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# Glen Hills Primary School

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## Moving and Handling Policy

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## **1. INTRODUCTION**

1.1. This policy is in place to ensure that:

- a) Staff have a clear understanding of their role in risk assessing all manual handling tasks involving people;
- b) Staff undertake assessments of need involving manual handling operations of pupils, taking account of manual handling regulations and safe practice; and
- c) Staff undertaking manual handling of people have a clear understanding of their role and the school's expectations of them in carrying out such tasks.

## **2. KEY PRINCIPLES**

- 2.1. The management of risk in the handling of people is integral to safe practice, from the point of view of staff and pupils alike.
- 2.2. The main points to focus on are the elimination of manual lifting of pupils and hazardous manual handling operations.
- 2.3. The school is committed to supporting safe practice wherever possible. This policy is provided as guidance in the area of manual handling of pupils.
- 2.4. The school will ensure that adequate and sufficient training is available to all staff involved in either the risk assessment or actual provision of manual handling operations.
- 2.5. The school will support any risk reduction measures identified by the Risk Assessment where it is judged practicable to do so.

## **3. SCOPE**

- 3.1. This policy applies to all employees of Glen Hills Primary School who work with pupils where manual handling is part of the assessed need. Staff should also be aware of the Manual Handling Operations Regulations 1992 (as amended).
- 3.2. Appendix A provides examples of the types of tasks which involve manual handling.

## **4. ROLES AND RESPONSIBILITIES**

4.1. The Head teacher is required to:

- Have knowledge of Manual Handling Regulations
- Ensure the provision of adequate and up-to-date training for all staff;
- Ensure a manual handling risk assessment is undertaken at the earliest possible opportunity to ensure information supplied on a Service Request form and/or Care Plan is accurate or when it is known the information is unavoidably incomplete;
- Identify and deploy appropriately trained staff to suit the required task, ensuring they are informed of any risk reduction measures and, if applicable, have available any non-mechanical standard aids (e.g. moving belt) identified as necessary for safe completion of the task.

4.2. A senior member of staff in the school will be assigned the role of Review Officer, and will need to:

- Attend appropriate Manual Handling and risk assessment training;
- Review school provision against information supplied about the pupil's needs and, if applicable, the Specific Risk Assessment form; and
- Refer any change in the pupil's needs to other school staff and/or other professionals for a re-assessment.

- 4.3. Any member of staff may be allocated the role of Risk Assessor. The Risk Assessor has a duty to carry out a formal risk assessment on all hazardous manual handling activities. This involves ensuring that all relevant information is obtained and acted upon.
- 4.4. In the event of difficulties, or if advice is required, then an occupational therapist or physiotherapist may need to be involved. Their role would be to:
- Produce / amend the pupil's care plan and provide a copy to the school;
  - Complete a specific risk assessment form in respect of the pupil's needs and provide a copy to the school;
  - Arrange for the provision of any necessary equipment and identify and inform the school of service and maintenance requirements;
  - Inform the school of the need for any necessary equipment if it deemed to be the responsibility of the school to provide this;
  - Carry out a review of the risk assessment at appropriate frequencies, or supply the school's Review Officer with all the relevant information to enable them to review the risk assessment.

## **5. RISK ASSESSMENT**

- 5.1. Staff or other professionals undertake the role of "Risk Assessor" every time they carry out an assessment of need or review of a pupil who needs assistance with mobility.
- 5.2. Staff or other professionals working directly with a pupil undertake the role of "Risk Assessor" every time they accept to provide manual handling services to a pupil.
- 5.3. Referrals should be made to occupational therapists, physiotherapists or nurses for advice where specialist equipment or the involvement of more than one person are considered necessary to carry out the task safely.

## **6. CONTROL MEASURES**

- 6.1. It is the Risk Assessor's responsibility to identify any measures that can be put in place to reduce risk to staff and pupils when carrying out a manual handling procedure.
- 6.2. It is recognised that it may not be possible to implement all such measures immediately. For example:
- a) Equipment, once delivered, may prove in practice to be inappropriate;
  - b) A pupil's ability / mobility may improve or deteriorate and the moving and handling procedure previously agreed may cease to be appropriate;
  - c) The working environment may preclude the measure.

In such cases the matter should be referred, as soon as possible, to the Head Teacher who should consider further or alternative risk reduction measures to reduce the risk, taking advice from other agencies as appropriate.

