



Medina House School Moving and Handling Policy

The Medina House School moving and handling policy covers all manual handling operations which take place within the school and on educational visits outside the school grounds.

A definition of manual handling operations is:

'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force'

Load is anything which is moveable e.g. inanimate object, person or animal.

Aims and Objectives

It is the intention of the Headteacher and Governors to reduce the risk of all manual handling operations to ensure maximum safety to staff and pupils while not eliminating educational activities because they involve manual handling operations. In doing so, the school is not only emphasising its commitment to the welfare of all staff and pupils, but also demonstrating its full compliance with the 'Health and Safety at Work Act 1974 (HASAWA 1974)' and the 'Manual Handling Operations Regulations 1992 (MHOR 1992)'

The MHOR (1992) states that *the employer* (regulation 4) should so far as reasonably practicable:

1. avoid the need for his employees to undertake manual handling operations at work.
2. where it is not reasonable practicable to avoid the need for his employees to undertake any manual handling at work which involves a risk of their being injured, to:
 - a) make suitable and sufficient assessment of all such manual handling operations
 - b) take steps to reduce the risk of injury to the lowest level reasonably practicable
 - c) to provide information on a given load including its weight, size and centre of gravity

The employee (regulation 5) should make full and proper use of any system of work provided for his use by the employer in compliance with regulation 4.

Roles and Responsibilities

The Headteacher, Deputy Headteacher and Governors have responsibility for the implementation of this policy.

In discussion with the Head and Deputy Head and multi disciplinary team (physiotherapists, occupational therapists), the 'Famous 4' staff (Amanda K, Marcia S, Cheryl K and Lynne M) have completed Moving and Handling Trainer training for the safe handling of children and are responsible for the following areas:

- Writing risk assessments for every pupil who requires moving and handling, ensuring their implementation and reviewing as necessary, but at least annually.

- Delivering training programmes for all staff including induction and refresher courses.
- Alerting the Headteacher immediately of any identified risks that are putting safe moving and handling at jeopardy e.g layout of rooms/changing rooms when children move classes in September.
- Advising staff about individual pupils/issues arising.
- Keeping records of staff training and supervision.
- Writing 'one off' risk assessments/ plans, if a usually mobile child requires Moving and handling for a short period e.g following an operation/injury
- Offering an outreach service to mainstream schools.

It is the responsibility of the Headteacher to ensure adequate training is given for the role of the trainers and adequate time is allocated for staff training to occur.

It is the responsibility of the Headteacher to ensure that all environmental adaptations are carried out in order to ensure safe pupil handling.

It is the responsibility of the Headteacher and Governors to ensure that funding is available for appropriate equipment to move children safely e.g. slings and hoists.

It is the responsibility of the Site Manager to ensure hoists are maintained and tested regularly and appropriate records maintained.

It is the responsibility of the Occupational Therapist to assess children for slings, to enable them to be hoisted before they reach the maximum weight for a two person lift and/or when a decision is made that they will need hoisting for the foreseeable future.

All staff are responsible for their own safety and of the children they are moving and they will:

- Follow the guidance given in training
- Follow an individual children's manual handling plan and alert one of the 'Famous 4'/ staff/ Headteacher if they are no longer effective.
- Immediately inform the Headteacher/Site manager/SBM of any faults with equipment e.g hoists

Reporting and Accident/Incident

All accidents or near misses should be reported immediately in line with procedures set out in Section 8 of the Health and Safety Policy. Immediate action will then be taken to rectify the situation.

Monitoring and Reviewing

This policy and its effectiveness will be reviewed annually

Date Agreed :

Signed :
Chair of Governors

Date to be reviewed : November 2017

Appendix 1 – Current Post Holders (November 2016)

Headteacher	- Julie Stewart
Deputy Headteacher	- Alex Augustus
School Business Manager	- Sue Watson
Site Manager	- Trevor Collins
Physiotherapist	- Helen Thornton/ Marieann Fountaine
Occupational Therapist	- Tracy Hopper/ Lorna Collingwood
Physio Assistant	- Amanda Kaye
Famous 4 Team	- Marcia Symonds
	- Amanda Kaye
	- Cheryl Knight
	- Lynne Mouland
Hoist trainers	- Amanda Kaye/ Cheryl Knight