



Safer People Moving and Handling Policy

September 2023

Date of Next Review: September 2024

Person Responsible: Mr. Joe Neil

Old Park School

Introduction

Old Park School recognises its responsibility both to provide curriculum access for pupils with disabilities and to ensure the health, safety and welfare of its employees as far as is reasonably practicable. This moving and handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations, 1992 (revised 1998 edition), and The Health and Safety at Work Act, 1974. The guidance should be interpreted with due regard to other relevant legislation such as Disability Discrimination or Human Rights Acts

Definition

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992

The Context

Old Park is a mixed day school for up to 152 children and young people with severe and profound learning difficulties, aged from 4–19 years. In addition to their learning difficulties some pupils have other needs associated with physical impairment, medical conditions, and varying degrees of challenging behaviour. All pupils will be operating at developmental levels considerably delayed in comparison to their chronological age. All these factors may have a bearing on an assessment of a pupil's moving and handling needs.

Old Park School recognises that the risks of injury from moving and handling pupils are greatest regarding pupils with special educational needs. Moving and handling pupils is an unavoidable part of working in special education and our staff are at particular risk since the "load" involved is human and can move.

M. H.O.R 1992. 'Safer People Handling' encompasses a wide range of activities. Anyone to-one-physical contact with a pupil may have a moving and handling implication, for pupil and or staff, i.e., assisting pupils to sit, stand, balance, or walk; to take part in eating, drinking or other self-help activities and to facilitate curriculum access onto or from school minibuses. Physical activities may be included such as hydrotherapy, PE, rebound therapy or physiotherapy or in the implementation of behavioural strategies. In addition to assisting pupils, staff may find they frequently need to maneuver bulky and unwieldy equipment such as standing frames, hoists and pupils using wheelchairs.

At Old Park School situations involving the moving of pupils which carry a risk include undertaking personal hygiene routines, transferring pupils from their wheelchairs to specialist seating, standers, soft floor areas, trampoline or the swimming pool, moving into and out of vehicles, and pushing pupils in wheelchairs.

Aims of Policy

Old Park School aims to:

- Ensure the dignity and right to privacy of our pupils.
- Ensure full access to the curriculum and participation in the life of the school for pupils with disabilities.
- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Review any handling plans and risk assessments annually or sooner if a significant change occurs and provide such information, instruction, training, and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Protect the health and safety of visitors to the school whilst they are on the premises as far as is reasonably practicable
- Ensure that staff are aware of this policy and have read and understood relevant risk assessments.
- Ensure that every room where people work shall have sufficient floor area, height, and unoccupied space for the purposes of health, safety and welfare, as documented in the school accessibility plan.
- Ensure that employees recruited to carry out moving and handling tasks undertake the appropriate training

Pupils at Old Park School will:

- have their dignity and privacy protected at all times.
- have their entitlement to curriculum access and full participation in the life of the school acknowledged
- receive appropriate assistance from staff employing safe systems of work: Pupil Handling Plans (PHPs)
- have their safety championed and the risk of injury will be minimised or eliminated.
- as far as they are able, be expected to move independently and take responsibility for their safety and that of others.

Old Park School recognises the rights of all pupils to safe and appropriate assistance in terms of their moving and handling needs. An initial assessment will be carried out by the Moving and Handling team when a pupil joins our school or as and when required, to meet the needs of the individual Pupil. It is expected that pupils' dignity and privacy will be protected at all times. Through employing safe systems of work and robust risk management (current individual, Pupil information, medical care plans, risk assessments, PEEP assessments, behaviour strategies and generic risk assessments, regular comprehensive training for all Staff), pupils will receive the most appropriate levels of support. The risk of injury to both staff and pupils will therefore be minimised or eliminated. Families will be asked to read and sign

individual Pupil Handling Plans during the Annual Review process and or Parents/Carers Evening.

