



## ASTLEY PARK SCHOOL MOVING AND HANDLING POLICY AND GUIDELINES FOR STAFF

At Astley Park School, we work according to the directives and guidelines of the following legislation related to Manual Handling, when dealing with all moving and handling issues including both the handling of children and inanimate objects:-

- *Health and Safety at Work Act (HSWA) 1974*
- *Management of H & S at work Regulations (MHSWR) 1999*
- *Manual Handling Operations Regulations (MHOR) 1992 and 2002*
- *The Provision and Use of Work Equipment Regulations (PUWER) 1998*
- *The Workplace (Health, Safety & Welfare) Regulations 1992*
- *Lifting Operations and Lifting Equipment Regulations (LOLER) 1998*
- *The Health and Safety Regulations 2002*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995*

The 'MANUAL HANDLING OPERATIONS REGULATIONS Act of 1992, amended in 2002 states that:

*"Employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do."*

Staff at Astley Park must therefore:-

- Work within their own limitations and not carry out any activity for which they are not competent.
- Co-operate with their line manager in performing risk assessments for moving and handling.
- Attend moving and handling training including updates for their area of work.
- Use equipment provided e.g. hoists and handling belts.
- Follow safe working practices.
- Not interfere with or misuse any equipment or aids that have been provided.
- Not use equipment that they have not been trained to use.
- Follow training and instructions provided on moving and handling e.g. moving and handling protocols, person handling plans and guidance from training courses.
- Make themselves familiar with Individual Personal Profiles of pupils / students which includes a section on Moving & Handling.

- Look out for hazards and report any unsafe situation to the Deputy Headteacher or Headteacher. This includes things such as:-
  - Faulty equipment – which should be labelled and taken out of use.
  - Unsafe working practices. E.g. staff not trained or not confident to carry out the task.
  - High risk handling procedures.
  - Environmental problems e.g. slippery floors, lack of space.
  - Insufficient staff to carry out the manual handling procedure.
  - Reporting pregnancy or any medical conditions, which may affect their ability to perform moving and handling to their manager.

### **MOVING AND HANDLING GUIDELINES FOR STAFF**

The school will have an official Moving and Handling co-ordinator :-  
Mr Steve Poxon (Deputy Headteacher) once training completed in May 2016.

In the interim please seek advice from Mr Kieran Welsh Headteacher.

All Staff are required to take part in moving and handling training, during their induction period with regular updates, as required.

### **MANUAL LIFTING – IMPORTANT ADVICE FOR STAFF**

**DO NOT**, as an individual, manually lift pupils from the ground, who weigh over 17Kg (approximately, 2 ½ stones).

Two people may lift up to 22Kg (about 3.5 stones), but only after a risk assessment, (formal or informal), has been undertaken. Except as follows:-

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992 and 2002 STATES:-

**“ONLY LIFT INDIVIDUALS WHO ARE ABOVE THE GUIDE WEIGHTS IF THERE IS A REAL RISK OF DEATH, E.G. FIRE, DROWNING.”**

### **BASIC RULES FOR STAFF:-**

#### **WHEN CARRYING OUT A LIFT:-**

- **STAND WITH YOUR FEET APART**
- **ENSURE YOU HAVE A FIRM BASE**
- **KEEP YOUR BACK STRAIGHT**

**BEND YOUR HIPS AND KNEES TO REACH THE PUPIL OR OBJECT -USE YOUR STRONG LEG MUSCLES**

**HOLD PUPIL/OBJECT CLOSE TO YOUR BODY – USE A FIRM GRIP FOR COMFORT AND SAFETY**

**LIFT BY STANDING UP USING HIPS AND KNEES –DO NOT BEND OR TWIST YOUR BACK**

Remember the following points:-

1. Wear loose clothing, (preferably trousers) and safe flat shoes.
2. Prepare the area in which you are lifting.
3. Choose the right lift.
4. Take your time and apply the basic rules.

