



Manual Handling Policy

THE BEACON FOLKESTONE POLICY MOVING AND HANDLING POLICY

1. **Introduction:**

- 1.1 This policy is intended to underpin good moving and handling practice throughout the school in order to reduce the risk of injury to pupils or staff.
- 1.2 This policy is intended to meet the requirements imposed upon the school by the *“Health and Safety At Work Act 1974”* and the *“Manual Handling Operations Regulations 1992”*.
- 1.3 This policy is particularly concerned with pupils who require moving and handling because of special physical needs. However the general principles apply to the moving and handling of any item, heavy or large.

2. **Training:**

- 2.1 The school will ensure that two members of staff are trained and accredited moving and handling risk assessors and staff trainers, with necessary refresher training provided at appropriate intervals.
- 2.2 The school will ensure that the risk assessors/trainers provide basic training to all members of staff with refresher training provided at appropriate intervals (2 years)

3. **Conditions:**

- 3.1 All persons appointed to the staff must be sufficiently fit and healthy to undertake physically active duties.
- 3.2 Members of staff will be provided with basic moving and handling training as part of their induction training. Until this training has been provided members of staff should not engage in moving and handling activities.
- 3.3 Members of staff must follow any recommended risk reduction procedures both to protect pupils and to reduce the risk of injury to themselves. In addition, members of staff should keep fit by following the recommendations within the attached appendix *“Managing Your Own Back”*.

4. **Staff Apparel:**

- 4.1 Suitable clothing should be worn so that it does not become caught in wheelchairs, in hoists or under the wearer’s own feet.
- 4.2 Shoes with some form of back support and low heels must be worn. Open toed shoes are not recommended and will only be worn at the wearer’s own risk.
- 4.3 Jewellery is not recommended and anything worn must not have sharp edges or be liable to get caught on equipment or other persons.

5. **Risk Assessment:**

- 5.1 All pupils who require to be moved and handled will be the subject of regular risk assessments. Ideally the initial risk assessment will take place before admission but at the very least it will take place on the day of admission.
- 5.2 Pupils will not be moved and handled unless a risk assessment has been initiated.

- 5.3 Risk assessment will be undertaken by the school risk assessor in conjunction with the staff team who will be responsible for future moving and handling practice. Physio and OTs will also be involved where appropriate.
- 5.4 Risk assessments will take place annually or earlier if circumstances change.
- 5.5 Risk assessments will be written on the agreed pro-forma and submitted to the staff team for signing.
- 5.6 The risk assessment will be filed on the pupil's main file and a copy provided for the class teacher.
- 5.7 Risk assessments for therapy activities are completed by the Physiotherapy and OT team.

6. Practice:

- 6.1 The school will provide equipment so that manual lifting will not be necessary unless otherwise specifically approved by a member of the School Leadership Team/manual handling trainer.
- 6.2 Pupils will be moved and handled using the equipment and holds described in the "risk reduction procedures" defined within the risk assessment.
- 6.3 Any difficulties or change in circumstances must be reported immediately to the manual handling trainer and/or risk assessor so that re-assessment can be arranged.

7. Appendices:

- 7.1 A copy of "Managing Your Own Back" is attached.

Appendix to Moving and Handling Policy

“Managing Your Own Back”

1. **Improve your posture** – keep your head up, your stomach in and your hips rolled forward.
Avoid slouching and rolling your shoulders. **Avoid** excess forward curve of lower back.
2. **Get in shape** – take up gentle exercise like walking or swimming – just 20 minutes three times a week is adequate. This will strengthen your abdominal and back muscles to support your spine and strengthen your joints.
3. Excess weight exerts a constant pull on the back muscles with subsequent weakness in the abdominal muscles – which increases your risk of back problems.
4. **Stand tall** – hold your head up, tuck your chin and tummy in, keep your chest forward. Don't allow your back to sag into extreme “lordosis”(forward curvature of lower spine).
5. **Sit with your knees lower than your hips.** Keep your feet flat on the floor. Use a cushion or other backrest to maintain “lordosis” of your back.
6. **Lie on a bed with a firm mattress that still gives comfort.**

IN SUMMARY:

- ❖ **Get fit**
- ❖ **Tone those muscles**
- ❖ **Take gentle regular exercise**
- ❖ **Correct your posture and rest your muscles**
- ❖ **Look after your back – it has to last a lifetime!**

UPDATE SCHEDULE

Version	Reviewed	Reason for Update	Next review date	Governor agreement
1	Nov 2016	Transfer & Review	Nov 2017	N/A