Pupils will be manually lifted only in exceptional circumstances. A thorough risk assessment should be completed for all situations involving lifting, with all risks reduced as far as is reasonably practicable, agreed with Staff and signed by a Senior Manager.

There must always be a minimum of two members of Staff for a hoist transfer. The two members of the team should be fully trained and monitored at regular intervals by members of the designated Safer People Handling Team.

Each Pupil must have his or her own individual hoist sling assessed by the Safer People Handling Team, to ensure it is compatible with the hoist being used. In some circumstances pupils will remain in "in-situ slings" following a transfer. This is documented in the individual Pupil Handling Plan and Families are informed. The in-situ slings are comfortable and appropriate for certain pupils. They are used to reduce unnecessary moving and handling operations e.g., in tightly-fitting, moulded wheelchairs or when a pupil's medical condition requires movements to be kept to a minimum.

Hoist slings should stay in school (other than those slings, where there is an agreement that pupils take their sling home) and should be laundered on a weekly basis, following manufacturers guidelines at a minimum temperature of 60 degrees and air dried. An information letter is sent home by the school in cases where school slings are used off-site. Safety Check List is displayed in Carerooms: SEE Appendix 1: Flow Chart for Use of Hoists and Slings

Key Personnel

Headteacher	Jodie Colbourne
Deputy Head	Jonathan Wiggin
Assistant Head	Claire Read
Assistant Head	Amy Croft
Health and Safety Lead	Lyndon Rodgers
Purchase and maintenance of equipment	Alex George
Reporting of accidents	Jodie Colbourne
Collation of data	Joe Neil

Safer People Handling Trainers	Joe Neil Deb Box Megan Watkins
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Generic Risk Assessments and Pupil Handling Plans	Joe Neil Deb Box Megan Watkins
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Collation and distribution of relevant information and Pupil Safer People Handling Plans	Joe Neil
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Duties and Responsibilities

The school management will:

- Identify Safer People Handling Training as a priority for all staff.
- New staff as part of their induction will receive full training.
- Be aware of the manual handling operations across the school.
- Give full information to staff on the nature and weight of manual handling hazards within their workplace.
- Ensure that a register is kept of all staff who may be at risk from manual handling operations and that all such staff attend annual training in safe moving and handling practice.
- Ensure that all staff receive appropriate training before carrying out any manual handling tasks and that accurate records are kept of the training content and attendance.
- Ensure that written risk assessments are kept and updated to identify appropriate control measures to minimise manual handling risks as far as is reasonably practicable. This would include generic risk assessments and individual pupil risk assessments.
- Ensure that equipment provided is suitable and sufficient and is maintained in accordance with relevant legislation (PUWER, LOLER)
- Prioritise Safer People Handling Training in the induction programme of all new Staff, ensuring training is in place before moving and handling tasks are carried out.
- Provide a Pupil Handling Plan for each pupil where a significant hazard has been identified.
- Ensure measures are taken to support a minimal lifting policy, through the risk assessment process, in which Safer People Handling is reduced as far as is reasonably practicable.
- Reduce the risk of injury from all unavoidable moving and handling operations.
- Review and update generic risk assessments annually (March). Review and update Pupil Handling once a year (December), or in response to changes in working practice, a serious incident or a change in the individual needs of a pupil.
- Provide information on up-to-date Health and Safety Legislation relating to Safer People Handling.
- Maintain an accident and incident reporting system and take appropriate action when manual handling hazards, accidents or “near misses” are reported.
- Ensure that all new staff are screened prior to employment for any medical condition that may require individual risk assessment in relation to moving and handling tasks, seeking Occupational Health guidance as necessary.
- Give details of moving and handling requirements in job descriptions and person specifications
- Ensure the school has a core of trained trainers who deliver in-house training across the school.
- Ensure that these staff have appropriate time and cover to undertake their responsibilities in a timely fashion.

