



Safe Moving and Handling of Pupils with Special Educational Needs and Disability (SEND)

Policy agreed by the Governing Body on 24 September 2018
Reviewed: March 2023

Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented.

Introduction

This Policy sets out the expectations of the school in relation to the safe moving and handling of pupils. It is based on the Manchester MFT model policy (2018).

Statement

North Ridge High School recognises its responsibility to ensure the health, safety and welfare of its employees, pupils and others affected by our activities as far as is reasonably practicable. This policy highlights the balance of the duty of care the school has for keeping pupils safe against ensuring that staff are competent, resourced and equipped to practice high standards of moving and handling. The policy covers the moving and handling of pupils with special needs and or mobility needs. It is our policy to conform to the requirements of The MHOR 1992 and the HASAWA 1974.

Relevant Current Legislation

1. Health and Safety at Work Act 1974
2. Management of H & S at Work Regulations 1999
3. Manual Handling Operations Regulations 1992
4. Workplace (Health Safety and Welfare) Regulations 1992
5. Provision and Use of Work Equipment Regulations 1998 (PUWER)
6. Reporting of injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)
7. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Roles and Responsibilities

It is the responsibility of the Head teacher to ensure that risk assessments/safe systems of work are in place for all activities involving the moving and handling of pupils. The Deputy Head teacher is the lead for moving and handling. This includes the following specific issues:

- That suitable organisation arrangements are in place in order to implement this policy with a specific policy statement setting out how this will be achieved. The policy and detailed arrangements should be brought to the attention of all staff.
- Staffing levels are consistent with requirements for safe procedures on lifting and handling operations; and there is an appropriate skill mix.
- Risk assessments are completed for all hazardous moving and handling activities and records are kept of these assessments.
- Control measures/safe systems of work (that is: means of reducing the likelihood that the hazardous activity will result in injury or accident, e.g. provision of equipment and appropriate training) are established, maintained and reviewed.
- Risk assessments are monitored and reviewed on a regular basis either in response to significant changes, or when the assessment is no longer considered valid, or at least annually.
- The ongoing management of staff undertaking moving and handling activities and that staff follow the safe systems of work established.
- Staff wear suitable clothing and footwear to allow safe moving and handling to take place. The [Dress Code Policy](#) has more details.
- The training needs of staff are identified and met, with clear written records being maintained of all moving and handling training. It should be ensured that staff who undertake risk assessments are competent to do so and all staff receive adequate training in safe methods of manual handling techniques.
- All accidents/incidents or near misses are reported, documented and investigated in line with existing policy / guidance.
- Moving and handling equipment is fit for purpose, properly maintained, effectively utilised and any damaged equipment is immediately taken out of use and repaired, replaced or disposed of as appropriate.
- Take due regard of other legislation e.g. DDA and Human Rights Acts.
- Seek advice from specialist advisors where situations demand it.
- Make suitable arrangements for dealing with emergencies e.g. fire, bomb etc
- Policies and procedures as a process of continuous improvement will be reviewed annually or more often if there are significant changes.
- There are arrangements in place for communication and consultation with employees about health and safety generally and moving and handling specifically (as necessary) e.g. policies, guidelines, risk assessments and plans are available to all staff on the shared drive. Emails, staff

meetings, briefing sessions, department and team meetings are all used to update staff on a regular basis.

- Parents' evenings, annual reviews, home to school diaries are the approaches used to share information between relevant parties e.g. school, parents, carers, therapists etc.

Employees responsibilities

- Safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions.
- Inform the Head teacher of anything (including medical or pregnancy) that may affect their ability to safely undertake moving and handling activities (or any other work activity).
- Report any injury or incident that has occurred as the result of a manual handling activity in line with the school's procedures.
- Report any difficulties, including "near misses" they have experienced in order that the risk assessment can be reviewed to prevent injury occurring; including equipment faults.
- Comply with working practices, safe systems of work and using equipment designed to reduce the risk of injury associated with moving and handling activities.
- Comply with school policy regarding the avoidance of injury by wearing suitable footwear and clothing and not wearing jewellery which could injure young people or themselves when undertaking moving and handling tasks.
- Undertake only those activities for which they have been trained and they are capable of performing.

Requirements for parents /carers

- Pupils should be brought/sent to school in their prescribed wheelchair/buggy with the correct accessories.
- If a pupil requires a moving and handling sling for their transfers at home and a sling has been issued by social services this must be sent to school to allow safe transfers during the school day.
- Parents should contact the provider of the sling if it becomes too small or is damaged.
- If a pupil requires splints on their feet in order to perform a safe standing transfer then these should be worn each day or sent into school.

Although the Head teacher is directly responsible for the implementation of this policy, the Deputy Head will be responsible for its daily execution.

The duties include:

- identifying training needs,
- ensuring a trained risk assessor completes the paperwork
- ensuring staff are trained to the required standard to carry out moving and handling safely

Individual pupils' risk assessment will be appended to their moving and handling plan.

Training

It is mandatory that all staff who undertake moving and handling activities care for pupils with mobility difficulties receive relevant training in safer handling techniques. The training should be based upon task analysis and risk assessment, which acknowledges the commitment to reduce all aspects of handling and moving and takes due consideration of other provider agencies.

Training will be a combination of face to face, practical and online.

Training includes instruction on:

- Risk management/ assessment, safe mobility and handling techniques, emergency procedures
- Appropriate use of equipment and specialist equipment.
- Recognising hazardous handling situations and determining the safe approach.
- Procedures to be followed when the designated system of work cannot be applied
- How to secure additional assistance when required

Risk Assessment

A risk assessment must be carried out before undertaking any moving and handling of pupils. This approach will ensure the pupil is moved safely and, where relevant, the appropriate equipment is used in each situation. The assessment must take account of risks both to the employee and the pupil.

A team approach to risk assessment is an effective way of achieving workable solutions. The advice and views of pupils (as far as is reasonably practicable) parents and other relevant staff e.g. Physiotherapist, Occupational Therapist should be sought and taken into account.

Whilst there may be scope for some generic assessments, in many instances there would need to be a specific risk assessment/handling plan for each pupil.

Health

If it is the pupil's best interests to do a therapeutic activity during the school day, the therapist will complete an individual risk assessment for that therapeutic activity and liaise with school staff accordingly.

It is the therapist's responsibility to ensure and record that school staff have been shown and observed how to perform the therapeutic activity safely, taking into consideration the needs of the pupil and the carer.

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 hoists are tested every 6 months and changing beds are tested every 12 months by an external specialist company.

Slings are maintained and checked.

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 Business Manager should be notified immediately.

Emergency situations

Pupils who require assistance when moving should have an emergency evacuation plan which is available to all staff.

It is the responsibility of the Deputy Head teacher 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 pupils should be moved as quickly and safely as possible. If fire is not visible, then pupils 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. The [Fire Evacuation Procedure](#) has more details.

Unsafe practice

If a member of staff notices or is aware of unsafe practice when undertaking moving and handling then they have a duty of care to respond and report this.

If a pupil is at immediate risk then that staff member must intervene to ensure the safety of the pupil. All unsafe practice must be reported via a 'Near Miss' form to the Business Manager as a cause for concern.

The 'incident' will be investigated by the Senior Leadership Team.

If a member of staff displays unsafe practice on more than one occasion the member of staff will not be authorised to use moving and handling procedures until an investigation had taken place.

Further training and advice will be given to the employee if it is deemed appropriate.