

# Manual handling policy

## Review of this policy

This policy will be reviewed annually or sooner if legislative changes of good practice guidance dictate.

## Manual handling policy

Hazelbeck School places great value on the pupils and staff and sees the assessment of risk and their health and safety as a very important issue.

## This policy applies to all school staff involved in the Manual Handling of pupils, students, and loads

This policy will seek to:

- Clearly state the requirements and strategies in relation to risk assessment and ergonomic Manual Handling in Hazelbeck School, primarily with responsibility for staff employed by the Trust and pupils of our school
- Promote minimal, safe, effective, and dignified manual handling for all.
- Put into practice our duty of care to oneself, colleagues, pupils, and visitors.
- Comply with legislation.
- Comply with our values which state that pupils and students have the right to:
  1. Be cared for.
  2. Be treated appropriately.
  3. Be accepted for who and what they are.
  4. Be listened to.
  5. Have their views and opinions considered.
  6. Have their personal needs met in an appropriate and dignified manner, with regards to individual need.

## This policy provides instruction and guidelines for the relevant staff to be used in conjunction with the following:

- Health and Safety Executive's guidelines 'Manual Handling Operations Regulations, 1992 (as amended)'
- The 'Management of Health and Safety at Work Regulations, 1999'
- The 'Health and Safety at Work etc. Act, 1974
- The 'Lifting Operations and Lifting Equipment Regulations, 1998'
- The 'Provision and Use of Work Equipment Regulations, 1998'
- The 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995'.
- European Directive 90/269 EEC on Manual Handling and Manual Handling Operations Regulations (January 1993)
- Manual Handling Operations and Regulations 1992 HSE Guidance revised 1998
- Human Rights Act 1998 A summary of these documents is available from [www.hse.gov.uk](http://www.hse.gov.uk).

### **This policy applies in conjunction with the following local documentation:**

- The Trust and Local Health and Safety Policies and Safeguarding Policy
- Comprehensive Pool risk assessment
- Clothing guidelines as laid out in the Staff Manual
- Individual risk assessments of students
- Any hoisting instructions within the Manual Handling plans
- Medical Conditions in School.
- Safeguarding and child protection
- Medical conditions in school

### **These regulations establish a hierarchy of measures:**

- Avoid hazardous Manual Handling operations as far as is reasonably practicable – this may be done by redesigning the task in order to avoid Manual the load, by asking for help from another person to limit the effect of the load or by mechanising the process;
- Make a suitable and sufficient assessment of any hazardous Manual Handling operations which cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to other improvements to the task which should be explored, for example, the pupils, students, other loads and the working environment.

### **These regulations require the school to:**

- Assess the risks to staff and pupil
- Provide and maintain equipment to assist with manual handling
- Provide regular training in order to make use of appropriate techniques and equipment
- Give clear instructions

### **The manual handling plan shall:**

- Be carried out by staff who have been trained and appropriately assessed in manual handling skills and have up to date knowledge and skills in handling techniques and available equipment.
- Be carried out by staff who are aware of, and preferably have working knowledge of, the child/young person's handling needs.
- Be sufficient in detail to have identified all reasonable hazards and their control measures - both short and long term, so that the hazards are reduced to the lowest level reasonably practicable.
- Be recorded clearly and made available for all those persons at either direct risk of harm or managing those who are at risk of harm.
- Take into account any risks to those staff/others handling the child/young person in respect to any reduced ability, ill-health, injury or if they are a new, (within six months), expectant or a breast-feeding mother.
- Take into account the child/young person's personal wishes or that of a representative on mobility assistance wherever possible; and the person's independence and autonomy is supported in order to empower them to gain control of as much of their own lives as possible.
- Be reviewed by the competent person as described above in the event of any significant changes occurring to any part of the assessment or if the assessment is no longer valid

## **In order to write a manual handling plan, the following aspects of ergonomics have to be considered:**

- Ergonomics is the science of work, the people who do it, the way it is done, the equipment they use and the environment in which they carry out that work.
- In order to secure the safety of all users of the school, safe systems of work need to be designed and employed.
- There are many potential hazards at Hazelbeck School. A hazard is anything with the potential to cause harm. Risk is the probability of harm occurring and the severity: high, medium or low, of the consequences. Hazelbeck Manual Handling Policy July 2024
- There is always a risk of accidental injury. An accident is defined as an unplanned, unanticipated or uncontrolled event.