Staff employed by Old Park School will:

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including:

- reporting to the appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
 - reporting to the appropriate line manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
- They will:
 - wear appropriate clothing and closed-toed shoes.
 - co-operate with the employer to allow the employer to comply with his/her health and safety duties.
 - use equipment appropriately in accordance with training and instructions provided.
 - follow the handling plans drawn up for each child.
 - comply with the moving and handling policy.
 - undertake any specified training to fulfil their duties.
 - not carry out moving and handling procedures without appropriate advice/training.
 - report any accident or incident to the appropriate line manager and Headteacher and complete the school accident book.
- In an emergency Moving and Handling situation, if the child has fallen, wherever possible the member of staff will reassure the child, get help if necessary and seek medical assistance, without attempting to lift the child. They will give them time to recover and then encourage the child to get up by themselves, or with the minimum of assistance needed. If this is not possible, seek assistance from the Moving and Handling Team and Senior Management.
 - All Staff have a duty to comply with Old Park's Safer People Handling Policy. The Policy document is a working tool. This is available in the Care Rooms (lilac folder), the swimming pool, HT office and on the school server. It is also available on the school server. One copy is issued to each Phase at the start of each academic year. This is discussed at a Phase Meeting and staff will sign to say that they have read and understood the policy.
 - It is the individual's responsibility to ensure they inform the Senior Leadership Team if they do not feel confident that the task operation can be undertaken safely.
 - All Staff, including those working on a long-term supply basis are responsible for familiarising themselves with the relevant Pupil Information, medical care plans and risk assessments for the pupils they will be working with, following any specific guidance and instructions given. Staff have a responsibility to report any concerns and or changes that may require a further risk assessment, to their Assistant Head and a 'Concerns' form completed and forwarded to the Safer People Handling Trainer for your phase.
 - Current Pupil Handling Plans will be available in red folders in each Phase Care Room, the Swimming Pool and stored on the Cloud on Teams. These folders are subject to Data Protection. Those in the care rooms should be kept in a locked cupboard. SPH team

members are responsible for ensuring up to date PHPs are available in the folders and out of date PHPs are removed.

- Staff (including long term Supply Staff) MUST not be involved in Safer People Handling operations until they have received advice and guidance from Old Park School People Handling Advisory Team.
- All Staff should co-operate with their employer to allow them to comply with their Health and Safety duties. Staff must attend all Safer People Handling courses and updates, when requested to do so by the Headteacher. Staff have a duty to act in accordance with their training. Staff must ensure that the Team Leader visually checks all equipment before use and safe systems of work identified, through the risk assessment process. (See Appendix 1)
- Staff MUST wear appropriate clothing and flat, supportive closed-toed footwear when carrying out any People Handling operation in line with best practice training received. Open toed shoes/sandals are not appropriate and MUST not be worn. Jewellery and lanyards MUST be removed to prevent injury during a transfer.
- It is essential that all staff are well informed and aware of the complex needs of individual pupils. Information is available in red folders in each Phase Care Room, the Swimming Pool and stored on the Cloud on Teams.
- In any Safer People Handling situation requiring more than one person, at least one adult should have sufficient knowledge of the pupil to direct the operation confidently and safely and both team members have received Safer People Handling training.
- If Staff are aware of any changes in personal circumstances, environment, pupil ability etc., they should inform the Safer People Handling Trainer for their phase in writing, so that a reassessment can take place. Likewise, any defects in equipment must be reported to the Health and Safety Manager.
- All Staff have a responsibility to adhere to the Infection Control Policy and Intimate Care Policy.
- Staff must report any Moving and Handling accident or incident to the Headteacher and complete the relevant accident forms.

The role of the Trainers

The school currently has a team of three accredited trainers (through Centaur Ltd) to provide training and support across the school. The school plans to train more trainers and increase the capacity of the SPH team during 2023-24.

The Headteacher will ensure the training team are trained to carry out risk assessments.

