Hemingbrough CP School
Safer Practice when Managing Pupils with Moving and Handling Needs

Document Status			
Date of Next Review	October 2019	**Responsibility**	*Chair of Governors*
Date of Policy Adoption by Governing Body	**February 2016**	**Signed**	_____ *Chair of Governors*

Introduction

Hemingbrough School considers the Health and Safety of all its staff and pupils as paramount and supports a Policy for the Safer Moving and Handling of Pupils. The Policy also pertains to the moving and handling of any inanimate loads e.g. equipment, associated with the effective delivery of a pupil's educational experience.

Aim of the Policy

To reduce the risk of injury to school staff and pupils who are involved in any regular pupil moving and handling activity throughout the school day.

In implementing this Policy, Hemingbrough School will:

- promote minimal, safer, effective and dignified moving and handling for all.
- put into practice School's Duty of Care towards staff and pupils
- work in co-operation with any outside agencies that influence or advise on the moving and handling of pupils and any associated inanimate loads e.g. equipment used by the pupil

The school recognises that in enabling a pupil's development and care, the management of moving and handling risk must take into consideration the medical and physical needs of the pupil and the human rights of both pupil and staff. Hemingbrough School will strive to promote and encourage the development, independence and dignity of the pupil and, at the same time, protect the health and well being of staff. It will endeavour to achieve balance within its decision making between the needs and safety of all.

The Policy documents best practice including NYCC Guidance. It applies to all employees of the School and should be adhered to in all reasonably practicable situations. The School does however recognise that there may be emergency situations when it is not reasonably practicable to adhere strictly to the Policy.

Definition of an Emergency Situation

An emergency situation is an unforeseen set of circumstances where member(s) of staff and/or pupil(s) are placed at immediate risk of injury/danger. In such circumstances staff would be expected to use a best judgement approach and, whilst having regard for their own and other's safety, use their trained skills to engage in whatever moving and handling activity will best resolve the situation as safely as possible.

In situations that are foreseeable e.g. fire evacuation, swimming pool evacuation, any probable moving and handling activity must be planned for, risk managed and recorded.

The Policy is based on:

- Health and Safety at Work Act 1974 (HASWA)
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- The Manual Handling Operations Regulations 1992 (MHOR) (amended 2002)
- Disability Discrimination Act 1995 (Amended 2010) and the Human Rights Act 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

1. The Employer's Responsibility

As the employer, Hemingbrough School is responsible for:

I. the health and safety of school staff carrying out moving and handling tasks associated with their work
II. ensuring, as far as is reasonably practicable, that staff who regularly undertake moving and handling tasks as part of their work are fit to do so
III. identifying staff moving and handling training needs, including the safer use of any moving and handling equipment provided. The provision of appropriate training, advice and information
IV. the provision of safe working environments that, wherever reasonable practicable, are appropriate to the moving and handling activity taking place
V. the risk management of moving and handling tasks regularly undertaken by employees in accordance with MHSWR and MHOR
VI. maintaining suitable records of moving and handling risk management including training records
VII. establishing safer working procedures for all hazardous moving and handling tasks regularly carried out by staff. Ensuring that staff are informed and familiar with these procedures
VIII. supervising and monitoring staff in following safer moving and handling working procedures and systems of work
IX. establishing clear lines of communication and guidance for staff, in reporting moving and handling problems or concerns
X. the provision and use of appropriate moving and handling equipment and systems which will facilitate safer working
XI. the appropriate storage, inspection and maintenance of such equipment
XII. investigation of any reported and recorded accidents, injuries or dangerous occurrences (including near misses) associated with staff moving and handling activity

2. The Employee's Responsibilities

As an employee of the school, staff are responsible for:

I. co-operating with the management of the school in health and safety matters
II. taking reasonable care of their own and others safety during moving and handling activity associated with their work
III. reporting if they are unfit or unable, for whatever reason, to safely carry out any moving and handling activity within their work. This to include if they are pregnant, have given birth during the last six months or are breast feeding
IV. attending and taking note of any moving and handling training provided by or on behalf of their employer
V. being familiar with any moving and handling information, literature or advice made available to them by the management of the school