## **The risks associated with manual handling are:**

- Pupil/Load
- The task or procedure
- The environment
- The individual member of staff and their capability/current health
- The system in its entirety

The aim of the Manual Handling Plan is to identify the likelihood of an accident occurring and to reduce the risk of that happening by planned and controlled intervention. Our Manual Handling Key trainers at Hazelbeck School will assess, record, control and thereby reduce hazards.

## **Manual handling plan**

(see appendices)

- Every pupil will be seen, and a Manual Handling Plan will be completed. This may simply state that there are no Manual Handling issues for this pupil, but will stand as documented evidence that an assessment has occurred.
- The Manual Handling key trainers will assist with these assessments working alongside the pupil and class team.
- The Manual Handling Plans, photographs and advice sheets will be kept in a central file, on the school computer network. Paper copies will also be kept in classrooms and communal areas to allow staff access at any time.
- The Manual Handling Plans will also be kept in the following areas: The Hygiene suites and the Pupil's Class File.

## **Responsibilities**

All adults at Hazelbeck School have responsibilities.

### **Beckfoot Trust Responsibilities**

- Ensure safe systems of work to enable all staff to do their job without foreseeable risk of injury
- Ensure adequate staff levels for safe working practices.
- Ensure risk assessments are carried out, documented, and reviewed.
- Provide and maintain appropriate Manual Handling equipment.
- Provide appropriate training in Manual Handling.

## Responsibilities of staff

- Report any health and safety hazard in the environment
- Be fit and well when carrying out Manual Handling tasks
- Follow the Hazelbeck School Dress Code • Report accidents and incidents to managers and complete an incident form
- Ensure that all Manual Handling tasks are assessed for risk to oneself or others
- Follow guidelines in the pupils' Manual Handling Assessment Profiles
- Encourage pupils to be as independent as possible
- Teacher to update plans and distribute alterations to these plans into the communal areas of school.

## Responsibilities of the Manual Handling key trainers

- As above – staff responsibilities
- Undertake training for self and others
- Assist with the completion of manual handling plans
- Advise on equipment
- Examine hoist slings on a regular basis (every 6 months)
- Give ongoing advice on Manual Handling issues
- Prioritise the needs of the school in consultation with the headteacher and SLT
- Ensure that Amey have arranged for LOLER tests to be carried out on the hoists and beds

## What do we expect from the pupils and students:

(Commensurate with abilities)

- To communicate with staff about manual handling issues
- To be as independent as possible
- To be able to contribute to their manual handling plan

## The role of the manual handling key trainers

Please refer to the agreed job description.

Key trainers are:

- Jo Dowson (leads manual handling)
- Sam Hird
- Ellie Smith
- Cathy Frobisher (from November 2024)

## Training

Hazelbeck School currently provides the school staff with Manual Handling Training. This is carried out by experienced Manual Handling trainers.

The MH key trainers have a link with staff at LPS. They provide advice in Manual Handling issues and also, information concerning equipment needed for people with disabilities.

Manual Handling training will be included in the Induction Package for Staff

## Training requirements

<b>For staff new to the school</b>	One day, full training – (Approx. six hours)
<b>For those that have missed their annual refresher twice</b>	One day, full training – (Approx. six hours)
<b>For staff who have missed on annual refresher</b>	Annual Twilight session – (Approx. three hours) Plus competency assessment by a Key Trainer
<b>For staff who are up to date on annual refreshers</b>	Annual Twilight session – (Approx. three hours)
<b>For all staff attending school</b>	Additional training given as CPD within school e.g. training meetings, morning briefing etc. – (Approx. two hours)
<b>To address changes in circumstance/health of a child or adult in school</b>	Bespoke training to deal with issues on an individual basis and delivered to a select group of adults e.g. all base staff

All newly appointed Hazelbeck School staff will receive induction training, as stated above. In the interim newly appointed staff will only participate in Manual Handling practices in school alongside an experienced and highly competent member of staff who can guide them.

### Induction training includes:

- Manual handling legislation
- The risk assessment process and looking at manual handling plans
- Contributory factors to back pain and how to avoid them
- General health and fitness related to manual handling
- Posture
- The principles of manual handling

### Practical components include:

- Normal movement
- Pupil, student, and load handling
- Hoist training (tracking hoists and mobile hoists)
- Manual handling techniques
- Safe use and storage of equipment

### All staff will receive relevant updates on:

- Legislation/risk assessment
- Practical techniques
- Hoist training

## Equipment

The manual handling key trainers will:

- Advise on the suitability of equipment.
- Arrange for demonstrations of equipment.
- Liaise with staff, pupils, parents and carers on how to use the equipment.
- When equipment/aids are selected for a particular child/young person, this should be recorded on the Manual Handling Plan in sufficient detail to allow correct selection of equipment to carry out the

manoeuvre. For example, 'hoist' is insufficient information, but the type of hoist and the sling type and size required for the child/young person should be clearly indicated.

