



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.

1. Aims and Objectives

It is the intention of the Headteacher and Governors to:

- 1.1. 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.
- 1.2. Promote and maintain the health and wellbeing of all members of staff by providing a safe working environment, specifically with regards to manual handling tasks.
- 1.3. A systematic approach to manual handling will be implemented, whereby everyone will be made aware of their individual roles and responsibilities.
- 1.4. Practical and workable solutions will be provided to improve the effectiveness of working practices.
- 1.5. Equipment and information will be provided, which is necessary to ensure the health and safety of staff involved in manual handling.
- 1.6. All members of staff will be informed and trained to take care of their own health, as well as the health of others.
- 1.7. Every member of staff will ensure compliance with the relevant legislation.

In doing so, the school is not only emphasising its commitment to the welfare of all staff and pupils, but also demonstrating its regard to legislation, including, but not limited to the following:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998

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.

2. 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

3. Risk Management

- 3.1. The process for risk management is to avoid, assess and reduce any hazards.
- 3.2. **Medina House School** will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.
- 3.3. Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks. This will take account of:
 - The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
 - The actions or postural requirements involved in the task, including reaching, leaning and lifting.
 - The time, distance, duration and frequency of the task.
 - The individual's capacity for manual handling, including their age, skill, experience and strength.
 - The environment and workplace conditions such as lighting, access, free space and floor surface.
 - The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.
- 3.4. Once a risk assessment has been carried out, controls to manage the relevant risks will be put in place. These will include:
 - Changes to the workplace and systems of work.
 - Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
 - Training and education, which is appropriate to the task.
- 3.5. Once control measures are in place, they will be monitored to ensure they are reducing the risk of injury and being used correctly. The school's headteacher is ultimately responsible for this.
- 3.6. Every stage of this process will be recorded and dates will be provided for each step.
- 3.7. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.
- 3.8. Reports will be provided to all relevant members of staff, and the headteacher will keep a central record of all the reports.

4. Risk reduction

- 4.1. Procedures will be followed to ensure risks are reduced as is reasonably practicable.
- 4.2. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.
- 4.3. Where practicable, equipment will be provided to assist with manual handling and reduce any risks.
- 4.4. All members of staff will receive information and training regarding manual handling in order to mitigate any risks.

5. 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.

6. Monitoring and Reviewing

- This policy and its effectiveness will be reviewed annually
- All members of staff will be made aware of this policy

Date Agreed :

Signed :
Chair of Governors

Date to be reviewed : November 2018

Appendix 1 – Current Post Holders (November 2017)

Headteacher	- Julie Stewart
Deputy Headteacher	- Alex Augustus
School Business Manager	- Sue Watson
Site Manager	- Mason Murray
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 Moulard
Hoist trainers	- Amanda Kaye/ Cheryl Knight