

JUNE 2024



MOVING & HANDLING POLICY

**HORIZONS EDUCATION TRUST, AMERICAN LANE,
HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ**

DOCUMENT CONTROL	
ISSUED	CHANGES FROM PREVIOUS VERSION
Date reviewed: June 2024 Date of next review: Reviewer: KT/AA Date of ratification by Governing Board:	SCA Document (2019) adopted by Trust branding.

INTRODUCTION

Horizons Education Trust recognises that the risks of injury from moving and handling pupils are greatest with regard to pupils with special educational needs. Moving and handling is an unavoidable part of working in special education and our staff are at particular risk since the "load" involved is human and can move. Common situations involving pupils which are potentially hazardous include moving into and out of vehicles; personal hygiene routines, into and out of swimming pools, transferring between specialist seating/equipment and emergency evacuation.

We have a team of staff who have been trained by EDGE Training services (www.edgeservices.co.uk), who provide initial and refresher training for manual handling operations. Each member of the team has received a certificate stating that they are able to deliver moving and handling training. They attend refresher training every 2 years and have the continuous support of EDGE Training services. Our trainers are; Alison Frear, Tracy Slater and Katie Read.

Horizons Education Trust does not have a 'no lift' policy, however we do aim to provide equipment where possible to avoid this. Manual lifting in the event of emergency must be recorded in blue moving and handling books, this will be monitored by moving and handling trainers.

All staff receive generic moving and handling training, and specific guidance is given for each child or young person with moving and handling needs. Each child or young person with a moving and handling need will have a risk assessment undertaken, with the consent of their parents/carers.

We recognise our responsibility to ensure the health, safety and welfare of our employees as well as pupils, as far as is reasonably practicable. It is our policy to conform to the requirements of the Manual Handling Operations Regulation and Lifting Operations and Lifting Equipment Regulations.

This policy applies to moving and handling of children and young people in school also inanimate object handling.

To this end, we aim to:

1. Avoid manual handling operations which are a risk to our employees as far as is reasonably practicable.
2. Assess all operations involving manual handling procedures that cannot be avoided, and reduce the risk to the lowest level that is reasonably practicable and make a record of risk assessment.
3. Ensure that all potentially hazardous operations involving manual handling are assessed if and when required and reviewed regularly.
4. Provide all employees directly involved in manual handling of children and young people with a thorough training covering all the key elements for safe handling processes.

5. Ensure that safe handling of children and young people shall be carried out in line with safe systems of work.
6. Ensure that the views of pupils (as far as reasonably practicable), parents/carers and other relevant staff will be sought and taken into account. The health, safety and dignity of all those concerned is paramount.
7. Staff will check equipment before they use, if deemed unsuitable or damaged this will be reported and assessed by appropriated moving and handling staff and/or appropriate services.
8. Lifting equipment must be serviced every 6months. Staff should check equipment they use for this information; other specialised equipment must be serviced annually.
9. Risk assessments should be done for all moving and handling situations.

All moving and handling equipment and accessories are thoroughly examined, serviced and maintained in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and The Provision and Use of Work Equipment Regulations 1998 (PUWER) Equipment

The law sets out a detailed framework of provisions to protect employees against the risk of injury from moving and handling. There are legal obligations on us to take care of our employees' health and safety; and trade union safety representatives have legal rights to information and consultation.

The Health and Safety at Work Act places general duties on us as employers to ensure the health and safety of our employees and anyone else on the premises. The Management of Health and Safety at Work Regulations set out the legal requirements for "risk assessment" under which we must make an assessment of the risks to the health and safety of staff while at work as well as to the health and safety of persons or other professionals who we do not employ.

The Manual Handling Operations Regulations set no specific requirements such as weight limits – they only provide guideline weights for lifting and lowering, carrying a short distance, pushing and pulling and handling while sitting down. Weight limits for equipment should be on individual equipment.

Staff must fully use any measures taken to reduce risks and should follow safe systems of work provided by the employer.