Their role is as follows:

- Mentoring, coaching and supporting staff on a regular basis.
- Training new staff to the school in Safer People Moving and Handling as part of the induction process.

- Undertaking training of staff within a Phase of the school.
- Maintain records.
- Feedback to managers any 'Near miss' situations.
- Complete staff competency records reporting to managers any concerns.
- Attend half termly meetings with Moving and Handling trainers and Management.
- Regularly meet with other trainers to evaluate and update each other's training.
- Keep a record of all staff who attend training.
- Provide advice to staff on the safe manual handling of pupils and individual risk assessments as and when required.
- Assist staff in carrying out appropriate related manual handling risk assessments for complex cases.
- Promote the use of safe systems of work on a day-to-day basis;

SPH Trainers' Training

Trainers require a refresher training every two years. This is currently being provided by Centaur Ltd. The last training was undertaken on 26.09.22.

New members of the team will require full five-day training from a registered provider.

Risk Assessment

A handling risk assessment should be undertaken when a child requires physical assistance with their movement.

- Every assessment should take into consideration these four TILE areas:
 - Task – the transfer or movement involved
 - Individual capability – of the member of staff
 - Load – the person to be handled
 - Environment – including space, lighting, distance from other people, floor surface.
- information from this assessment will inform the writing of the Handling Plan (see below).
- so-called emergencies are almost always foreseeable, therefore the risk of anyone having to lift a child should be minimal. Real emergencies include situations where a person is in water and in imminent danger of drowning; in an area that is actually on fire or filling with smoke; in danger from bomb or bullet; in danger from a collapsing building or other structure. These events should be planned for as part of emergency evacuation procedures. Finding a child who has simply fallen on to the floor is not an emergency and should not be planned for.

Generic Risk Assessments

Generic risk assessments will be carried out and reviewed annually for the following areas:

- Grab rails
- Hoists
- Use of Jenx standing frames
- Lifting
- Use of reins
- Use of other standing frames
- The Trampoline
- Use of walking frames
- Use of wheelchairs

The SPH team will be responsible for ensuring generic risk assessments are completed and signed by the team before being passed on to SLT. This will occur in May/June to ensure the risk assessments are in place for the coming school year.

Off-Site Risk Assessment

Off-site visits are common. Where SPH maneuvers are expected to take place during a visit, a school SPH trainer should make a prior visit to the destination and ensure LOLER checks of Care Rooms have taken place. They should determine if hoists are compatible with our slings, or whether the use of OPS mobile hoists may be required off-site. All off-site visits require a plan B, such as reducing time off-site on account of inadequate Care facilities. Recent experience of such scenarios has been Resonance, Sycamore Adventure and Astley Burf. Where pupils require reins or handling belts, SPH trainers will advise teachers on where it may be appropriate to remove these e.g. within a safe, enclosed space whilst closely supervised by a member of staff.

Personal Handling Plan (PHP)

The health, safety and dignity of the child and of all those concerned is paramount. At Old Park School we want to ensure access to the curriculum, therapies, and other school activities. Where a child's movement requires any form of physical assistance, a personal handling plan will be agreed and documented to identify the method of movement and the amount of support to be given.

- The responsibility to ensure a plan is in place lies with the Headteacher and Governing Body.
- The advice and views of children (as far as is reasonably practicable), parents/carers and other relevant staff, e.g. Physiotherapist, Occupational Therapist, should be sought and considered.
- There is no absolute safe weight and it may be that two people are needed or the procedure should be mechanised.

- The Plan must be followed for the employee's own safety and that of others including the child; changes to the plan will be made during the Handling Review which should be held annually or when circumstances change. If the child has a statement, this information should form part of the annual review or EHCP meeting. Alternative methods, equipment and environment changes should be considered and used where appropriate to reduce the risk as far as is reasonably practicable.
- When a child (or parent/carer speaking for their child) refuses to be moved according to the Handling Plan, reasons should be explored as part of a discussion regarding the benefits of the Plan. A solution may be to use another method or piece of equipment. If the child/parent still refuses, the school must consider the risk of injury to staff from manual handling balanced against the risk to the child if the procedure is not carried out. The result of this assessment would usually be to change an element of care. This should be agreed by all concerned, i.e. child, parent/carer, employee, and Headteacher. If the situation cannot be resolved at school level LA advice would be sought.

