



Bracken Hill School

Safe Moving and Handling of People Policy

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Policy Type: Whole School

This policy is reviewed biennially to ensure compliance with current regulations

The Governors of the school recognise that all staff play a vital role in the achievement of high standards and in providing our pupils with the best opportunities matched to their needs.

Aims:

- To ensure appropriate and safe moving and handling of pupils with a physical disability
- Provide a consistent framework which ensures that pupils are handled with respect and dignity
- Ensure a safe system of assessment and training and support for pupils and staff

Relationship to Other Policies:

This safe moving & handling of people policy embraces policies and procedures for teaching and learning, control and restraint of pupils, intimate care, health and safety, safeguarding and school visits.

Policy

The school is committed to providing a safe and healthy place of work for all employees and to ensure that all activities are suitability assessed for risks and that adequate controls are in place to help prevent accidents and illness to employees and other people who may be affected by its work activities.

When assisting people to move every effort will be made to help individuals maintain their dignity and independence. People are to be encouraged to assist in their own movement and transfers where possible and suitable handling aids will be used wherever they can help to reduce risks.

This policy follows the philosophy of working to a minimal lifting approach in all areas. This approach helps to ensure compliance with the current Manual Handling Operations Regulations and reduces the risk of injury.

Roles and responsibilities

Senior Leaders have a responsibility to:

Implement and communicate the policy and introduce a code of practice covering moving and handling in their workplace to include audit, review processes and ongoing monitoring.

Ensure that formal handling risk assessments are carried out, with full consideration of the person, task, environment, handler and any special individual needs of the persons being handled. Ensure that the resulting control measures are implemented and safe systems of work, and Pupil Emergency Evacuation Plans (PEEP's) are well communicated, easily accessible and utilised by all relevant staff, and partner

organisations, both internal and external.

Ensure that all staff involved in moving and handling receive induction training (on a course recognised by the County Council), and ongoing supervision and development which enables them to operate competently. This applies to both routine and emergency handling.

Ensure all equipment is operated, serviced and maintained in line with manufacturer's recommendations, legal requirements and that this is recorded appropriately.

Follow the moving and handling principles and protocols established by the County Council.

Ensure consideration is given to future additional needs of individuals e.g. a person with a degenerative condition.

Request the support of relevant personnel, e.g. link workers, in relation to moving and handling assessment, provision of special equipment or adaptations to buildings.

Ensure appropriate consultation takes place with staff and or their representatives.

Ensure that they have an appropriate number of staff who have been trained as Link Workers by attendance on the Link Workers Course.

Where appropriate ensure that pupils will be involved in planning their own handling procedures, to promote independence, cooperation and dignity.

Ensure parents are fully informed about children's Safe Systems of Work and/or PEEP's

Staff

All new and current employees involved in the moving and handling of people should attend the local authority moving and handling foundation/basic induction course.

Following attendance at a moving and handling foundation/basic induction course, staff are required to attend a refresher event **every 12 months**

It is the responsibility of employees to work safely and follow procedures and protocols including:

- Undertaking appropriate induction before commencing with their duties
- Contributing to risk assessment processes
- Follow a pupils Safe System of Work or PEEP
- Reporting incidents and near misses and failure of equipment
- Disclosing changes to own health
- Highlighting and sharing concerns regarding risks associated with moving and handling with the link worker/supervisor/line manager

- Wearing comfortable, non-restrictive clothing and enclosed, flat, non-slip footwear suitable for the practical nature of the work. Finger nails will need to be kept to an acceptable length, long hair tied back, ties, scarves and dress jewellery removed.
- Expecting to discuss and comply with management direction with regard to identified risks associated with jewellery, hair, piercings and nails
- Attending additional regulatory training and learning as identified by the individual, link worker or manager
- Ensuring that knowledge, skills and practice is current and updated
- Report not only physical risks, but also emotional stress or anxiety relating to moving and handling tasks, so that appropriate support can be offered.”

Legal Framework

The Health and Safety at Work etc. Act 1974 sets out responsibilities of employers to ensure the safety of employees and anyone else who may be affected by the work activity.

The Management of Health and Safety at Work Regulations 1999 establish a clear legal requirement to carry out risk assessments for all hazardous activities. Employers must carry out specific risk assessments taking particular account of risks to new or expectant mothers, when notified by the employee and young persons.

The Manual Handling Operations Regulations 1992 require a more detailed moving and handling risk assessment to be carried out for activities where moving and handling presents a significant risk. Risk assessment may only be carried out by competent persons who have attended a course recognised by Nottinghamshire County Council. The hierarchy of control measures established by the regulations is quite clear in that the main principle is one of avoiding hazardous moving and handling so far as is reasonably practicable.

The Equality Act 2010 ensures that adjustments for staff and pupils with disabilities are considered and aligns with the school's broader inclusion policies.