## **7. MANUAL HANDLING OPERATIONS**

### **7.1. Staff**

- 7.1.1. Pre-employment health screening is carried out on all staff at the time of appointment. This will identify any pre-existing health condition that may be exacerbated by undertaking moving and handling activities and allow the school to either ensure the individual is not required to undertake such activities or to put measures in place to address the enhanced risks of injury.
- 7.1.2. The handling capacity of all staff will be assessed and taken into consideration before they are asked to undertake any form of moving and handling. Staff have a duty to inform the head teacher, confidentially, if any health issues arise after they have commenced employment, where these may affect their ability to safely

undertake their full role.

- 7.1.3. All staff will have access to relevant guidance pertaining to safe moving and handling and manual handling tasks, including back injury prevention and use of appropriate equipment..

## 7.2. Equipment

- 7.2.1. The school acknowledges and accepts responsibility for insuring any equipment provided so support the moving and handling of people.
- 7.2.2. Only approved / authorised equipment may be used in the handling of pupils.
- 7.2.3. All equipment must be maintained and serviced in accordance with manufacturers' instructions at a suitable frequency, and appropriate records kept.
- 7.2.4. All staff who are required to use equipment to support the moving and handling of pupils will receive training, instruction and supervision on how to use it safely. This will take place before they first use the equipment and at result intervals thereafter. Up to date training schedules and records will be maintained by the Head Teacher.

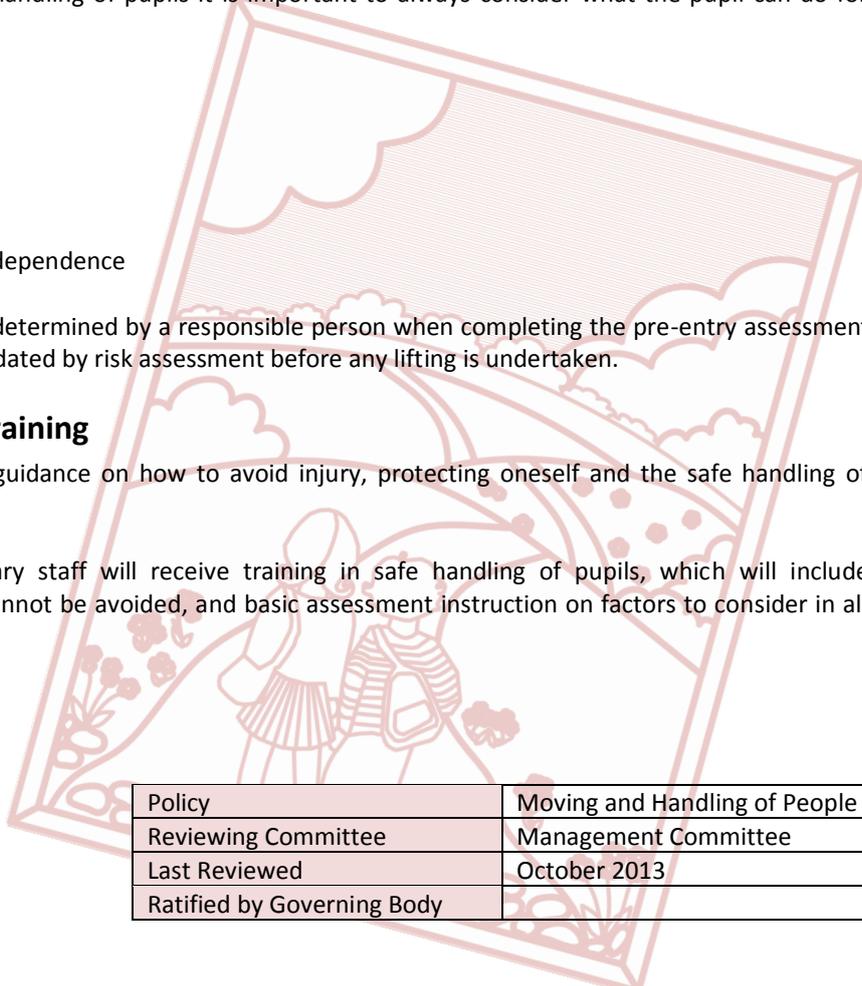
## 7.3. Other Factors to Consider

- 7.3.1. In order to reduce the risk to staff, mobility information about the pupil will be requested on entry to the school and on return from absence of the pupil. This information will enable a responsible person to assess the level of risk and to evaluate the appropriate handling needs of each individual pupil. The assessment should be updated if any changes occur. An example Assessment form can be found in Appendix B.
- 7.3.2. When assessing moving and handling of pupils it is important to always consider what the pupil can do for him/herself, including:
- Ability to co-operate
  - Comprehension
  - Skin condition
  - Sight/hearing
  - Medical restrictions
  - Level of dependence / independence

The above factors should be determined by a responsible person when completing the pre-entry assessment of the pupil's mobility and updated by risk assessment before any lifting is undertaken.