- The equipment/aids will be appropriately maintained and kept in good working order to comply with Health & Safety Executive regulations and guidance notes (see Introduction to Policy). To further comply with these regulations, adequate operating instructions will be made available to all users of equipment/aids in the workplace.
- Any equipment/aids found to be faulty or in any way inappropriate for use will be clearly labelled 'unsafe do not use' and reported to a Manual Handling Trainer and in the event of hoist equipment, Amey.
- No member of staff should use, or supervise the use of, any manual handling equipment/aids unless they have been trained and assessed by the Manual Handling Trainer(s) as competent to do so or are supervised by an experienced and competent member of staff.

### **Ongoing advice**

The MH key trainers and Head teacher will prioritise requests following receipt of the referral forms which will be used when staff have highlighted that a particular work situation or activity has a hazard.

### **Recording and reporting**

The appropriate Manual Handling Plans will be completed in conjunction with a MH key trainer. The reporting of Manual Handling Incidents and Accidents should be reported in line with Hazelbeck and Trust procedures.

## **Manual Handling Assessment**

Pupils and students should be fully involved in the manual handling assessment (where cognitive ability allows)

- An important part of assessment is to reduce, as far as is reasonably practicable, the amount of Manual and handling of pupils and loads. If this does not involve people, this may be done by either reducing the load to an acceptable weight or by using appropriate equipment.
- Staff involved in Manual Handling of pupils will be aware of their individual physical needs and abilities. These should be matched with the techniques employed and the use (if required) of hoisting equipment.
- Pupils who require Manual Handling should be the subject of a Manual Handling assessment. Copies of the assessment will be kept in a central file, the pupil's class file and also in the areas described above where Manual Handling takes place for that pupil.
- The assessment is revised whenever the needs of the pupil change. This can be identified by the physiotherapist or through the day-to-day management of the child's needs by education staff. Where children's needs do not change sufficiently to warrant a re-assessment, the Manual Handling techniques employed are nevertheless examined on an annual basis. Manual Handling plans should be included in the Annual Review information.

### **The management of life threatening/unusual circumstances in relation to manual handling**

Staff may find themselves in a situation where a child/young person's life is in danger. Such situations may include cardiac/pulmonary arrest, drowning, choking, serious seizures etc. Alternatively, a child/young person may be in an area that is on fire or filling with smoke; in a building that is in danger of collapsing or in an area where they could be hit by a moving vehicle.

- Staff must always be aware of the risk to themselves and others when handling children/young adults in an emergency situation.
- Initial consideration should always be given to whether it is safe to wait for assistance in such circumstances or, alternatively, whether there is sufficient time to utilise a piece of equipment that will reduce the risk of injury. Staff should move the child/young adult (if required to do so) as they feel appropriate – this may mean using a ‘controversial technique’. However, they should be aware of their own safety and welfare at all times in addition to taking into consideration the gravity of the situation for the child/young adult.

## The falling child/young person

### Option 1

Some children/young adults will have a particular tendency to fall. This has the potential to cause a severe injury to both the person and the member(s) of staff who attempt to ‘catch’ the child/young adult. Consequently, we advise all employees that if the child/young adult is falling and cannot be persuaded to stand, or be re-directed to a seated/lying position, the member of staff will make an immediate decision which of their training they will use in this situation.

This could involve:

- Controlled decent
- Making the area safe/for the child/young person to fall

## The fallen child/young person

Should a child/young adult be found on the floor, advice should be sought from the head of school/SLT/a first aider who will assess the child/young adult for any signs of injury.

- Medical/paramedical assistance shall be sought for all children/young adults injured or suspected of injury as a result of their fall.
- Only in life-threatening situations would the child/young adult be manually lifted from the floor.
- In circumstances when the child/young adult has been assessed as likely uninjured they shall be given verbal guidance from staff, with, if necessary, the absolute minimum physical assistance to raise themselves from the floor.
- Should a child/young adult not have the ability to raise themselves then appropriate lifting equipment must be obtained and utilised for the task.

## The monitoring of employee’s health

Staff across school have a responsibility along with the Beckfoot Trust to maintain a level of fitness commensurate to the work they are employed for.