VI. following the assessed safer moving and handling procedures and systems of work laid down for their protection. Reporting if they are unable, for any reason, to follow a designated safer procedure
VII. reporting any hazardous moving and handling situations or concerns that they have identified
VIII. making proper use of any moving and handling equipment provided for their safety, in line with training. Reporting any faults in such equipment
IX. dressing in clothes and footwear that facilitates safer moving and handling practice
X. reporting and recording any accidents, injuries or dangerous occurrences (including near misses) which are as a result of moving and handling activity associated with their work

3. Defined Procedures and Statement of Intent

3.1 General

I. The term 'moving and handling' denotes any operation that involves the lifting, lowering, pushing, pulling, supporting, carrying or use of bodily force in order to move an animate or inanimate load.

3.2 Recruitment

I. Any post that involves staff in regular moving and handling activity, as an inherent aspect of the job, will have this clearly stated in the Job Description

II. Any additional information sent to prospective candidates for a post will identify:
- examples of the moving and handling tasks that are inherent to the post e.g. pushing a wheelchair; physically assisting pupil in and out of wheelchair; etc
- the types of physical activity involved in carrying out these tasks e.g. the requirement to kneel in order to carry out some of the tasks

III. At interview, candidates for a post will be informed
- of the moving and handling tasks that are a regular feature of the post
- of the physical activity involved in carrying out the identified moving and handling tasks e.g. kneeling, supporting, pushing, lifting etc.
- of the existence of the School's Moving and Handling Policy
- of the need to dress appropriately for safer moving and handling activity

3.3 Training

I. All new members of staff whose jobs regularly involve them in moving and handling activity with pupils will:
- Attend Moving and Handling Back Care Awareness Course' at the earliest opportunity
- as far as is reasonably practicable, whilst awaiting training, work alongside a member of staff experienced in the safer working procedures for pupil moving and handling tasks
- given 'pupil specific' information, and informed training in safely assisting that pupil, from an appropriately trained and experienced person
- informed where pupil specific information and documentation is stored
- informed of the 'Line of Report' for any moving and handling issues
- trained in the safe use of any moving and handling equipment used in school, from an appropriately trained and experienced person

II. Staff who have attended Moving and Handling Awareness training, and who continue to carry out regular moving and handling tasks within their work, will attend appropriate refresher courses

3.4 Staff Health

III. No member of staff shall be required to carry out moving and handling tasks which they consider to be outside their capabilities

IV. Staff must inform their line manager as soon as they come on duty, or on return to work following absence, if they are unfit to carry out the moving and handling activities associated with their post. They must also report, in writing, if they are pregnant, have given birth during the last six months or are breast feeding

V. Members of staff who report that they are temporarily unfit to carry out moving and handling tasks will not be required to carry out those duties and will be advised to consult their own doctor. If the condition continues, then the member of staff will be referred to NYCC's Occupational Health Department for further guidance.

VI. If a member of staff reports in writing that they are pregnant, have given birth during the last six months or are breast feeding, then management will ensure that an appropriate Manual Handling Assessment is in place. The staff member's work should not include potentially hazardous moving and handling tasks

VII. If management cannot reasonably alter staff's work to avoid hazardous moving and handling, then management will require the staff member to consult their own doctor or the Occupational Health Department as to the advisability of them continuing with this aspect of their employment

3.5 Risk Management and Record Keeping

I. School will risk manage all regular pupil moving and handling tasks
   - **Avoid** – hazardous manual handling operations as far as is reasonably practicable
   - **Assess,** make a suitable and sufficient risk assessment of any hazardous manual handling which cannot be avoided
   - **Reduce** – the risk of injury from those operations so far as is reasonably practicable
   - **Review** the situation

II. A **Moving and Handling Management Plan (MHMP)** may be established for any individual pupil who requires physical assistance in order to access any aspect of his / her educational experience, or to manage their personal care. This Plan will identify:
   - the moving and handling tasks regularly undertaken with that pupil throughout their school day and the appropriate means of carrying out each task
   - any situations where the pupil requires the use of a hoist
   - the identified safer working procedure for each task
   - any appropriate equipment to be used in carrying out each task
   - the number of staff required to carry out each task

III. A pupil's **MHMP** shall be recorded on proforma **'Section 2 RK6' from 'The Management of Pupils with Moving and Handling Needs' file**

IV. Development of a pupil's individual **MHMP** shall be informed by:
   - **A Pupil Moving & Handling Profile Assessment. (Proforma 'Section 2 RK2' from 'The Management of Pupils with Moving and Handling Needs' file)** School will seek advice and guidance from the pupil's therapist in carrying out and documenting this assessment.

