

Moving and Handling Policy

Reviewed:	January 2025
Adopted by Governors:	13 th March 2025
Next review:	Spring 2027

Kings Mill School & Residence



Statement of intent

This policy is designed to outline the school's legal responsibilities with regard to manual handling. It sets out the processes in place to minimise any risks associated with manual handling at Kings Mill School. Full adherence with this policy will ensure legal compliance, and also reduce the risks of injury related to manual handling.

The guidelines in this document apply to school staff, pupils, visitors, contractors and volunteers. It applies to all activities both on and off school property, including school camps, excursions, and any other planned activities outside of the school grounds.

Legal framework

This policy has due 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

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- Safeguarding and Child protection Policy

Aims

The health and wellbeing of all members of staff and pupils will be maintained and promoted by providing a safe working environment, specifically with regards to manual handling tasks.

A systematic approach to manual handling will be implemented, whereby everyone will be made aware of their individual roles and responsibilities.

We will work in conjunction with outside agencies such as Occupational Therapists, and Physiotherapists to ensure a safe and secure professional service is delivered while minimising risks to both employees and pupils

Equipment, training and information will be provided, which is necessary to ensure the health and safety of staff involved in manual handling. Every member of staff will ensure compliance with the relevant legislation.

We will ensure each individual child and young person's needs are assessed and a risk assessment and safe scheme of work are written and agreed by the Moving and Handling Co-ordinators / parents or lead professional before being adhered too. These will be reviewed annually or whenever a child and young person's needs, condition or circumstances change, in order to ensure the best possible practice.

Where circumstances change a temporary risk assessment and home visit, carried out with the Home School Liaison Coordinator will be carried out.

We will train all new staff in essential Moving and Handling using the FlexiBee accredited training package, including theory and practical elements.

Thereafter all staff will be refresher trained annually on the following;

- Hoists and slings
- Pupil evacuation evidence plan (PEEPS)
- Intimate Care
- Safe use of pupils travelling on school minibuses

Responsibilities

The Headteacher will:

- appoint up to three moving and handling co-ordinators.
- report to the Governing body annually on any Moving and Handling training / issues during the previous academic year.

The Moving and Handling Co-ordinators will:

- Keep their own training up to date, through regular assessments.
- Deliver Training to all staff involved with Moving and Handling, and reinforce the basic principles in safer manual handling techniques.
- Maintain an up to date record of all Moving and Handling risk assessments stored in the pupil's files.
- Review and reassess risk assessments and safe schemes of work whenever it is deemed necessary, and feedback to the staff team of any changes through staff meetings.
- Liaise with other professionals, such as Occupational Therapists, and Physiotherapists to ensure consistency with handling procedures.
- Ensure equipment such as hoists are regularly serviced by external contractors and any faults are reported promptly.
- Ensure that all equipment is insured through an appropriate company.
- Keep an audit of equipment in school and arrange for new equipment to be ordered through the admin staff. This will include equipment provided by other professionals.
- Ensure that equipment on site is fit and safe for purpose. Any disposals will be agreed by headteacher / governors depending on cost.
- ~~• Train a number of "on call" staff to assist in manual handling in a contingency situation e.g. when a hoist fails. (note all staff trained see point 2)~~

The School will:

- To facilitate time for coordinators to carry out their roles and responsibilities.
- Provide Training to all staff involved with Moving and Handling and reinforce the basic principles, in safer manual handling techniques.
- Maintain an up to date record of all Moving and Handling risk assessments in the child or young person's class files.
- Report any changes to risk assessments or safe schemes of work to the Moving and Handling Co-ordinators, so amendments can be made as soon as possible to better suit a child or and young person's needs.
- Liaise with other professionals, such as Occupational Therapists, and Physiotherapists to ensure consistency with handling procedures.

- Make decisions regarding reduced opportunities for change of position, physio routines and school attendance in the event manual handling equipment fails and ensure these are communicated to parents.

All staff will:

- Support the Moving and Handling Co-ordinators across the school and residence and reinforce the principles of safer manual handling techniques.
- Follow guidance which has been supplied and given.
- If staff are untrained in Moving and Handling, or using a piece of equipment they must NOT lead or undertake any Moving and Handling procedure until trained by a Moving and Handling Co-ordinator.
- Be aware of their own health and safety as well as their colleagues and children and young people by reporting faults, issues, breakages or potential hazards, and ensuring equipment and areas are kept clean and tidy and equipment stored appropriately and safely.
- Avoid manual handling whenever possible (except in an emergency situation and only if it is safe to do so) in the event of a fire – Evacuation chairs and sleds are available in specific areas around the school.

Moving and Handling RISK ASSESSMENTS

All pupils who need assistance with mobility will have a moving and handling risk assessment. This will include normal procedure and any emergency procedures such as when a hoist fails. The assessment will also clearly state whether it is appropriate to use moving and handling techniques in exceptional circumstances e.g. a trip to the beach.

Monitoring and review

This policy will be reviewed every 2 years, or when legislation changes, by the headteacher and the governing body.

Record of review/amendment

Review Date:	January 2025	Page No (Other info):	1 & 2
Original:			
Amendment:	Sentences added re: • temporary risk assessment and home visit. • training for staff • ensuring equipment is serviced by external contractor • ensuring all equipment is insured through an appropriate company • facilitate time for coordinators to carry out their role		

Review Date:		Page No (Other info):	
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Amendment:			