



The Federation of St. Edmund's & St. Patrick's



Moving and Handling Children and Young People with Mobility Needs

We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God's way to our families and friends, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can grow to love God and each other more.

At our schools, we seek at all times to be a witness to Jesus Christ. We remember this when putting our policies into practice. Therefore this policy will reflect the Catholic identity and mission of our schools and the values it proclaims.

INTRODUCTION

This policy is adapted from the Manchester City Council's model policy.

This policy has been developed to ensure the prevention of injury to employees and/or children or young people. It will also provide a framework to assist the Federation of St Edmund's and St Patrick's in the implementation of the policy. This policy has been reviewed by staff, presented & discussed by the Full Governing Body on 9th December 2022. This policy was published on 10th December 2022 and will be reviewed every three years.

Statement of Intent

The Federation of St Edmund's and St Patrick's recognises its duties to both provide access to the curriculum for children and young people with mobility needs and to ensure the health, safety and welfare of its employees, children and others affected by moving and handling activities as far as is reasonably practicable.

The policy covers the moving and handling of children with mobility needs in schools. It highlights the balance between maintaining the duty of care the school has for keeping children safe against ensuring that employees are competent, resourced and equipped to practice high standards of moving and handling.

The primary intention of this policy is to prevent injury to employees and/or children. It will also provide a framework to assist schools in the implementation of the policy.

This 'Moving and Handling of Children with Mobility Needs in School Policy' complies with the requirements of:

- The Manual Handling Operations Regulations 1992 (MHOR),
- The Health and Safety at Work Act 1974,
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR),
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Equality Act 2010.

This policy applies to all employees employed directly by the school involved in moving and handling activities for children with mobility needs. Staff not employed directly by the school SHOULD ONLY be involved in moving and handling of children with mobility needs in school if they have received appropriate training.

This policy will be reviewed every 3 years or sooner if required. The Governing Body has ratified this policy and the Executive Headteacher and the Deputy Headteachers take responsibility for overseeing effective implementation of this policy on a day to day basis.

Aims of the Policy

The overall aims of the policy are to:

Ensure full access to the curriculum and participation in the life of the school for children with mobility needs and maintain their dignity and right to privacy. Within the limits of their ability, children should be encouraged to move independently and to take responsibility for their own safety as well as that of others.

Implement and maintain safe systems of work through risk assessment and development of Moving and Handling Plans that give clear operational procedures to ensure safe practice for children and/or employees.

Definitions

Manual Handling: According to the Manual Handling Operations Regulations 1992, manual handling means:

“any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force,” and extends to the force required to move or restrain any animate or inanimate object. It also includes “any twisting, bending,

stretching or other awkward posture you may get in whilst doing a task”.

Moving and Handling Risk Assessment: a document which identifies what could cause harm during a moving and handling activity, the risk of potential injury and ways the risk can be reduced.

Moving and Handling Plan: a written plan for children that details the safe handling procedures for specific moving and handling activities.

Roles and Responsibilities

The Federation of St Edmund’s and St Patrick’s have a legal duty to:

- **Make arrangements to provide appropriate training for all staff involved in the ‘moving and handling’ of children in school;**
- **Carry out risk assessments of all hazardous or potentially hazardous moving and handling activities and to avoid or reduce the risks as far as is reasonably practicable.**

Ref: The Manual Handling Operations Legislation (1992) Amended 2004 and the Health and Safety at Work Act (1974)

Governor and Executive Headteacher Responsibilities

Ensure there is a named designated person with lead responsibility for implementing the moving and handling policy and practice in school on a daily basis. The named designated lead for the Federation of St Edmund’s and St Patrick’s is Mrs. Michelle Shaw (SEND Coordinator).

Ensure that employees who carry out moving and handling activities are competent, capable and appropriately trained.

Ensure there are sufficient staff trained to adequately support the needs of children with mobility needs in school.

Provide regular refresher training (at least every 12-18 months) for all employees involved in supporting the moving and handling of children and young people with mobility needs.

Maintain and update records of employees receiving moving and handling training.

Ensure all employees are aware of their responsibilities in the full implementation of moving and handling legislation, policies and assessment procedures.

Ensure the provision of appropriate mechanical aids/equipment as recommended in the moving and handling risk assessment and moving and handling plan.

Ensure any equipment used in school for the moving and handling of children is safe and available for use, e.g. charged up, checked at required intervals, serviced and faults reported according to Lifting Operations and Lifting Regulations, 1998 (LOLER).

Make reasonable allowances for employees who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling activities.

Monitor all accidents and incidents and ensure they are recorded using agreed systems. Both schools have an accident book to record accidents and incidents to staff and children.