- **Formal Risk Assessments and their resulting Risk Control Measures and Safer Working Procedures (Proforma 'Section 2 RK2' from 'The Management of Pupils with Moving and Handling Needs' file)** for any unavoidable and potentially hazardous moving and handling tasks

- **When appropriate, a Pupil Hoisting Profile and Hoisting Safer Working Procedure ((Proforma 'Section 2 RK2' from 'The Management of Pupils with Moving and Handling Needs' file)**. School will seek advice and guidance from the pupil's therapist in establishing the pupil's specific hoisting needs, including assessment for a fitting of appropriate slings.

- **Any other information** that influences or contributes to the decision making processes when determining the plan e.g. additional advice from therapists

V. Each pupil's **MHMP** and associated documentation will be kept in an individual and in their SEN file

VI. Each pupil's **MHMP** and the associated documentation will be reviewed annually or sooner if their circumstances or the situation changes and the contents are no longer appropriate

3.6 Risk Assessment

I. All moving and handling risk assessment will consider:
   - Task
   - Individual Capabilities required of staff in carrying out the task
   - Pupil (Load) – informed by the Pupil's Profile Assessment
   - Environment where the task is taking place

II. When a task is unavoidable, but following an initial assessment there remains a significant level of risk, Management will work with the pupil and staff and, where appropriate, with other agencies who are involved with the task e.g. therapists, in order to carry out and record a Formal Risk Assessment. This will identify:
   - the remaining hazards and levels of risk
   - what action should be taken to remove / reduce the hazards and control the risks to the lowest level reasonably practicable
   - a safer working procedure for carrying out the task

III. When managing / controlling the assessed risks, decision making will seek to achieve a balance between
   - the needs of all involved parties
   - the level of risk to staff and the human rights of staff
   - value of the task for the pupil and the human rights of the pupil

IV. Wherever reasonably practicable the identified control measures, including provision of any necessary equipment, will be put into action

NB. Reasonably practicable – Whereby risk management strategies are significant in terms of cost, effort and time, Management will consider the balance between the severity of risk to staff and / or pupils and the likelihood of that risk occurring, and the degree by which the proposed strategies would control that risk

V. All staff regularly undertaking that task will receive information and training regarding the safer working procedure for the task

VI. Wherever possible, advice and guidance will be sought from a pupil's therapist before determining what moving and handling equipment may be needed for a pupil

VII. In circumstances that are not a regular part of a pupil's school day, for example including a pupil with moving & handling needs on an educational visit, it may not be possible to follow the established procedures used in school. These individual circumstances will be thoroughly Formally Risk Assessed with consideration of all means of reducing any risk to a minimum. Decisions must be balanced, reasonably practicable and acceptable to all parties

3.7 Moving & Handling Risk Management for Educational Visits

I. When planning for the inclusion of a pupil with physical disability on an Educational Visit, leaders will ensure that they have suitable and sufficient information regarding
   - the travel needs of the pupil
   - how the pupil will access the venue and activities
   - how the personal care needs of the pupil will be met
   - the moving and handling activity that will be necessary when meeting these requirements

II. When planning to meet these needs, inline with the school's policy regarding Educational Visits, pre visit assessment must identify any potential hazards and risks which may be involved and decisions made which remove / reduce the hazards and risks to the lowest level reasonably practicable.

