in which to work
- any obstruction in area
- state of floor surface (wet, uneven)
- heights of changing beds, chairs, etc.
- distances to be moved

3.3. Individual Capabilities

3.3.1. People's abilities vary enormously and individual differences must be taken into account when assessing the person to undertake moving and handling tasks:

- age, sex, strength and degree of body development
- general state of health (medical condition/pregnancy etc.)
- training and experience

3.4. Systems of Working

3.4.1. The design of safer handling systems should be an on-going task. Existing work practice should be regularly monitored taking into account all relevant conditions of work:

- knowledge and experience of staff
- physiotherapy and occupational therapy advice
- lifting aids/equipment

4. Risk Assessment

- 4.1. All students requiring moving/handling will have a risk assessment. New students that are admitted to the school with moving and handling needs will also have a risk assessment. Risk assessments are accompanied with SSoW and also a Personal Emergency Egress Plan, (PEEP).
- 4.2. Classroom staff, in conjunction with the moving and handling trainers, physiotherapists, occupational therapists, will all contribute to the completion of the risk assessment and Safe System of Work for the student. These will be updated annually and whenever there is a change in a student's condition/circumstance. The moving/handling procedure should be assessed every time it is undertaken and changed, if appropriate, on the risk assessment sheet.
- 4.3. Details of equipment used and techniques used will be on the student's individual risk assessment and SSoW. Emergency techniques are stated on the student's Personal Emergency Evacuation Plan. These will be checked and signed by **all** staff using it.
- 4.4. Advice should be sought if techniques used in school cannot be used off site. A separate risk assessment should be completed for off-site activities.
- 4.5. Schools have a legal duty to carry out risk assessments of all hazardous/potentially hazardous moving and handling operations, and to eliminate or reduce the risks as far as is reasonably practicable. Risk assessments must only be carried out by an appropriately trained/designated member of staff.

5. **Emergencies**

- 5.1. Emergency manual lifts are considered to be those used in life threatening situations, e.g. fire, collapsing building etc.
- 5.2. The whole or largest part of a student's weight should **never** be lifted manually **except** in life threatening emergency situations. The procedure to follow in such situations should be detailed in the student's Personal Emergency Evacuation Plan. Emergency manual lifts are **not** used in ordinary situations just to save time.

6. **Provisions of Equipment and Aids**

- 6.1. Where necessary, equipment and aids will be provided to aid safe techniques assessed and included within the risk assessment. Staff should be trained in the correct use of equipment and aids before using. All equipment and aids used, need to be checked before use for defects and wear and tear which may compromise its use. All faults/problems should be reported immediately to their line manager and the equipment/aids taken out of use immediately until repaired or replaced.
- 6.2. All hoists and slings will be checked for safety and maintained every 6 months by the company providing them/contractor.
- 6.3. St Michael's Church of England High School has both mobile and overhead tracking hoists for use in hygiene areas and mobile hoists, if needed, for use in classrooms.
- 6.4. Always check the student's moving and handling risk assessment. Never manually lift unless you have no other option. When lifting equipment is provided and staff is trained in its use, then that should always be the first option.
- 6.5. Staff employed by the school (or supply staff from outside agencies), should undertake moving and handling tasks in school only when they have received the appropriate training to do so. Staff from other agencies, e.g. health staff, will receive training from their employer and will then be able to make the judgement whether they are fit to undertake their handling task.

7. **Monitoring and Evaluation**

- 7.1. This policy will be reviewed every three years by the Level 4 Learning Support Practitioner, Moving and Handling Coordinator and the Assistant Headteacher Facilities and Resources.