Ensure all employees are aware of this policy and have read and understood relevant risk assessments, moving and handling plans and any personal emergency evacuation plans including those carried out off site such as during trips, visits, swimming lessons and residential.

Designated Lead Responsibilities

Identify the pupils in school who require support with moving and handling.

Ensure all pupils requiring support with moving and handling have full access and participation in the life of the school and have a right to dignity and privacy.

Oversee and monitor that safe systems of work (Moving and Handling Plans) are implemented and moving and handling plans are followed.

Ensure that operational and organisational systems support safe practice and safe use of equipment.

Maintain records of staff training and equipment checks and ensure it they are kept up to date.

Ensure moving and handling plans are regularly reviewed and updated as appropriate.

Employee Responsibilities

Employees have a legal duty to:

- Take reasonable care of the health and safety of themselves and others who may be affected by their actions (colleagues, parents, children and young people, other professionals in school)
- Be aware that they are responsible for their actions and omissions in practice. Employees must be aware that they can be in breach of the Health and Safety at Work Act 1974 if they don't comply with their responsibilities.

Ref: Health and Safety at Work Act 1974

All employees must be aware of their role and the role of others in ensuring that moving and handling policies and procedures are followed to develop and maintain safe working practices.

Undertake any specified training in order to fulfil their duties and NOT carry out moving and handling duties without receiving appropriate moving and handling training.

Evaluate their individual capability to carry out moving and handling activities prior to undertaking any such tasks. (Use the **Staff Individual Capability** proforma in the appendices).

Monitor and report any changes (temporary or permanent) which may affect their **individual capability** to carry out moving and handling activities to the Executive Headteacher/Deputy Headteacher/SEND Coordinator (e.g. any medical conditions including pregnancy).

Co-operate with the Executive Headteacher/Deputy Headteacher/SEND Coordinator to allow him/her to comply with health and safety duties.

Follow the moving and handling plans agreed and written for each child.

Report any accident or incident to the named designated lead and record it appropriately according to school procedures.

Dressing for Safety

Staff involved in moving and handling should wear appropriate clothing and footwear to ensure their own and pupils' safety.

Staff Training

Schools have a legal duty to:

- **Ensure that all employees who undertake moving and handling activities and care for children/ young people with mobility needs receive relevant training in safer handling techniques.**

Ref: Moving and Handling Regulations (1992)

Moving and handling training provided for staff working with children with mobility needs in school should:

- Focus on the safe moving and handling of children and young people;
- Include instruction on safe handling techniques, back care and relevant legislation;
- Include practical training on safe use of specialist equipment and implementation of safe handling techniques;
- Cover the identification of hazardous handling situations and procedures to be followed when unsafe handling is observed;
- Provide skills that will enable staff to recognise when changes need to be made to existing moving and handling plans due to changes in circumstance affecting either the employee or the children.

Employees should not undertake or assist in any moving and handling activities or use handling equipment until they have received training.

Following training it is good practice for employees to work with an experienced member of staff.

It is good practice for training to be updated every 18 months to 2 years according to the Health and Safety at Work Act, 1974

Risk Assessment

Schools have a legal duty to:

- **Avoid any hazardous moving and handling where possible.**
- **Where is it NOT possible to avoid moving and handling activities it is necessary to assess those moving and handling activities that cannot be avoided**
- **Reduce the risk of injury associated with the moving and handling activities as far as is reasonably practicable**

Ref: Manual Handling Operations Regulations (1992)

When a moving and handling need is identified for a child or young person, an individual risk assessment **MUST** be carried out.

A risk assessment must be carried out **before** the employees and/or child are put at risk and MUST take account of risks both to the employees and the child.

The risk assessment should be carried out by staff who have received appropriate and sufficient training and in conjunction with school employees responsible for carrying out the moving and handling activities.

The risk assessment should:

- Identify any hazards that have the potential to cause harm during a moving and handling activity e.g. transferring a pupil from wheelchair to chair;
- Decide who might be harmed and how;
- Evaluate the risks and decide on ways to reduce the level of risk.
- **ALL** risk assessments and moving and handling plans should be clearly recorded and available for reference at any time. The risk assessments are kept in the school medical file. The medical file at St Edmund's is kept in the Deputy Headteacher's office and at St Patrick's it is in the cabinet in the SENCo's office.

Risk assessments of moving and handling activities should be completed using **TILE (See further guidance in Appendix 1)**:

- **T**ask - what physical actions are carried out by the handler to complete an activity e.g. pushing, pulling, twisting and the frequency of repetition of the movements.
- **I**ndividual - who is doing the moving and handling and any factors affecting this such as confidence, health problems, pregnancy and training.
- **L**oad - who is being moved during the activity, that is the impact of the individual needs of the child such as muscle tone, communication, vision or hearing impairment, impact of other medical conditions.

