



## ***Moving and Handling Children and Young People with a Physical Disability Policy***

*This guidance sets out tasks, issues and guidance to be followed to help ensure the health, safety and welfare of employees within Schools as well as other individuals that may be visiting or working in the same premises as our staff.*

### ***Responsibilities***

*The Health and Safety at Work etc. Act 1974, sets out certain duties and responsibilities for employers and employees.*

*It is the responsibility of your employer to ensure, as far as is reasonably practicable, the health, safety and welfare of all staff. Health and Safety will seek to ensure that all work shall be undertaken in such a manner that your health and safety is not at risk by ensuring as safe a working environment as possible.*

*It is your legal responsibility as an employee under the same law, whilst at work, to take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions at work.*

### ***What is Manual Handling?***

*Manual Handling includes tasks which involve, lifting, lowering, pushing, pulling, and supporting of loads by hand or bodily force.*

*A load can be any movable object including a young person.*

### ***What is the scale of injuries associated with manual handling?***

*More than a third of the injuries reported to the Health and Safety Executive (HSE) are caused by Manual Handling. Most injuries reported are back injuries but hands and feet are also vulnerable*

*Many manual handling injuries are chronic i.e. build up over a period of time, rather than being caused by a single manual handling incident.*

### ***What do I need to do?***

*The Manual Handling Operations Regulations 1992, came into force on 1st January 1993 and require employers to make suitable and sufficient assessment of the risks to Health and Safety of their employees whilst at work.*

### ***How do I make the risk assessment?***

*Risk assessments for the manual handling of children and young people are the responsibility of the school. You know your activities better than anyone. Most assessments will require a few minutes observation to identify if there are any measures which can be taken to make the manual handling activity easier or less risky. Consulting with the person doing the job is invaluable, they often know the problems and have suggestions on how to solve them. In complex cases involving special needs or medical conditions, expert assistance may be required.*

***Do Manual Handling Assessments have to be recorded?***

*Yes, where there is a significant risk of injury, the assessment of the manual handling tasks must be recorded and shared with the employees to which it applies. There is a form available on the Extranet to make this easier.*

***Do I have to do assessments for each individual employee?***

*No, it is acceptable to do a generic assessment that is common to more than one employee. However it is important to take into account the capabilities of individuals. The most important thing is to identify the risk of injury and point the way to practical improvement that will reduce the risk.*

***Is there anything I should look at specifically when making the assessment?***

*Yes, it will be useful to break the manual handling activity into 4 areas as follows:*

***The Task***

*When considering the task, you should ask if they involve;*

- ◆ *Holding the loads away from the body or trunk*
- ◆ *Twisting, stooping or reaching upwards*
- ◆ *Large vertical movement*
- ◆ *Strenuous pushing or pulling*
- ◆ *Unpredictable movement of loads*
- ◆ *Repetitive handling*
- ◆ *The frequency of the task.*

***The Load***

- ◆ *Consider the needs of the young person*
- ◆ *Consider the level of cooperation from the young person.*

***Working Environment***

*Consider whether the working environment has;*

- ◆ *Constraints on posture*
- ◆ *Poor floors*
- ◆ *Variation in levels*
- ◆ *Hot, cold or humid conditions*
- ◆ *Strong air movements*
- ◆ *Poor lighting conditions*
- ◆ *Restrictions on movement or posture from clothes or personal protective equipment*

***Person or persons involved in carry out the lifts***

*Consider whether the persons involved;*

- ◆ *Requires unusual capability*
- ◆ *Has health problems where manual handling could endanger their health*
- ◆ *Are pregnant*
- ◆ *Requires special information or training*

***Are there any practical ways of reducing the risk of injury***

*Yes, you should ask yourself if you can:*

- ◆ *Improve workplace layout*
- ◆ *Reduce the amount of twisting and stooping*
- ◆ *Avoid lifting from floor level*
- ◆ *Reduce carrying distances*
- ◆ *Avoid repetitive handling*
- ◆ *Vary the work allowing one set of muscles to rest while another is used*

