

Keelman’s Way School

Moving and Handling Policy

**Aim:** Our young people will access as much of the curriculum as their disability allows. This will be balanced with staff remaining fit, healthy and pain free.

At Keelman’s Way School we recognise the need for training and supervision in the correct methods of moving and handling and we recognise the need for balanced decision making. The safety and welfare of both staff and our young people must be considered in every case. Consideration will be given to the rights and needs of our young people and equally a duty not to put staff at risk.

All staff who are required to move and handle will receive training in moving and handling. Training may be formal in the classroom or one-to-one practical supervision sessions. Training will include information on safe systems of work, using equipment correctly, improving care, ensuring dignity and respect, maximising rehabilitation and underpinning balanced decision making. Training will aim to be person centred, involving the child and where possible giving them a choice in the handling decision. Training will be work specific i.e. all about good practice in handling young people.

Initial training will cover legislation, the spine and how it works, presentation advice on back problems, principles of safe lifting, unsafe practices, weight guidelines, small handling equipment and wherever possible enabling young people to move themselves

Regular updates or training will be in place for existing staff and new staff will be given 1-1 advice and support.

Staff are responsible for highlighting any concerns that they have with regard to lack of understanding or skill in safe moving and handling e.g. Individual Pupil Manual Handling Risk Assessments. Training will also be provided where appropriate in such instances where staff have new responsibilities or new equipment.

Emma Reed and Jill Mordue can offer all individual support and advice. If a member of staff is unsure about how to handle a young person or object, it is their responsibility to ask one of the above competent people.

All pupils requiring moving and handling have regularly updated risk assessments. These can be accessed via Jill Mordue

To comply with the manual handling operations regulations 1999, Keelman’s Way School will ensure that all staff are made aware of the importance of ASSESSMENT before undertaking any moving or handling task, thereby reducing the risk to themselves, their colleagues and the young person.

There is a duty from staff to put the training they have received into practice and use whatever systems of work have been demonstrated.

It is everyone’s responsibility to ensure that wherever reasonably practicable hazardous risk will be avoided. Where unavoidable, they should be assessed and steps taken to reduce the risks as far as is reasonably practicable.

Strategies will be devised that promote the health and safety of staff and young person while ensuring dignity and allowing participation by the pupil. Staff involved in the manual handling operation will be consulted during any formal risk assessment. Where appropriate, the young person will also be involved in the process.

It is the responsibility of management to ensure that all staff are instructed and supervised in correct moving and handling techniques. Records and training must be updated annually.

In an assessment on manual handling, all perspectives must be considered with the objective of preventing injury to the handler and meeting the health, social and care needs of the young person and of observing their human rights.

Remember with our young people we also need to take into account

* Their wishes
* Unpredictability
* Behaviour
* Communication
* Understanding
* Dignity
* Ability to assist/cooperate
* Ability to weight bear
* Involuntary movements
* Fear
* Previous experiences
* Skin condition
* General Health
* Seizures
* Medical condition
* Medication
* Pain
* Time of day
* Additional protection/splints
* Size shape/weight/height

Personal care management plans for individual pupils should contain intimate care strategies, taking into account the above and can be accessed via Ema Reed or Jill Mordue.

The emphasis is on balanced decision-making.

The following techniques are considered by authorative bodies as bad practice and should not be used on a day to day basis. A detailed assessment would need to be done to see if their use is ever justified.

Drag lift

Orthodox lift

Top/tail lift

Young person’s hands around handler’s neck

Lift off the floor

Moving young people in standers, changing beds, chairs without castors

Moving in standers, class chair, in hoist, long distances, i.e. down corridor

Australia lift

Bear hug or pivot transfer

Doing 2 tasks at once i.e. supporting someone in standing and trying to adjust their clothes at the same time.

Failure to comply will result in action being taken under the disciplinary procedure.

**Reporting structure**

Early reporting of any symptoms/injury is essential. There will be adequate accident/incident investigation. Appropriate strategies will be brought into place following an investigation to help prevent reoccurrence.

**Organisation**

The responsibility for compliance with this policy lies with the Head Teacher who is committed to a safer handling policy including committing time and resources (equipment and personnel). Discussions with staff will help prioritise areas of need. If more specialist advice were required to enable risk to be assessed and managed the Head Teacher is committed to asking advice from a competent manual handling practitioner outside the organisation if necessary.

Each employee has a duty under the Health and Safety at work etc. Act 1974 (section 7) to take responsible care of their OWN health and safety and that of OTHERS who may be affected by their acts or omissions and each employee must co-operate with their employer to enable them to comply with Health and safety legislation.

Employees have a duty to comply with the policy and report any shortcomings in health and safety. Any unexpected task of work where they are unsure of the correct procedure to follow, must be reported to their manager for further guidance. Accidents and health factors that may affect work must also be reported.

Staff clothing must allow for a full and unrestricted range of movement when undertaking handling tasks. Staff clothing should not embarrass our young people or other staff e.g. low cut tops. Where necessary protective clothing should be used e.g. gloves and aprons.

