



## Moving & Handling Policy

<b>Statutory Policy:</b> No	<b>Reviewed by the Curriculum Committee</b>	07/03/24
<b>Source:</b> LBC & LZW	<b>Ratified by the Full Governing Body:</b>	21/03/24
<b>Policy to go on website:</b> Yes	<b>Review Cycle/ Next Review:</b>	Bi-Annual/ Spring 26

The Lady Zia Wernher School has adopted the Luton Borough Council *procedure 18* regarding Manual Handling (*January 2021*)

*Note – the terms manual handling, moving and handling and lifting and handling may be used to refer to the same principles and processes.*

All-Class based staff training is provided through Centaur Training and Development Ltd, and all staff have access to the training pack provided through school based accredited trainers. This provides the knowledge to reduce risk from the manual handling of any load (people, inanimate objects/equipment) through the implementation of good manual handling techniques including the use of equipment where required. Site or person specific Risk Assessments linked to manual handling are delegated to and carried out by the Moving and Handling Team.

Both Luton Borough and Centaur reflect relevant Health and Safety Executive information

Lady Zia Wernher School:

- Recognises its responsibilities to comply with the Management of Health and Safety at Work Regulation 1999 and, in particular, its responsibilities regarding the Manual Handling Operations Regulations 1992.
- Is committed to reduce the risks associated with manual handling operations in the workplace, so far as reasonably practicable, and therefore adopts a minimal manual handling policy.
- Will ensure a general assessment is carried out under Regulation 3(1) of the Management of Health and Safety at Work Regulations 1992 to identify any possible injury from any manual handling operation.
- Will ensure where manual handling cannot be avoided that wherever possible the procedure will be mechanised.
- Will ensure, where the manual handling operation cannot be avoided, a suitable and sufficient assessment of any hazardous manual handling operation is undertaken, whether it be verbal, informal or ultimately a formal risk assessment should be undertaken.
- Is committed to reducing the risk of injury from those manual handling operations that cannot be avoided to the lowest level practicable. This shall be done through risk assessment and the implementation of manual handling guidelines.
- In consultation with other professionals and, including employees, safety representatives, Health and Safety groups etc, to implementing changes relating to:- the working environment, equipment, appropriate clothing including footwear, staffing levels.

- Is committed to advise on the adjustment and redesign of work places so far as reasonable practicable, to enable manual handling operations to be undertaken whilst reducing the risks to the lowest level practicable.
- Will ensure all new class based staff undertake training during an induction period and also ensure existing staff undergo regular refresher training. Any employee who has been off sick with an injury relating to a manual handling incident will receive refresher training before resuming their manual handling duties. At LZW individual M&H risk assessments will be carried out for identified staff with known difficulty or injury by delegated staff (H&S - personnel, M&H Team) as required.
- Will ensure all new non-class based staff undertake training during an induction period and also ensure existing staff undergo regular refresher training via Smartlog.
- Is committed to providing funding to enable the purchase of identified equipment, furniture and manual handling aids.
- Advises all employees to take reasonable care of their own and others safety; of their duty to use any equipment provided; of their duty to comply with departmental policies / procedures *including safe systems of work* / assessments and also advise their employer of any identified dangers.

Other linked policies –

Health and Safety at Work 1999

Manual Handling Operations regulations 1992 (Amendments 2002)

## Appendices

### Appendix 1

#### 3 Hour Introduction Manual Handling Training

##### THEORY – 9.00 – 10.15

Legislation – over view including HSE, MHOR, RIDDOR, COSHH  
Spinal Awareness – Spinal Injury/Risk Factors/Musculo-Skeletal Injury  
4 Principles of Safer Manual Handling  
Base to Face  
APPEE including Risk assessment /TILE

##### BREAK – 10.15 – 10.30

##### PRACTICAL – 10.30 – 12.00

Moving object – demo/practical  
Pushing/pulling wheelchair/trolley or hoist – demo/practical  
Supported transfers –  
1, Assisted sit to stand and vice versa, 1 and 2 people  
2, Assisted sit to lie (shuffling)