*Can you make the load easier to handle by:*

- ◆ *Using lifting equipment where possible and appropriate i.e. hoists etc.*

*Can you:*

- ◆ *Remove obstructions to free movement*
- ◆ *Provide better flooring*
- ◆ *Improve lighting*
- ◆ *Consider less restrictive clothing or personal protective equipment*
- ◆ *Avoid steps/steep ramps*
- ◆ *Prevent extremes of hot and cold*

*Can you:*

- ◆ *Take better care of those who have physical weakness or are pregnant*
- ◆ *Give your employees more information about the range of tasks they are likely to face*
- ◆ *Provide training*

***What about Manual Handling Training?***

*Training is important but on its own it can't overcome:*

- ◆ *Lack of mechanical aids*
- ◆ *The weight of the individual being lifted*
- ◆ *Poor working conditions*

*Training should cover:*

- ◆ *How to recognise harmful Manual Handling*
- ◆ *Appropriate systems of work*
- ◆ *Use of mechanical aids*
- ◆ *Good Manual Handling techniques for the benefit of both the person being lifted and the person doing the lift.*

### ***Lifting Equipment***

*The aim of the Manual Handling (Young People) Risk Assessment is to eliminate the risk of injury through manual handling. This may mean that staff will be provided with specific lifting equipment such as hoists or Bath Lifts.*

*Staff are responsible to make sure they:*

- ◆ *Participate in all training organised for the use of lifting equipment*
- ◆ *Use equipment and systems in the correct manner and for the purpose for which it was intended*
- ◆ *Do not use any unauthorised manual handling equipment or techniques at work*
- ◆ *Before using any items of lifting equipment used for lifting clients, hoists, bath lifts etc, check that there is a current sticker or certificate of thorough examination indicating that it has been inspected within the last 6 months. If none is present advise your line manager and arrange to contact one of the following:*