III. When the visit involves other agencies / departments / activity providers, for example Educational Activity Centres, then the visit leader will liaise and seek co-operative working with the agency / department / activity provider in identifying and resolving identified moving and handling issues

IV. In circumstances where moving and handling equipment belonging to another agency / department / activity provider is being used for a pupil, then the visit leader must establish that the equipment is appropriately serviced and maintained in accordance with LOLER and PUWER Regulations, and the manufacturer's instructions

   - **NB** Information regarding LOLER and PUWER Regulations can be found in 'The Management of Pupils with Moving and Handling Needs' file –

V. If any unavoidable but potentially hazardous moving and handling activity is identified, then Formal Risk Assessment of that activity will be undertaken. Taking into account the needs of staff and pupils, including the educational value of the visit for the pupil, the safest methods and procedures will be established and actioned. This will include the number of appropriately trained staff and any necessary equipment required to be taken on the visit.

3.8 Emergencies

I. For any pupil with moving and handling needs, all foreseeable emergencies such as fire evacuation will be identified and planned for. Any probable moving and handling activity will be identified and assessed, with potential risks being reduced as far as reasonably practicable. The safest means of undertaking those activities will be established and, without placing staff at unnecessary risk, regularly practised as part of the school's overall emergency training. The procedure will be recorded in the pupil's MHMP.

3.9 Working Practice

I. Any moving and handling activity must only take place if necessary

II. In any pupil moving and handling task, staff will :
    - consider the dignity and preferences of the pupil
    - communicate appropriately with the pupil
    - wherever appropriate, encourage the pupil's active involvement in the proceedings

III. Staff will follow the designated Safer Working Procedure for any moving and handling task carried out with a specific pupil. In addition, prior to any moving and handling activity, staff carrying out the task will conduct a Personal on the Spot Risk Assessment (POSRA) in accordance with their training. They will identify and make judgements to reduce any unexpected hazards and risks associated with the task on that particular occasion, and work in a way which minimises risk to themselves, their colleagues and the pupil.

IV. Every time staff use moving and handling equipment, including hoists and slings, they must undertake a visual check of that equipment to ensure that it appears to be in safe and sound working order. Staff will not use equipment which is suspect and will immediately report such to the Headteacher / Senior Leadership Management Team.

V. Staff will report any residual issues or concerns regarding Task, Individual Capability, Pupil / Load, or Environment, of any moving and handling procedure in which they are involved to the Headteacher / Senior Leadership Team.

VI. Management will investigate any staff concerns and, where necessary, carry out additional assessments to further reduce risk to staff and pupils

3.10 Storage of Pupil Moving and Handling Documentation and Information

I. Individual Pupil Moving and Handling Files shall be stored in Pupil Files

NB *Individual Pupil Moving and Handling Management Files contain confidential information which should only be available to those persons who have a right and need to know. The file must be securely stored but readily and easily available to appropriate members of staff involved in the moving and handling of that specific pupil.*

3.11 Communication of Information

- Staff who have access to Pupil Files are SENCO, SLT, All Staff
- Information can be accessed via the Office
- Information will be disseminated to staff at staff meetings
- 'Line of Report'' for staff to report problems is via Headteacher / SLT / SENCO
- Accidents, injury and dangerous occurrences should be recorded on …… forms / Accident Book / At staff meetings / direct to SLT.

3.12 Monitoring and Supervision

I. It is the ethos of the school to promote safer moving and handling practice throughout all areas of the school day. It required staff to support each other and to report any problems.

II. The moving and handling training needs of individual members of staff will be monitored and reviewed at any time but these needs will also be reviewed at Staff Appraisals and Supervision Sessions.

III. School requires staff to work in accordance with the Policy, their training and the ethos of the school. If a member of staff is observed to be using poor practice, this will be reported back to them and they will be supported in correcting the situation

IV. If the problem is ongoing, the school will investigate the reasons why and take whatever measures necessary to resolve the situation

4. Insurance & Maintenance of Equipment

4.1 Registering of Equipment

In order to comply with the LOLER and PUWER Regulations, school will register all hoists and slings, stair lifts / platforms, hydraulic changing beds etc. with

- NYCC Insurance Department for Insurance inspection at twelve monthly intervals.
- NYCC Department of Building Design and Management for inspection and servicing at six monthly intervals

4.2 Faulty Equipment

I. If staff identify faulty or damaged equipment, they will report this immediately to the Senior Leadership Team

II. If a piece of equipment is identified as faulty, then it will be immediately taken out of use, labelled as faulty and appropriately reported for repair

5 Review

This Policy will be reviewed on an annual basis