



LongfieldAcademy
for Arts and Sciences

LONGFIELD ACADEMY

Moving and Handling Policy

Policy Date: September 2016
Review date: September 2017

Longfield Academy

Moving and Handling Policy

Introduction

- This policy is intended to underpin good moving and handling practice throughout the school in order to reduce the risk of injury to pupils and staff.
- This policy is intended to meet the requirements imposed on the school by “*Health & Safety at Work Act 1974*”, the “*Manual Handling Operations Regulations 1992*” and the “*Management of Health and Safety at Work Regulations 1999*”.
- This policy is particularly concerned with pupils who require moving and handling because of a disability. However the general principles apply to the moving and handling of any large or heavy item.

Training

- The Academy will ensure that they have access to key members of staff who are trained and accredited as moving and handling risk assessors and staff trainers, and that these members of staff receive regular refresher training as specified by the training agency (EDGE Services).
- The Academy will ensure that the risk assessors/trainers provide:
 - Basic training/refresher to all members of the staff on an annual basis
 - Basic theory training to all new staff through a rolling programme of induction throughout the year
 - Practical training to staff as required, including new staff through a rolling programme throughout the year.
 - ‘on the job’ training through a series of ‘drop in’ observations and consultations during the working day
 - Full documentation and records of training. Records of training will be signed by the trainer and the member of staff receiving the training

Conditions

- All persons appointed to the staff must be sufficiently fit and healthy to undertake physically active duties.
- Members of staff will be provided with basic moving and handling training soon after being appointed. Until training has been provided members of staff should not engage in moving and handling activities, unless under direction and supervision of a fully trained colleague.
- Members of staff **must** follow any recommended risk reduction procedures in order to reduce the risk of injury to themselves and the pupils
- Members of staff should keep fit by following the recommendations within the attached appendix “Managing your own back”.

Staff Apparel

- All clothing must be safe, decent and appropriate to their role as a member of staff at Milestone Academy.
- Any clothing that could present as a potential health and safety risk when working with students/pupils e.g. scarves and ties must be removed.
- Appropriate shoes must be worn at all times. They must have flat and not high heels.

- The wearing of jewellery is not encouraged. Large earrings or any other jewellery such as rings which pose health and safety risks are not permitted.
- If there is any doubt as to the acceptability of any item of clothing, footwear or jewellery, the Head Teacher's decision shall be final.

Risk Assessment

- All pupils who require moving and handling will be the subject of regular risk assessments. Ideally the initial risk assessment will take place before admission but otherwise will take place within a week of admission.
- Students will not be moved and handled unless a risk assessment has taken place.
- Therapists will be invited to attend the risk assessment. As far as possible the moving and handling practices agreed to will be consistent with practices recommended for home use.
- Risk assessment will be undertaken by the nominated risk assessor in conjunction with the staff team that will be responsible for future moving and handling practice.
- Risk assessments will be reviewed annually or whenever circumstances change.
- Risk assessors will give notice of risk assessment arrangements and publish a programme of re-assessments.
- Risk assessments will be written on the agreed pro-forma and submitted to an accredited Moving and Handling trainer for signing.
- The risk assessment will be saved in the pupil's folder on the school's network and a copy provided for the class team which should be kept in the pupil's black file in the classroom. A copy will also be shared with the student's family.

Practice

- The school will provide equipment so that as a general rule manual lifting will not be necessary.
 - Pupils will only be moved and handled using the equipment and holds described in the "risk reduction procedures" defined within the risk assessment.
 - Any difficulties or change in circumstances must be reported immediately to the risk assessor so that a re-assessment can be arranged.
 - After initial training staff are to take ownership of training needs, by informing Moving and handling team if needs change.
 - Any observed incidences of bad practice or deviation from the agreed risk assessment plan **MUST** be reported initially to the line manager to be resolved, and, if a training issue is identified, to the Moving and Handling trainer for the department.
- For pupils who require hoisting there must at all times be two members of staff with the pupil for the whole hoisting procedure.

Monitoring

- The risk assessors/trainers and the Assistant Principal will form a “Moving and Handling Team” that will meet once a term in order to review any relevant issues.
- The policy will be reviewed every year or in the light of new regulations.

Emergency Situations

- The regulation of manual handling tasks does not apply in genuine emergency situations i.e. assistance should be offered if someone is in imminent danger of drowning or in danger from a collapsing building. However many untimely situations, such as a pupil with epilepsy having a seizure or standard fire evacuation is NOT considered an emergency because it is foreseeable and safe systems of work can therefore be planned.

Appendices

- A copy of the risk assessment pro-forma is attached.
- A copy of “Managing Your Own Back” is attached.

Appendix to Moving and Handling Policy

“Managing Your Own Back”

1. **Improve your posture – Stand tall** – keep your head up, your chin and your stomach tucked in and your hips rolled forward. **Avoid** slouching and rounding your shoulders. **Avoid** excess forward curve of lower back.
2. **Get in Shape** – take up gentle exercise like 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. **Don't get overweight.** Excess weight exerts a constant pull on the back muscles with subsequent weakness in the abdominal muscles, which will increase your risk of back problems.
4. **Sit with your knees lower than your hips.** Keep your feet flat on the floor. Use a cushion or backrest to maintain correct curves of your back.
5. **Rest your back muscles** – do you have a firm but comfortable mattress?

IN SUMMARY:

- Get fit – tone those muscles
- Take gentle regular exercise
- Do you need to lose weight?
- Correct your posture
- Rest your muscles
- Look after your back – it has to last a lifetime!