### ***John Berry***

*Senior Maintenance Engineer*

*Corporate Services*

*Building Design*

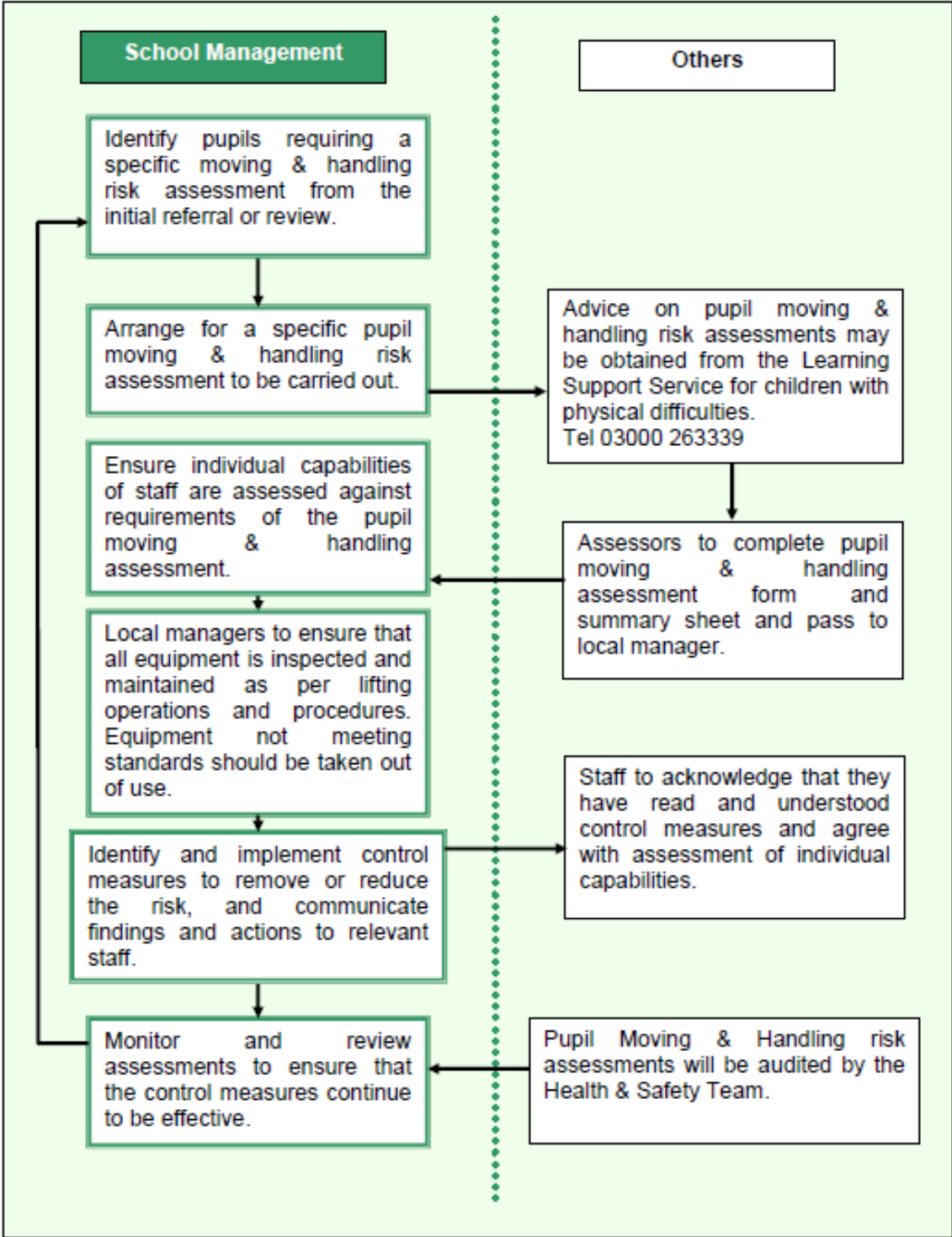
*Direct Dial 03000 260975*

*Insurance Team*

*Direct Dial 03000 269648*

*For further help and advice contact the Health and Safety Team on 03000 265781.*

**SCHOOL MOVING & HANDLING OF PUPILS AND YOUNG PEOPLE PROCEDURE**



## School Health & Safety Procedure

### Moving & Handling (Pupil & Young People)

#### Process

1 Identify pupils requiring a specific moving & handling risk assessment from the initial referral or review of the pupils care provision.

2 Head Teachers will arrange a pupil moving & handling assessment for the pupil with help from The Learning Support Service for Children with Physical Difficulties as soon as possible.

3 Assessors to complete a pupil moving & handling assessment form and summary sheet and pass to Head Teacher.

4 Head Teachers will ensure individual capabilities of those staff carrying out pupil moving & handling are assessed against requirements identified in the moving & handling assessment.

Training identified in the pupil moving and handling assessment should be undertaken before the pupil manual handling takes place.

5 Head teacher will ensure all lifting equipment is maintained and inspected under LOLER and PUWER.

6 Head teachers will identify and implement control measures to remove or reduce the risk, and communicate findings and actions to relevant staff.

7 Staff working with pupils will acknowledge that they have read and understood control measures and agree with assessment of individual capabilities.

8 Head Teachers will arrange for the monitoring and review pupil moving & handling assessments to ensure that the control measures continue to be effective.

Records of pupil moving & handling assessments and training details should be kept in school.

9 Audits will be made of pupil moving & handling risk assessments by the Health & Safety Team.

#### References

Pupil moving & handling assessment form

Carer Capability form

*Signed: G Davison*

*Headteacher*

*Date: February 2017*

*Signed: C Linfoot*

*Chair of Community and SMSC Committee*

*Date: February 2017*

*Review: February 2019*