- When recruiting staff across the organisation manual handling requirements must be clearly identified by the interviewer, so that appropriate medical and occupational health advice can be taken as part of preemployment screening process.
- Manual handling activities must be reappraised by occupational health services if there is good reason to suspect that an individual’s health might significantly increase their risk (or that of others) of injury.
- Employees should report to the head of school any personal conditions including pregnancy, injuries or illhealth which may affect their ability to undertake manual handling activities

## Policy review

This policy will be reviewed biannually or sooner if changes in legislation or circumstances make this necessary.

## Appendix 1

Individual needs will be contained in a Pupil's Individual Risk Assessment and Manual Handling Plan but some general principles which will determine our practice include:

If a Manual Handling Plan states that a pupil should be hoisted at all times this must be adhered to except in the event of an emergency when staff will make decisions based on information available at the time. At times of transfer great care and planning will take place so that independence and good working practices are not compromised.

A Manual Handling key trainer will be involved in all Pre-admission meetings.

Once a Manual Handling Plan has been created, the school will endeavour to provide any relevant equipment needed. Until it has been provided staff must follow the appropriate guidance given by the Manual Handling Team. The school will attempt to minimise the risk whilst we await the provision of resources.

Manual Handling routines will be safer, more effective and dignified if we remain calm.

We should always set high standards in Manual Handling routines.

We should never talk about a child or student during Manual Handling routines.

We should never assume that a child or student would not understand what you are saying during Manual Handling routines.

We should always give the youngsters time to attempt things themselves and therefore not compromise their independence.

We should always tell the pupils what you are going to do before you complete a Manual Handling task.

We should always fully involve pupils and students in any changes in Manual Handling routines, discussing changes and the reasons for them with the student. The pupil or student should be reminded of this discussion immediately prior to the new arrangement being carried out.

If you see a youngster being treated in a way, which causes you anxiety, you have a duty to do something about it. If it is a Manual Handling issue you should contact the Head teacher, Deputy Head teacher, or any member of the Manual Handling Team.

Hoists in communal areas should be 'checked' as per training on the first use of each day. Hoists in classrooms should be 'checked' as per training once a week.

## We must always treat everybody as we would wish them to treat us in Manual Handling situations

We must always:

- approach from the front,
- explain the task each and every time,
- allow the pupil to maintain their independence by:
  - Allowing the pupil to transfer independently if possible
  - Allowing the pupil to maintain what they have learnt from class to class.
  - Everyone using the same handling techniques and approach throughout the school.
  - Rolling the pupil from side to side / not lifting the legs. ○ Using the appropriate equipment.



## **We must take account of the following when working with pupils using wheelchairs**

- Brakes on before you transfer a pupil, or the pupil transfers himself or herself
- Feet fastened if appropriate
- Chest straps fastened if appropriate
- Knee-blocks in place if appropriate
- Headrest in place or removed when appropriate • Footplates moved for easy access for the transfer
- Toilet slings must not be used to transfer pupils and students from chair to floor or vice-versa unless they are 'HUG' slings.
- Velcro straps on all slings should be left closed whilst not in use.
- Staff must not put their arms under those of a pupil to lean them forward. You should place your arms on the pupils' shoulders and tell them that you want them to lean forward
- Legs of slings should be threaded through wherever possible instead of crossing.
- Two-person hoist at all times. Hazelbeck Manual Handling Policy July 2024
- No one should transfer a pupil whilst in a mobile hoist from room to room or along the corridors.
- A manual hoist should not be used to transfer a pupil to the floor if the pupil cannot sit up to gain access to the hoist without putting pressure on you to do so.
- Care should be taken with students who require Gastro-tubes for feeding or require oxygen. They should be disconnected from equipment if at all possible before being moved, or clear procedures should be put in place to ensure that staff manage this equipment safely for the student.

IF YOU ARE HAVING DIFFICULTY NEVER ALTER THE WAY YOU HANDLE THE PUPIL WITHOUT SEEKING ADVICE FIRST.

### **The following procedures must take place:**

#### **Slings:**

- Slings are to be inspected on a regular basis (every six months) by a competent trained member of staff [e.g. Manual Handling Coordinator – preferably from another DAP school]
- All slings must have a sling check form and must have a unique identification number.
- A log must be kept using our own cross-referenced nomenclature.
- Slings must not be repaired, if they are damaged or faulty they should be disposed of to prevent further use or used for training purposes and kept out of general circulation (unless the manufacturer states that they can be safely repaired and guaranteed)
- The Manual Handling Co-ordinator will note the date that a pupil receives a sling.
- The Manual Handling Coordinator will inspect our slings alongside a member of another DAP school.