##### Log roll

Hoist and sling techniques  
Parts of hoist and sling checks  
Insertion and removal of sling  
Hoist sit to sit, sit to lie

##### PLENARY – 11.50 – 12.00

Evaluation, Certificates, final feedback

#### Induction Training

SMARTLOG Manual Handling – 20 – 30 minute theory  
This is reviewed automatically every 2 years

Appendix 2

Risk Assessment proforma



# Manual Handling Risk Assessment

<u>Name:</u>		<u>DOB:</u>	
<u>Diagnosis:</u>			
Date of initial assessment:		MH Assessor:	
Head-teachers/SLT signature:			
Review: Date:	Review: Date:	Review: Date:	Review: Date:
MH Assessor:	MH Assessor:	MH Assessor:	MH Assessor:
Review: Date:	Review: Date:	Review: Date:	Review: Date:
MH Assessor:	MH Assessor:	MH Assessor:	MH Assessor:

Frequency of monitoring:				
N/A	3months	6months	1year	>1year
Level of risk identified prior to assessment :		Low	Medium	High
Level of risk after safe systems of work are put in place:		Low	Medium	High

Please note that this document forms part of the Manual Handling Risk assessment for this user. This risk assessment form is to be used in conjunction with the safe systems of work documentation, in line with relevant and up to date legislation, specific for this individual, it outlines the ways in which the individual should be moved safely by reducing the risk as far as is reasonably practicable

## Pupil Information

Height –

Weight -

	Abilities	Equipment used
Communication		
Mobility		
Personal care		
Transfers		
Medical needs e.g skin integrity, oxygen, gastrostomy in situ, allergies, sensory impairment		

## Risk Assessment

Include information from other professionals e.g physiotherapy, occupational therapy, SALT from most recent reports as required, to complete additional supporting information section.

<b>RISK</b>	<b>Physical Stature</b> Level of risk - High, Medium, Low
Tick, highlight if relevant	<ul style="list-style-type: none"> <li>The child has a bulky stature</li> <li>The child is heavy</li> <li>The child is physically fragile</li> <li>The child is a difficult shape e.g contractures/missing limbs</li> <li>The child has a history of falls</li> </ul>
Additional supportive information :( include additional aides)	
<b>RISK</b>	<b>Mobility</b> Level of risk - High, Medium, Low
Tick, highlight if relevant	<ul style="list-style-type: none"> <li>The child is able to weight bear</li> <li>The child is immobile and is unable to assist with the manoeuvre.</li> <li>The child is mobile with the use of aids</li> <li>The child is mobile with minimal assistance</li> <li>The child has no ability to control their own movements.</li> <li>The child has unpredictable body movements i.e. spasms</li> <li>The child has an unstable gait</li> <li>The child has seizure</li> </ul>
Additional supportive information :( include additional aides)	
<b>RISK</b>	<b>Cognition:</b> Level of risk - High, Medium, Low

Tick, highlight if relevant	The child cannot follow through instructions when asked. The child understands what is being asked of them and tries to help but movements are very uncontrolled or may present as spasms.
Additional supportive information :( include additional aides)	
RISK	<b>Sensory impairment:</b> Level of risk - High, Medium, Low
Tick, highlight if relevant	Poor vision which may impact on how the child feels when being moved Poor vision and tries to reach out to those close by or reaches out to the environment Hearing impairment Startles at sudden sounds Easily distracted by sound/visual stimuli
Additional supportive information :( include additional aides)	
RISK	<b>Communication:</b> Level of risk - High, Medium, Low
	Verbal Non verbal Uses augmentative communication device
Additional supportive information :( include additional aides)	
RISK	<b>Behaviour:</b> Level of risk - High, Medium, Low
Tick, highlight if relevant	The child has unpredictable behaviour The child has predictable behaviour The child is cooperative The child is uncooperative The child has sudden movements
Additional supportive information :( include additional aides)	

## Environment

All rooms carry a variation of risks that need to be assessed in advance, immediately before accessing and whilst occupying a room as it is dynamic in nature.