Jewellery, should be kept to a minimum if worn, must not cause harm to the student or yourself and may need to be covered. NB: No dangling jewellery or stoned rings.

Footwear must give adequate and safe support and have non-slip soles, e.g. open toes, sling backs, slip on shoes, court shoes and shoes/boots with heels more than 2” are unacceptable. Crocs are considered unsuitable for moving and handling. Non-slip swim shoes should be worn on the poolside.

Our young people must be included in the policy and assessments to ensure their need and rights as individuals are respected.

**Equipment**

All equipment should be checked prior to use.

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| --- | --- |
| Equipment breakdown | Report to school office where staff can notify other users of the hazard |
| Audit of equipment | Jill Mordue |
| Instruction manuals |  |
| Maintenance of equipment | Jill Mordue monitors programme of maintenance |
| Slings | Wash (following manufacturing recommendations) if soiled. DO NOT TUMBLE DRY.  Each sling should be washed half-termly (individual class teams to organise this)  Each pupil should have their own sling: check it is correct size and ask that the child be measured if necessary).  All staff are responsible for checking that the sling is safe prior to every use e.g. wear and tear, holes. If it is not safe, do not proceed. Take the sling out of use, label it and inform office or Jill Mordue. |

Hoisting skill – Young person’s being hoisted are at risk of injury from falls, using the hoist incorrectly, inappropriate slings choice and fitting, leaving people unattended in the hoist or the hoist over turning. Staff should be aware and take great care to ensure these factors do not occur.

**Disciplinary procedure**

If any member of staff does not follow policy in practice, disciplinary action will be taken.

Under the Health and Safety at work etc Act 1974 you may be dismissed.

**24 hour back care**

It is important to move in the correct way for your spine and have good posture all the time, at home and at work, for example when bending down to objects such as putting milk in the fridge. Remember to bend at the knees, keep back straight and avoid twisting the body.

Please reference:

‘The guide to the handling of people’ NBE 2011

Manual handling of children NBE 2011

‘Lifting and Handling an Ergonomic Approach’ S Pheasant, D Stubbs NBPA 1981

‘The guide to the handling of patients’ Corlett et al Back Pain Association/RCN 1992

There are many web sites offering back care advice such as:

[www.backcare.org.uk](http://www.backcare.org.uk)

[www.backcarebootcamp.com](http://www.backcarebootcamp.com)

Policy available on school shared area and displayed in staff room

Child assessment, must be read and updated with physio and HLTA. If staff are in any doubt what their responsibilities are or what they have to do or that their skill level is appropriate they must ask before they proceed.

**Disability Act – 2010**

The disability discrimination duties are designed to prevent discrimination against people in their access to education.

Young people with a disability are considered to have special educational needs if they have any difficulty in accessing education and of they need any special educational provision to be made for them, that is anything that is ADDITIONAL to or DIFFERENT FROM what is normally available in the schools in the area.

**Human rights act 1998**

There is a legal requirement to achieve a measure of balanced decision making in the context of manual handling. Essentially this means balancing the safety (and human rights) of paid staff within the assessed needs and human rights of the young person.

**Emergency handling procedures**

Staff are trained in the use of evacuation chairs annually.

**Appendices**

Unsafe Lifting Practices – refer to *The Guide of Handling of Patients (*4th edition Royal College of bursing) – ISBN 0-9530582-5-5, chapter 22

Drag Lift

Pages 223-226

The Orthodox Lift

Pages 226-228

Through Arm lift (two adults)

Pages 228-229

Top/Tail – through or hammock transfer

Page 231

Manual handling operation regulations 1992 ISBN 0-71762415-3

The guide to handling of people – 6th edition ISBN 978-0-9530528-1-3

Manual handling of children ISBN 978-0-9564838-1-2

Getting to grips with hoisting HSE June 2011 ([www.hse.gov.uk/pubns/hsis3.pdf](http://www.hse.gov.uk/pubns/hsis3.pdf))

[www.nationalbackexchange.org.uk](http://www.nationalbackexchange.org.uk)

[www.backcare.org.uk](http://www.backcare.org.uk)

[www.dif.org.uk](http://www.dif.org.uk)

[www.caresuk.demon.co.uk](http://www.caresuk.demon.co.uk)

[www.radar.org.uk](http://www.radar.org.uk)

[www.hse.gov.uk/msd](http://www.hse.gov.uk/msd)

[www.hse.gov.uk/education/qca.htm](http://www.hse.gov.uk/education/qca.htm)

[www.drc-gb.org](http://www.drc-gb.org)

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

[www.backpain.org.uk](http://www.backpain.org.uk)

[www.dfes.gov.uk/index.htm](http://www.dfes.gov.uk/index.htm)

[www.dfes.gov.uk/sickchildren](http://www.dfes.gov.uk/sickchildren)

Signed………………………………. Date………………………………

Head Teacher

Signed……………………………… Date………………………………

Chair of Governors

Autumn 2019

To be reviewed Autumn 2021