Completed plans should be signed by the SPH team member & lead checking / updating / reviewing the plan, the class teacher responsible for the pupil and a member of the SLT.

A copy of the signed document will be sent home for families' reference and they will be informed of this via the School Life App. Throughout the year, during parents' evenings, at EHCP reviews and during Family Learning sessions the PHP can be shared with families and they can be invited to sign the document.

A signed hard copy of every Handling Plan will be scanned and will be available on Teams. One hard copy will be given to classes to be kept in pupil information files.

PHPs for new pupils will be written by those SPH team members identified as responsible in each phase as soon as possible when the pupil begins school. Currently (Sept '23) PHPs are checked in September, reviewed in February and updated as necessary throughout the year. This year the school will move to a schedule whereby PHPs for all pupils will be reviewed annually in December. In addition, a check shall be carried out by SPH team members in conjunction with class teachers in June/July. This is in addition to ongoing updates. PHPs will be available on Teams in order for Class teachers to create a Hyperlink to their class evolve risk assessment, as updated throughout the year.

Handling Plans and Risk Assessments must be kept for a minimum of six years commensurate with requirements relating to injury claims.

Moving and Handling Training Requirements

Training

It is essential that all staff that care for children/ young people with mobility difficulties are trained in safer handling techniques. It is mandatory for all staff who undertakes moving and

handling activities to receive at the very least a standard level of training in basic core skills relevant to the setting /client group.

Headteachers should be trained / competent in the key areas of – legislative and management responsibilities, risk assessment, moving techniques, equipment selection and investigation of accidents.

It is the responsibility of the Headteacher to ensure staff receive the appropriate training and that all employees are competent in carrying out their duties.

Staff should not be assigned to moving and handling tasks before they receive appropriate training.

The Training Strategy for Old Park School is as follows:

- New staff who have no or minimal previous experience of SPH will receive two days full training by in-house trainers. This will include full theory training and practical experience across the range of moving and handling tasks, equipment and environments in school.
- New staff who have had SPH experience in a similar setting and who possess an equivalent certificate that remains in-date, will complete an online theory refresher course and receive competency checks from an SPH trainer.
- Old Park Staff with prior training and experience within school will receive an annual competency check by an SPH trainer.

Training records will be held by SLT and will be available for SPH trainers to allow them to best anticipate up-coming training needs, so that training is delivered in a timely fashion. The SPH team will inform SLT at the end of each term about the anticipated staff training needs for the subsequent term. This will allow timely, proactive management of staff CPD and ensure that SPH capacity is maintained across school.

Monitoring and Supervision

Old Park School will monitor and supervise manual handling activities in accordance with our agreed training awareness programme. Where poor practice or failure to use agreed systems is identified investigations to determine the cause should consider:

- Are risk assessments inappropriate / inadequate resulting in unsafe /inappropriate systems of work?
- Do staff lack appropriate training / skills to use safer handling principles?
- Have individual's deviated from the agreed policy, guidelines or pupil handling care plan/support plans?
- Were there extreme, exceptional or life-threatening circumstances that affected handling

Equipment and Facilities

All equipment should be checked before each use for signs of wear and tear in accordance with the Flow Chart explained in the Awareness Training.

Hoists and slings will be checked by an accredited contractor/competent person every 6 months. (Lifting Operations and Lifting Equipment Regulations 1998). If there is any cause for concern about a piece of equipment then this should be reported to School Management and put out of use immediately. A dated warning sign will be placed on the piece of equipment.

A suitably qualified person must recommend hoists and other pieces of specialist equipment.