### **ESSENTIALS WHEN LIFTING:-**

1. Decide if the lift is necessary. If it is, STOP and THINK!
2. Can you manage on your own or do you need the help of a colleague or mechanical aid, such as a trolley or hoist?
3. **Carry out a personal risk assessment first** and plan together the movements you will make that will minimise the risk to yourself and the child.
4. When lifting a child, please remember to always use a hoist in preference to a manual lift.
5. If a person lift is the only option, **always** seek the assistance of a colleague.
6. Always prepare the environment first:- Ensure that the bed is at the right height, chair is ready and that you have the necessary equipment to carry out the manoeuvre.
7. One person MUST give the commands – READY, BRACE, LIFT, etc. Always ensure that the pupil is included in the discussion to help them anticipate the actions being taken to lift them.
8. Always remember not to stretch and lift out of your base.

**When in doubt about lifting, ask the Headteacher / Deputy Headteacher for advice.**

### **SITTING TO STANDING**

Individuals with mobility or behavioural issues may require assistance to move from a sitting to a standing position. Staff may assist an individual to a standing position if they have been taught an appropriate technique to get the individual to a standing position. You must

be confident and competent in this technique. In such cases Moving and Handling plans for the use of this specific technique will have been drawn up, circulated and discussed with staff. The technique might involve more than one person.

Staff must also be familiar with the individual and be aware of factors such as:-

- Challenging or aggressive behaviour.
- Unpredictability/ uncooperativeness.

- Whether the child experiences pain/ has poor muscle tone or stiffness.
- The child's ability to weight bear and whether they have good standing and walking balance.
- Whether the child has a catheter/ wears splints/ is tube fed etc.
- The child's type of learning difficulty and ability to understand and work with you.
- A child's size, weight and shape.

**PLEASE REMEMBER:-**

**GUIDELINES FOR WHEELCHAIR USE**

**General Points to remember:-**

- Always inform the child what you are doing before moving them in their wheelchair, lifting them, re-positioning them etc., to help them to anticipate and prepare themselves for movement.
- Kneel or sit down so that you are eye level when talking to the child.
- Talk to the child about where you are going / what you are passing etc. to help them develop an understanding of their environment.

**Safety:-**

- Always ensure that the child is positioned correctly in their wheelchair with their bottom at the back of the seat / or as directed by the OT & physiotherapist.
- Always ensure the pupil is strapped securely in the chair.
- Always ensure that the front wheels are facing forwards when the chair is 'parked.'
  
- Always ensure that the brakes are on properly when:-
  - Transferring a pupil in or out of a chair
  - The chair is 'parked.'
- Tuck in a child's clothing and ensure no fabric can catch in the wheels.
- Check that fingers cannot be caught in the wheels. Check the position of the pupil's legs, feet and arms to prevent injury. Put feet on the footrest.
- Always safeguard a child's hands / arms when moving through doorways.
- Never tip a chair too far forward or back, (i.e. At a high kerb).

- Ensure that you know how to get the chair safely up and down kerbs, i.e. back wheels first when going down a kerb.
- Never lift a chair by the armrests or any detachable part.
- Never leave a wheelchair pointing towards a road, even with the brakes on – turn the chair so it is parallel to the road.
- When moving an empty wheelchair, for your own safety, please ensure that it is fully opened out and that the straps are placed safely onto the seat. Please DO NOT move the chair in a folded up position with the straps trailing on the floor.
- Any faults with a wheelchair should be reported to the physiotherapist, OT or the Deputy Headteacher.

### **GUIDELINES FOR SUPPORTING PUPILS ON AND OFF VEHICLES**

#### **General Points to remember:-**

#### **Wheel Chair Users:**

Minibus tail lift only to be used by a MIDAS trained member of staff.

Always safer for a pupil to travel in a fixed seat and should transfer when possible - using slide board if needed.

Wheel chair must be Risk Assessed for travel and passport attached.

#### **Ambulant Pupil needing support:**

Pupils should not be lifted on, into or off vehicles , steps should be provided if vehicle height is too great for the pupil.

When supporting pupils moving on, into or off vehicles staff should hold the pupil and not vice-versa.

Date policy approved by the Governing Body Curriculum & Policy committee: \_\_\_\_\_

Signed by the Chair of the Curriculum & Policy committee: \_\_\_\_\_

Mr M Maher

Signed by the Chair of the Governing Body: \_\_\_\_\_

Mrs W Blundell

Policy Review Date: \_\_\_\_\_