## 7.4. Individual Employee Training

- 7.4.1. All staff will receive general guidance on how to avoid injury, protecting oneself and the safe handling of pupils.
- 7.4.2. Where it is deemed necessary staff will receive training in safe handling of pupils, which will include procedures for when lifting cannot be avoided, and basic assessment instruction on factors to consider in all handling situations.



Policy	Moving and Handling of People
Reviewing Committee	Management Committee
Last Reviewed	October 2013
Ratified by Governing Body	

## APPENDIX A – EXAMPLES OF MANUAL HANDLING TASKS

The following are illustrative of the type of tasks which involve manual handling:

- Lifting all of a person
- Supporting a substantial part of the person's weight (e.g. leg)
- Assisting rolling in bed
- Assisting sitting up from a lying position
- Assisting with personal hygiene in a bed/chair
- Assisting to seated position on the side of a bed
- Pushing a wheelchair
- Assisting standing out of a chair
- Assisting on/off the toilet
- Assisting in / out of shower
- Supporting a person to walk
- Assisting in / out of a car
- Assisting from floor level
- Using hoists / slings and other moving and handling equipment

This list is not exhaustive.



## APPENDIX B1 – MOVING AND HANDLING ASSESSMENT FORM

To be completed for each pupil requiring moving and handling and updated if changes occur.

School:

Task Assessed:

Name and Age of Pupil:

Mobility:

- Fully mobile
- Minimal assistance required
- Walks with aids / carer
- Unstable gait / uncoordinated
- Can stand but unable to walk
- Restricted use in all limbs
- Other medical restrictions (e.g. surgery, gastrostomy, etc)

Body Weight and Tone:

- |                   |                          |             |                          |
|-------------------|--------------------------|-------------|--------------------------|
| Less than 4 stone | <input type="checkbox"/> | Low tone    | <input type="checkbox"/> |
| 4 – 8 stone       | <input type="checkbox"/> | Normal tone | <input type="checkbox"/> |
| Over 8 stone      | <input type="checkbox"/> | High tone   | <input type="checkbox"/> |

Co-operation:

- Good
- Fair
- Poor

Medical Condition:

- Epilepsy
- Brittle bones
- Syndromes
- Other (specify)