In line with the Lifting Operations and Lifting Equipment Regulations to ensure the safe use of lifting equipment, lowering equipment and accessories for lifting/lowering equipment provided or used at work. Horizons Education Trust aims to use lifting equipment to reduce health and safety risks and require that the lifting equipment is;

- Strong and stable enough for the particular use and marked to indicate its safe working load. (Equipment should have visible max working load).
- Positioned and installed to minimise any risks.
- Used safely i.e. the lift is planned, organised and performed by competent trained people.
- Lifts are subject to ongoing, thorough examination where appropriate and inspection is carried out by competent people. Lifting Equipment for lifting people should be checked formally every six months.
- Subject to pre-use checks before it is used.
- Covered by defect reporting systems.
- Identified and has a suitable and adequate risk assessment and control plan and people with responsibilities have the appropriate skills as set to ensure work equipment is safe to use.
- If equipment is deemed unsafe it must be clearly labelled as out of order so it is not used and reported to a member of management and Head of School.
- Appropriate training should be undertaken by all staff for all equipment.
- Instructions for use manuals will be available for all staff to see.

Written records of these inspections are kept in a safe place.

Staff should:

- Always hoist with 2 trained members of staff when supporting students.
- Staff must follow M&H protocols for individual students.
- Comply with the safe systems of work as stated in the risk assessment and advised at the manual handling training.
- Undertake relevant training.
- Take responsibility for their own health and safety and that of others who may be affected by their actions including:
 - Reporting to the senior leadership team any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.

- Reporting to the senior leadership team any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
- Report any accident or incident to the senior leadership team and complete the accident and/or incident form.
- Work within their own limitations and not carry out any activity that they are not competent.
- Use equipment provided.
- Office staff, caretakers and cleaners should all undergo basic moving and handling training every 3 years.

Restrictions:

- No work experience, volunteers or under 18's to help with moving and handling.
- Supply staff should not support with any moving and handling tasks unless appropriate training delivered by our school trainers has been completed (exceptional circumstances form) and signed by Head of School.

DRESS CODE FOR MOVING AND HANDLING

This following dress code is recommended for employees involved in moving and handling tasks:

- Flat footwear with non-slip soles where possible. Open toe sandals should not be worn.
- Clothes should be non-restrictive to movement but not so baggy there is a risk of getting caught or hooked up on equipment.
- Be aware of wearing jewellery, inappropriate jewellery may include; items with sharp edges, large hoop earrings, necklaces and bracelets.

SWIMMING POOL AREAS

Staff should be aware of the different risks involved with moving and handling in this area:

- such as wet floor
- manual handling aids
- dress code

SUPPORTING WHEELCHAIR USERS

As part of their moving and handling training, staff are informed of health and safety considerations when pushing a wheelchair. Agency supply staff can push a pupil in a wheelchair if they are inside the school building and they have read and signed the wheelchair instructions provided by the office. They can push pupils outside if accompanied by a trained member of staff.

Agency supply staff should not move pupils in work chairs, acheeva beds or standing frames without supervision and only inside the classroom.

SUMMARY OF THE MOVING OF CHILDREN AND YOUNG PEOPLE POLICY

- Employers must carry out risk assessments for all staff, children and young people, including teachers and support staff, involved in moving and handling children and young people.
- The assessments take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of children and young people involved, the degree to which they may either assist in a lift or actively resist lifting and the individual capabilities of the members of staff and frequency of lifting operation.
- Appropriate mechanical equipment such as hoists should be considered in the initial lift and not as a secondary precaution.
- Training in moving and handling techniques and in using mechanical aids is provided to all teachers and support staff involved in moving and handling.
- If the risks can be reduced or eliminated by the means of mechanical aids, then Horizons Education Trust will provide them when individual risk assessment is completed.
- All incidents, accidents and near misses lead to a review of the risk assessment.

TRAINING

Training for employees involved in moving and handling is provided for all equipment used in the school. Once full training is completed staff are monitored for competency by a moving and handling trainer and refresher training undertaken every 3 years. Staff who have missed their refresher training can still support with moving and handling for a period of up to 6 months, but cannot lead.

Additional M&H training will be provided to appropriate staff if a pupils M&H requirements change.

Policy agreed on: _____

Signed on behalf of the Trustees _____

Committee: _____

Author: _____

Review date (optional): _____

Website Y/N