The following areas for consideration is NOT an exhaustive

- The environment causes constraints on posture
- The environment has a variation in floor surfaces
- The environment has variation in levels
- The environment is cluttered – e.g tables, cupboards, resources
- The environment is hot / cold/ humid
- The environment has strong air movements
- The environment has poor lighting conditions
- The environment is busy e.g other pupils moving within area
- The environment is noisy

- The environment contains moving equipment
- The environment is populated with other pupils with unpredictable behaviours e.g movements, sounds

**Manual handling guidelines and safe systems of work:**

These guidelines have been put in place due to a risk assessment having being conducted in line with the Manual Handling Regulations Operations. It is site specific for Lady Zia Wernher School with the in house equipment available and chosen specifically to the child named on this assessment.

Wheelchair	Please refer to the following MH Guidelines for further information –
Class seat	
Changing plinth	
Toileting – changing bed	
Acheeva	
Swimming	
<p>Emergency Protocols –</p> <p>Off Site Visits –</p> <p>Additional information</p> <ul style="list-style-type: none"> <li>• At least one member of staff needs to be fully trained and take the lead when handling.</li> <li>• All staff members are to work in compliance with the school policies for moving and handling</li> </ul> <p>Ensure good manual handling techniques and appropriate use of equipment is maintained at all times in line with training provided.</p>	

Please note that this document forms part of the Manual Handling Risk Assessment for this user. This risk assessment form is to be used in conjunction with the Safe Systems of Work documentation specific for this child, it outlines the way in which this client should be moved safely by reducing the risk as far as is reasonably practicable. An annual review from the date of the assessment is required as the minimum.

A review of assessment is needed when there is any significant change to the client handling where the risk changes for any reason e.g. due to a reduction in mobility, participation, a change in medical interventions or whether their condition changes. Contact with the Manual Handling team should be made so that this can take place. Staff can always ask for advice if there is a problem and should make a referral where there is concern.

Note – example only. Others available for other transfers



H2

## Wheelchair/alternative seating to bench – 2 carers

1 carer operates the raising of the hoist making sure the movement is smooth. The other carer reassures pupil and ensure correct positioning of sling and pupil

- ❑ Ensure all necessary equipment is to hand before commencing move and that there is enough space to carry out the manoeuvre.
- ❑ **CHECK HEIGHT OF BENCH and LOCATION OF HOIST**
- ❑ Ensure brakes are on the wheelchair/alternative seating
- ❑ Undo necessary straps
- ❑ Place hoist jacket on – (cross leg straps if appropriate)
- ❑ Wheel hoist to the front of the wheelchair/alternative seating
- ❑ Connect all loops to the hoist spreader bar – pull to ensure correct connection
- ❑ Undo remaining straps
- ❑ 1 carer operates the raising of the hoist making sure the movement is smooth the other carer reassures pupil and ensure correct positioning of sling and pupil
- ❑ Remove the wheelchair/alternative seating
- ❑ Push hoist to the bench
- ❑ 1 carer operates the lowering of the hoist making sure the movement is smooth the other carer reassures pupil and ensures correct positioning of the pupil onto the bench
- ❑ The hoist operator ensures the spreader bar is safely lowered away from the pupil
- ❑ Remove the loops and store the spreader bar safely and remove hoist
- ❑ Raise the bench

Appendix 4

**Manual Handling Back to school report**

<b>Name of child:</b>	<b>MH Advisor:</b>
<b>Reason for back to school:</b>	

<b>Information identified from parent and professional:</b>	
<b>Date of operation:</b>	
<b>Medication:</b> (what, when and why)	
Inform parents to speak to nurses.	
<b>Repercussions from the operation/ procedure taken:</b>  What has consultant said.  Speak to Physio for clarification as to child's abilities prior to the visit and when back at school.	

<b>Interim risk assessment:</b>  <b>Safe system of work</b>	<b>This is to be taken as overriding the main risk assessment until deemed necessary by the manual handling team.</b>  <b>Do not deviate from this</b>
Pain relief	
Transitions	
SEMH	
Phase Return	
Additional	