

Bredenbury Primary School
MANUAL HANDLING OF PUPILS POLICY
June 2014

Signed and Dated
Chair of Governors
Headteacher

GENERAL POLICY STATEMENT

Pupils with physical disability may need physical assistance from an adult in order to actively participate in National Curriculum and whole school activities. It is crucial to consider the ways in which access to the school day will be achieved, for example, how the pupil will make transfers, use equipment or manage personal needs, alongside the adult support, which is necessary to facilitate these activities.

Bredenbury Primary School recognises the needs of both staff and pupils. For pupils, their safety and their dignity need to be safeguarded. For staff, the risk of injury needs to be eliminated or minimised. Wherever reasonably practical, moving and handling tasks must be avoided. It is the policy for all staff to conform to the requirements of the Manual Handling Operations Regulations 1992.

It is therefore the intention of the School to implement the policy and procedures in line with current legislation that will reduce the risk of injury when undertaking moving and handling tasks. Where moving and handling tasks cannot be avoided, the school will ensure that suitable and sufficient moving and handling risk assessments are completed in order that appropriate steps, including training, are taken to reduce the risk of injury to the lowest level reasonably practicable in relation to the handling of children. This policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.

Any member of staff not complying with this policy may be subjected to disciplinary procedures.

Consultation with Governors on :	June 2014
Ratified by Governors on:	12.06.2014
Reviewed by Governors in:	When new legislation requires

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DEFINITIONS

Manual Handling Operations mean any transporting or supporting of a load - including the lifting, putting down, pushing, pulling, carrying or moving thereof - by hand or bodily force
(Manual Handling Operations Regulations - 1992).

Manual Handling is the movement of a load by means of bodily force. This includes lifting, supporting, carrying, putting down, pushing and pulling.

Load includes inanimate objects as well as people.

Moving and handling assessment is a written report which identifies the handling needs of the pupil relative to the environment and personnel needs, and recommends measures to reduce risks of injury.

Moving and Handling Care Plan is a written care plan for a pupil, drawn up as a result of a Moving and Handling Assessment.

HEALTH REQUIREMENTS

1. All staff that regularly carry out moving and handling tasks will be subject to a pre-employment medical screening.
2. Safe practice will be demonstrated by a qualified Physiotherapist or Occupational Therapist.
3. Employees who move and handle pupils and who suffer from recurring muscular or skeletal disorders that affect their ability to perform moving and handling tasks will be referred to an Occupational Health Practitioner.
4. From here the task will be reassessed to ensure the safety of the system of work is correct.
5. Pregnant women regularly undertaking moving and handling tasks will be found alternative work, or ways of working, if there are no aids or adaptations to render the work safe. There will be monitoring procedure to cover suitability of tasks as pregnancy progresses and,

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where a mother returns following the birth of a child, monitoring will continue, including the time when the child is being breast fed, for up to one year following the return.

ROLES AND RESPONSIBILITIES

Governors are responsible for the effective implementation, monitoring and evaluation of the policy.

Headteacher

1. Must be aware of their role and the role of others within the school and liaise with the Authority Health and Safety section where necessary.
2. Must be aware of their responsibilities to ensure that Manual Handling Legislation and the resulting policies and assessment procedures are fully and effectively implemented, once they are approved.
3. Will respect the right of employees not to carry out moving and handling operations, which they feel to be unsafe.
4. Must actively support ongoing manual handling training and maintain records of that training.
5. Must ensure staff and pupils do not wear clothing, jewellery and footwear not suitable for safe moving and handling or that is likely to be a hindrance to safe working.
6. Must ensure that appropriate specialist training and resources are provided for moving and handling.
7. Must ensure that moving and handling tasks are identified, assessed and risk reduction control measures are implemented and will support the recommendations of a qualified person.
8. Must ensure that any moving or manual handling accidents (actual or near misses) are appropriately reported, recorded and investigated according to accident recording procedure.
9. Must identify and inform the governors of any lack of resources, which prevent control reduction measures from being fully implemented.

School's Administrator will maintain an inventory of all moving and handling equipment in the school.

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Staff (Includes all supply and temporary staff)

All staff members:

1. Are responsible for the health and safety of themselves and the health and safety of all people affected by their activities including pupils with whom they work.
2. Must be aware of their role and the role of others in ensuring that the moving and handling policies and procedures are followed to develop and maintain safe working practices.
3. Must undertake moving and handling training approved by the school or setting and must not undertake any moving and handling task until they have received appropriate training specific to their work area.
4. Must follow the moving and handling assessment plan and make full and proper use of equipment provided.
5. Will advise their Line Manager if the moving and handling assessment requires revision.
6. Must report all accidents and/or incidents (including near misses) using the school's accident reporting procedures.
7. Will report to their Line Manager any injury or health problem that affects their ability to safely carry out moving and handling tasks.
8. Will not wear clothing, jewellery and that may affect the safe handling and moving of pupils.
9. Will undertake a visual check of handling equipment prior to use and will promptly report to the responsible person any fault or defect, and where possible remove it from use.

HANDLING AND LIFTING CHILDREN

Regular, manual lifting and handling of children, particularly those with physical disabilities, can present significant risk to both the child and the staff undertaking the activity. The following principles should be followed:

- Only those staff whose contract of employment requires them to lift children should undertake this activity

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- Where reasonably practicable, aids for lifting and moving should be utilised to reduce the risk to a minimum.
- Children with specific needs should have lifting requirements included in their personal care plan
- If a child does not have a personal care plan but requires lifting and moving on a regular basis a suitable manual handling plan should be drawn up
- Any staff handling and lifting children should receive appropriate training

Care plans should include details of any equipment used to assist moving the child, such as the use of a wheelchair or mobile hoist or an evacuation chair in an emergency. Suitable training must be given to anyone who will be required to use any such equipment.

Please refer also to: the school's Behaviour Policy for details of Team Teach training, which includes the manual handling of pupils who require restraint.

MONITORING AND REVIEW

The school will monitor and review, what it is doing to implement the Pupil Moving and Handling Policy to assess how effectively risks are being controlled.

Monitoring includes:

- a) Making adequate routine inspections and checks to ensure that preventive and protective measures identified in the pupil moving and handling plan are in place and effective.
- b) Ensuring that all personnel involved in the pupil moving and handling are adequately trained and given all relevant information.
- c) Identifying when a pupils moving and handling assessment is no longer valid and initiating the assistance of others, e.g. a Link Worker, to review and update.
- d) Adequately investigating the immediate and underlying causes of incidents/accidents to ensure that remedial action taken and lessons learnt. In

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all cases it is appropriate to record and analyse the results of a monitoring activity to identify any underlying trends that may not be apparent from looking at events in isolation.

Review involves:

- a) Establishing priorities for necessary remedial actions that were discovered as a result of monitoring to ensure that suitable action is taken in good time and is completed.
- b) Periodically reviewing the whole of the pupil's moving and handling management system, including the elements of planning, organisation, and control and monitoring to ensure that the whole system remains effective.

In all cases, reviews should be undertaken at least annually. In addition, a review should be undertaken when there have been changes which could affect the manual handling assessment, e.g. a change of location, a change of equipment, a change in the needs of the pupils etc.