The maintenance of the equipment is the responsibility of the school.

Generic Helping Hands Mesh Poser, Liko and Silvalea slings are available for pool use only. Pupils are individually risk assessed for the size of sling and this information is recorded on their individual Pupil Handling Plans and the 'wall chart'.

Hoisting Systems

Old Park School uses Helping Hands Skyframe Overhead System and Arjo manual hoists.

ARJO CLIP SYSTEM slings are compatible with Arjo Maxi Twin manual hoist and Skyframe Poser bar ONLY.

HELPING HANDS EZESLYDE slings are compatible with Skyframe Poser bar and Arjo Maxi Twin manual hoist ONLY.

LIKO sling is compatible with Arjo Minstrel Manual hoist and Skyframe 4 point loop system spreader bar ONLY.

Pupils are assessed for size, this will be recorded on their individual pupil handling plan.

SILVALEA LOOP SYSTEM Arjo Minstrel Manual hoist and Skyframe 4 point loop system spreader bar ONLY.

Manufacturers guidance must always be followed.

The ARJO hoist kept in the Gym and used for Rebound Trampoline Therapy transfers has spreader bars which allow for both clip and loop sling systems.

Emergencies

Most emergencies are usually foreseeable, therefore the risk of anyone having to carry out a non-assessed lift, on a pupil in an emergency situation, causing injury to Staff and Pupil is minimal. Most eventualities can be planned for. This includes fire evacuation. Every Pupil will have an individual PEEP (Personal EMERGENCY EVACUATION Plan) which in the event of a fire must be adhered to. These are to be found in Class Lilac Pupil information folders and swimming pool.

It is important to assess an emergency situation first, without rushing in to lift/move a Pupil. In the event of a Pupil having a serious fall or causing concern, they should not be moved and member of the school nursing team or a designated school First Aider should be contacted. The current list is to be found displayed in the corridor entrance to every care room.

Monitoring

The monitoring of this policy and its application will be undertaken by: -

- Headteacher and Governors
- All Staff in their daily practice
- Individuals with a Staff line management responsibility
- The Safer People Moving and Handling team
- PPPs, annual review process and EHC Plans

Summary

The school's intentions are for Staff to bring an informed, positive and consistent approach to the complex and potentially hazardous issue related to moving and handling, for their own safety and that of their colleagues and pupils.

This policy will be reviewed annually by the Headteacher and Governors in order to keep it in line with operational changes and any changes in current legislation.

September 2023

This policy was shared with Governors via Governorhub on 04.10.2023

CHECK LIST – PRIOR TO THE TASK

Is the person's condition the same as when they were assessed for this piece of equipment?

YES

Is there a current & relevant handling/hoisting plan?

YES

Have you had up to date Moving & Handling training, including hoist training?

YES

Are there two handlers available to perform the task together?

YES

Are you familiar with this specific hoist/sling?

YES

ENVIRONMENT

Is the area safe for hoisting?

- Sufficient space
- Clear of obstacles
- Access around and under furniture
- Clean/dry

YES

HOIST

Are you familiar with the emergency stop and lowering systems?

FLOW CHART FOR USE OF HOISTS AND SLINGS

NO

NO

NO

NO

NO

NO

NO

YES

DO NOT USE

Check with my supervisor

DO NOT USE

COMMENCE THE TASK

YES

Have you done a visual check?

- clean and undamaged
- label legible - SWL clearly displayed
- Unique identifier
- Service up to date (approx 6 months)

YES

Is the sling the one identified in the handling/hoisting plan and is it still appropriate?

NO

Is the sling compatible with the hoist?

NO

SLING

YES

NO

Have you done a visual check?

- Battery charged
- Service up to date (approx 6 months)
- No obvious signs of damage
- Castors move freely
- Base adjustment/lifting & lowering mechanisms move freely
- Emergency button set in correct position
- SWL clearly displayed