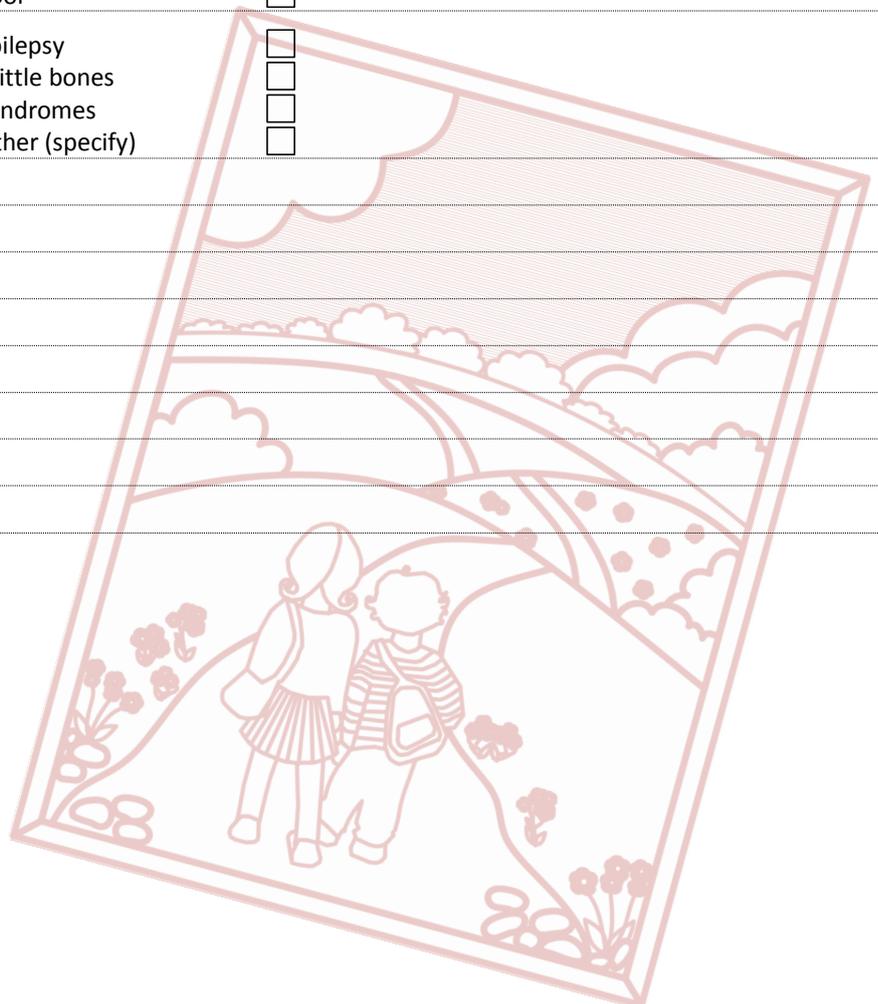
Medication Name and Dose

Assessor:

Risk Exposure – Who? Pattern?

Handling Incidents

Location



	Hazard / Likelihood Information	Score*	
		H	L
<p><b>The Task (including how organised)</b></p> <ul style="list-style-type: none"> <li>• What type of action is needed?</li> <li>• Is the action necessary / can it be avoided?</li> <li>• Does the movement involve <ul style="list-style-type: none"> <li>- Holding load away from trunk;</li> <li>- Twisting;</li> <li>- Stooping;</li> <li>- Bending/stretching</li> </ul> </li> </ul> <p>If so give details of height / weight / distance and to what degree.</p> <ul style="list-style-type: none"> <li>• Is a change of grip necessary during transfer?</li> <li>• How far does the pupil need to be assisted?</li> <li>• How often does the action need to be performed?</li> <li>• How long does it take?</li> <li>• Does it require more than one member of staff?</li> <li>• Is there any pulling or pushing of the pupil?</li> </ul>			
	Task Risk (H x L)		
<p><b>Capabilities of the Staff Involved</b></p> <ul style="list-style-type: none"> <li>• Personnel information (Names, etc)</li> <li>• Does the task require unusual strength / height?</li> <li>• Does the task put the individual at risk if they have any health problems?</li> <li>• Detail any specialist knowledge / training required (e.g. for use of equipment)?</li> <li>• Are there any previous injuries that need to be considered (e.g. recent surgery?)</li> <li>• Is the member of staff pregnant?</li> <li>• Is clothing appropriate (inc. footwear)?</li> <li>• Consider age/fitness of staff member</li> <li>• Is the staff member aware of their own capabilities?</li> </ul>			
	Staff Capabilities Risk (H x L)		
<p><b>The Load (the pupil to be moved / transferred)</b></p> <ul style="list-style-type: none"> <li>• What is the weight and size of the pupil and do they have any weight-bearing abilities? Include details of tone (e.g. low, normal, high).</li> <li>• Is the weight-bearing unevenly distributed?</li> <li>• Is the pupil able to assist with the move?</li> <li>• Does the pupil have any challenging behaviour that could be a risk to themselves or others?</li> <li>• Are there communication difficulties? (e.g. sensory impairment / language difficulties)</li> <li>• Are there any specific cultural needs?</li> <li>• Are there any other medical restrictions? (e.g. recent surgery / skin condition / hearing impairment / sight impairment)</li> </ul>			
	Load Risk (H x L)		
<p><b>Medical Conditions</b></p> <ul style="list-style-type: none"> <li>• Does the pupil have a medical conditions? (e.g. epilepsy). If so how frequent / type / length?</li> <li>• Any other medical restrictions? (e.g. surgery, gastrostomy, extensor thrusts, brittle bones)</li> <li>• Medication list (refer to pupil file if necessary)</li> </ul>			
	Medical Conditions Risk (H x L)		

	Hazard / Likelihood Information	Score*	
		H	L
<b>The Environment</b> <ul style="list-style-type: none"> <li>• Constraints on posture (e.g. obstructions)</li> <li>• Floors</li> <li>• Variations in levels</li> <li>• Hot / cold conditions</li> <li>• Lighting</li> <li>• Furniture</li> <li>• Space</li> <li>• Other</li> </ul>			
	Environment Risk (H x L)		
<b>Overall Risk from Moving and Handling</b>			
	Overall Risk (H x L)		

* Score: The risk should be scored using the following principles:			
	Low	Medium	High
Hazard	1	2	3
Likelihood	1	2	3
Risk (= Hazard x likelihood)	1 or 2 Leave 'til last	3 or 4 Leave 'til later	6 or 9 Act now