- **E**nvironment – where is the activity taking place and the impact on the moving and handling task such as space, floor conditions.

There are many examples of factors impacting on TILE which must be considered on an individual basis.

Moving and Handling Plans

Once a risk assessment has been carried out, actions taken to manage the relevant risks should be documented as a 'Moving and Handling Plan'.

This will detail;

- Specific training appropriate to the moving and handling activity;
- What specialist equipment is required;
- Staffing levels and safe moving and handling techniques.

Review of Risk Assessments and Moving and Handling Plans

Risk assessments and Moving and Handling Plans should be reviewed and updated on a regular basis, as appropriate to the needs of the child, staff and environment. As a minimum this would be annually but more regularly if there are any significant changes to any of the TILE factors outlined above.

Managing Moving and Handling Equipment

The moving and handling plan will identify any aids and equipment required to support the child safely. Where equipment is used it should be suitable for the moving and handling activity.

ALL employees using moving and handling equipment **MUST** be trained in its use. Training on safe use of equipment should be part of mandatory moving and handling training.

The Executive Headteacher/Deputy Headteacher must ensure all lifting equipment and accessories such as hoist, slings, changing beds are thoroughly examined by a competent person every 6 months in accordance with the Lifting Operations and Lifting Equipment Regulations, 1998 (LOLER) and maintained as required by the Provision and Use of Work Equipment Regulations, 1998 (PUWER).

A record of the maintenance and the certificate of the examination of lifting equipment and accessories must be kept on the premises.

All equipment must be kept clean and hygienic.

Employees should undertake a visual inspection of equipment prior to each use and be informed if they are not to use any equipment if it is defective. In the event of any fault being identified, the equipment should be labelled “**DO NOT USE**” taken out of use immediately and brought to the attention of the Executive Headteacher/Deputy Headteacher/SEND Coordinator.

Managing Emergency Situations

Children who require assistance when moving for the purposes of emergency evacuation should have a personal emergency evacuation plan (PEEP) which should be available to all employees (See sample PEEP proforma in the appendices.)

It is the responsibility of Mrs Michelle Shaw (SEND Coordinator) to ensure that a PEEP is completed.

Managing Moving and Handling Off the School Site

Children who require moving and handling support during the school day are likely to also need support during off site trips, visits and residential. Risk assessments for off-site trips, visits and residential must specify how safe moving and handling will be achieved.

It is the responsibility of Mrs. Michelle Shaw and the class teacher to ensure that these are complete.

Reporting Concerns or Unsafe Practice

Any concerns identified which may require changes to be made to the risk assessment and moving and handling plan should be reported immediately to Mrs. Michelle Shaw/Executive Headteacher/Deputy Headteachers.

Requesting Specialist Advice on Moving and Handling

School may identify the need for a moving and handling risk assessment to be carried out by a ‘moving and handling’ specialist.

Examples include:

- Where a new pupil arrives in school with mobility support needs,
- Where the current risk assessment and moving and handling plan require changes that cannot be determined by the Executive Headteacher/Deputy Headteacher/SEND Coordinator;
- Where advice is required to implement safe handling techniques;
- Where there is a need for new specialist equipment to be used such as hoist, toileting equipment.

School can access specialist advice from the LOIS multi agency team.

Where a specialist moving and handling risk assessment is required then the 'Referral for a Specialist Risk Assessment' form should be completed by Mrs. Michelle Shaw. The form is available on the SchoolsHub or on the Lancasterian school website on www.lancasterian.manchester.sch.uk/lois by contacting the LOIS multi agency team by email.

Therapeutic Moving and Handling Tasks

Some children with more complex mobility needs may also require moving and handling in relation to the implementation of a physiotherapy programme. These types of activities may include:

- use of a standing frame
- use of a mobility aid
- physiotherapy exercise or stretching programme
- postural management programme.

ALL of these activities will be risk assessed by the physiotherapist making the recommendation and will be carried out by school staff following the physiotherapist's direction and training.

ONLY named and trained staff who have been signed off as competent by the physiotherapist should implement any therapeutic moving and handling tasks.

APPENDICES

APPENDIX 1 Assessing individual Staff capability

APPENDIX 2 Guidance on TILE

APPENDIX 3 Sample Risk Assessment Proforma for Daily Functional Moving & Handling Activities in School

APPENDIX 4 Sample Daily Functional Moving & Handling Care Plan Proforma

**APPENDIX 5 Sample Specialist Equipment Provision
Proforma**

**APPENDIX 6 Contact Details for Advice and Support from
the Lancasterian Outreach and Inclusion
Service (LOIS)**