#### **Lifting devices**

- Hoists have to be load tested once a year. For all hoists Amey is responsible for organising testing with Westholme. They will report any faults and if approached will deal with them. We will pay for this service.
- Each appliance must have a logbook or reporting sheet. In this logbook or sheet should be recorded any defects and who is going to action the repair.
- It is essential when items of lifting equipment are ordered that staff check that test certificates or certificates of conformity/CE marks are obtained on delivery. If we do not get these items we should not pay for the goods.
- When ordering equipment, we should make sure that they are appropriate for the need. There may well be implications due to the differing conditions of our youngsters. It is therefore important that they are based on multi-disciplinary assessments.
- Hoists in communal areas should be 'checked' as per training on the first use of each day. Hoists in classrooms should be 'checked' as per training once a week.

## Appendix 2

Forms kept on file and used in Hazelbeck School:

- Manual Handling Plan – individual pupils’ information.
- Manual Handling Plan – individual pupil activity plan.
- Manual Handling Load handling information – two parts.
- Referral of Manual Handling concern / request for MH plan.

## Appendix 3

Manual Handling Operations Framework Policy Issued by the Occupational Safety Team Date of Issue May 2009 This framework policy is issued at a time when it is recognised that manual handling activities are associated with about 25% of accidents reported to the Health and Safety Executive. With this policy the Trust recognises the need to protect employees and others from the dangers associated with manual handling activities. We are committed to effectively manage this risk and ensure that adequate resources are available to implement and monitor risk control measures. The responsibilities and health and safety arrangements will be in line with the Councils Health & Safety Policy.

### **My leadership team and I fully support this policy.**

Legislation

The Health & Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 place a legal duty on employers to ensure, as far as is reasonably practicable, the health and safety of all employees while Hazelbeck Manual Handling Policy July 2024 at work. Both pieces of legislation require risk assessments and risk management prior to carrying out a work activity.

Specifically, the Manual Handling Operations Regulations 1992 (amended 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling, or carrying. The load may be either inanimate – such as a box or a trolley or animate – a person or an animal.

### **General**

Since any employee may at some time need to move a heavy object this policy includes general guidance on the best way to avoid injury whilst handling a load. Although some form of assessment, or judgement, of the risk should be made for every manual handling operation, the wide scope of the Regulations means that a detailed written assessment of every manual handling operation would be impractical and would result in effort being diverted away from tasks where there is a significant risk of injury. The guidelines published by the HSE suggest that the assessment need not be recorded in writing if the manual handling task could very easily be repeated and explained at any time because it is simple and obvious. Similarly, if the manual handling operations are quite straightforward, of low risk and short duration, the time taken to record would be disproportionate. Generic risk assessments are acceptable for standard repetitive tasks but deviations from normal working or where special conditions exist should result in a detailed Manual Handling Plan.

Remember, however, that no manual handling task is risk free. Even tasks which are identified as low risk should be avoided or made less demanding. For those employees whose work involves a significant proportion of routine or repetitive manual handling, much more detailed attention needs to be given to potential risks and the ways in which such risks can be minimised.

## **Managers responsibilities**

Where manual handling forms part of an operational task a manager must:

- carry out a risk assessment of the task. The more complex the manual handling activity the more comprehensive the risk assessment should be, especially where there is a significant risk of injury. Record these in writing as appropriate.
- involve those staff doing the job. They may identify lesser-known risks and have an input into suitable control measures.
- introduce suitable control measures to reduce the risk to the lowest level practicable.
- inform staff of the control measures that you have put in place.
- monitor these control measures and adjust or improve as necessary.
- review all assessments at least annually or when the tasks, works procedures or environment changes.
- provide and record relevant training for all staff involved in Manual Handling activities

## **Employee responsibilities**

Employees have duties too. They must:

- follow appropriate systems of work laid down for their safety
- make proper use of equipment provided for their safety.
- co-operate with their employer on health and safety matters
- inform their employer if they identify hazardous handling activities.
- inform their employer if they have concerns over the manual handling activity they are about to carry out – either on operational grounds or doubts about their physical capability.
- take care that their activities do not put others at risk

## **Guidance and procedures**

There are additional documents issued under the umbrella of this Framework policy giving guidance and procedures relating to manual handling operations. These are available on the Occupational Safety Website.