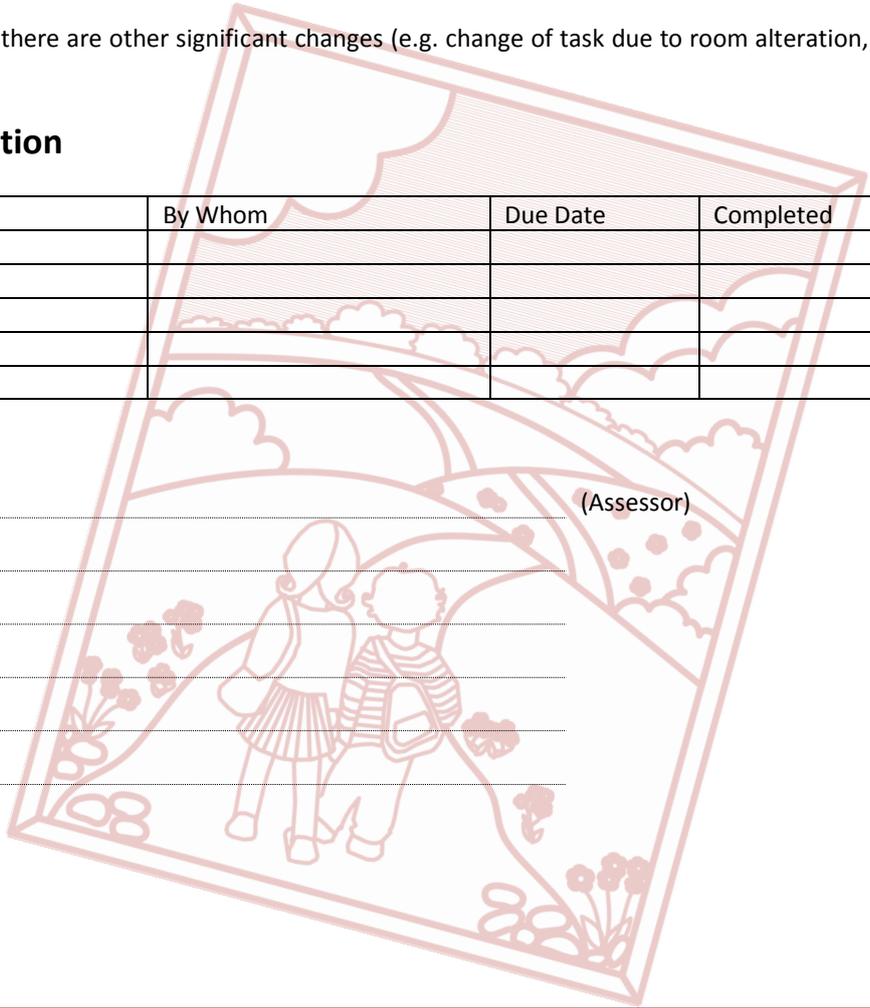
The above assessment should be reviewed at regular intervals or if there is any change in the condition of the pupil.

A new assessment will be necessary if there are other significant changes (e.g. change of task due to room alteration, or change of staff)

### Summary and Points for Action

Action Required	By Whom	Due Date	Completed

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Review date: \_\_\_\_\_  
Monitoring: \_\_\_\_\_  
(sign and date) \_\_\_\_\_



(Assessor)

## APPENDIX B2 – RISK ASSESSMENT CHECKLIST – EVALUATION AND REVIEW

Name and Age of Pupil: \_\_\_\_\_

**Mobility:**

- Fully mobile
- Minimal assistance required
- Walks with aids / carer
- Unstable gait / uncoordinated
- Can stand but unable to walk
- Restricted use in all limbs
- Other medical restrictions (e.g. surgery, gastrostomy, etc)

**Body Weight and Tone:**

- Less than 4 stone  Low tone
- 4 – 8 stone  Normal tone
- Over 8 stone  High tone

**Co-operation:**

- Good
- Fair
- Poor

**Medical Condition:**

- Epilepsy
- Brittle bones
- Syndromes
- Other (specify)

**Medication Name and Dose**

\_\_\_\_\_

\_\_\_\_\_

	Y*	N	Comments
Has the pupil's condition improved? Is there more understanding? Is there more assistance from the pupil?			
Has the pupil's condition deteriorated? Is there less understanding? Has mobility decreased?			
Does the pupil experience pain or discomfort? Does the pupil refuse to co-operate? Is it felt that privacy is not being respected?			
Was the member of staff confident in the task and did they communicate appropriately?			
How safe is any equipment used (e.g. is it stable?) Is the member of staff confident in its use?			

\* If "Yes" has been ticked for any of the above then a new Assessment should be completed, taking account of the changes noted.

Assessor Name: \_\_\_\_\_

Signed: \_\_\_\_\_

(Assessor)

Date: \_\_\_\_\_