



# MOVING AND HANDLING POLICY

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**Written By** Moving and Handling  
Team

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## Milestone Academy

### Moving and Handling Policy

#### **Introduction**

- This policy is intended to underpin the good Moving and Handling practice throughout the Academy in order to reduce the risk of injury to pupils and staff.
- This policy is intended to meet the requirements imposed on the Academy 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 key members of staff 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.
  - Following the practical training the moving and handling team will come into the class environment to observe the staff members completing the moving and handling procedures on three occasions. The moving and handling team will observe staff following practical training. A minimum of three observations will be completed with guidance and advice given as required. If the moving and handling team feel that after three observations the staff member requires additional support then they will continue to be observed. The senior leadership team will also be notified if there are concerns over an individual’s competencies.
  - If after the completing the training the staff member is observed to not be complying with what is written in the risk assessment, going against the training provided and the policy it will then be referred to the Senior Leadership team.
  - Full documentation and records of training. Records of training will be signed by the trainer and the member of staff receiving the training.
  - Once the three observations have been completed and signed by a member of the moving and handling team the training record will be retained and kept on file by the moving and handling team.

## Individual (staff)

- All persons appointed to the staff must be sufficiently fit and healthy to undertake physically active duties.
- Any staff members who feel they are not fit and healthy should discuss their needs with their class teacher and if necessary the Moving and Handling team will complete an individual risk assessment. An individual staff risk assessment will be reviewed twice at dates given during the review, if the individual still requires the risk assessment after this it will be passed to the Senior Leadership team who will decide on the next course of action.
- Any staff who are pregnant/breastfeeding and regularly completing manual handling of any kind should have an individual risk assessment to support their main assessment.
- It is the responsibility of each individual to inform their class lead/team/line manager/moving and handling team if they have any needs that requires an individual risk assessment.
- Members of staff will be provided with Moving and Handling theory training within 6 weeks of being appointed, through a rolling induction programme, which all new staff are expected to attend. 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 following completion of the Moving and Handling theory training.
- Staff are to familiarise themselves with this policy annually or when it is communicated to them do so following an update or amendment.
- Members of staff **MUST** follow any recommended risk reduction procedures in the Risk Assessment in order to reduce the risk of injury to themselves and the pupils.
- Members of staff should take reasonable care of themselves to maintain and reduce the risk of injury, there are recommendations within the attached appendix "Managing your own back".
- Staff members who join the Academy team from an agency are unable to participate in Manual Handling at Milestone Academy unless they can produce certification of training from within a year of starting at the Academy which proves they have received sufficient training in Manual Handling.

## 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, not high heels and be closed in at the front and back to protect the feet.
- 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. Where possible long hair should be tied up during manual handling procedures for both students and staff members.
- 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.

## **Pupil Healthcare**

- Staff must ensure that they have read and understand the individual pupil healthcare plan and epilepsy plan.
- When accessing the pool pupils who have swallowing difficulties or have a risk of aspiration should be closely monitored and have appropriate head support while in the water. If staff have any concerns or need support with the pupils in the water, then speak to the Moving and Handling team. Pupils identified to have a 'risk' of aspiration are pupils who are nil by mouth, require thickener to be added to fluids or by recommendation of a medical professional. A full list of students is held by the Moving and Handling team if required.
- Pupils will undergo a review of their handling annually or if their needs change.
- It is the responsibility of the class teams to inform the Moving and Handling team if the pupils needs/abilities change and need updating.
- Pupils to have 1:1 support while accessing the pool if they have medical needs such as epilepsy or it is identified in their risk assessment due to their handling needs.
- Should a pupil have a medical episode during a moving and handling procedure then it is to be stopped as soon as it is safe to do so and the student should not be moved again until either the medical episode is complete or the medical team decide they should be moved.
- If a pupil is returning school following surgery or medical procedure/long period of absence then they are to be assessed for their return following the flow attached at the end of this policy.

## **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.
- Pupils will not be moved and handled unless a risk assessment has taken place, this includes accessing the pool and rebound. This will be part of the initial ability assessment.
- Therapists will be invited to contribute to 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.
- Class teams are responsible to inform the Moving and Handling team of any changes/issues that arise.
- 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 Academy's network and a copy provided for the class team which should be kept in the pupil's file in the classroom.
- Two copies will be sent home for parents/carers to sign and return a copy. However, if the Risk Assessment isn't returned within 1 week then the assessors will put the Risk Assessment into place.
- When planning off site visits or on site extra-curricular activities, e.g. bouncy castles, activity days etc please consult the Moving and Handling team for support to assess the environment is safe and appropriate for students who are wheelchair users and supporting staff and also for transport access.
- Students who use the pool will have a risk assessment completed for use of the pool.

## Practice

- The Academy will provide equipment so that as far as is reasonably practicable to ensure manual lifting will be avoided where appropriate.
- Pupils will only be moved and handled using the equipment and techniques described in the "risk reduction procedures" defined within the risk assessment or as shown by a Moving and Handling trainer.
- Any staff members/teams that deviate from the risk assessment without consultation from the moving and handling team will be addressed by the moving and handling team and the Senior Leadership informed immediately.
- Any difficulties or change in circumstances with either pupil needs or the individual capability of staff 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, this includes new team members/staff changes, new pupils, individual needs of either the pupil or staff change.
- Any observed incidences of bad practice or deviation from the agreed risk assessment plan **MUST** be reported to the line manager and Moving and Handling team to be resolved. If a training issue is identified, the Moving and Handling team will address this with the training co-ordinator.
- Any concerns of 'poor' manual handling will be addressed immediately by the Moving and Handling team initially and referred to the Senior Leadership team should further training be required or if the practice was to continue.
- Any near misses/dangerous occurrences regarding moving and handling must be reported as soon as possible. The moving and handling team will then decide if any further action is to be taken.
- Unless otherwise assessed staff are not to lift pupils unless there is an immediate danger to the staff or pupils, see Emergency Situations.
- Pupils are **not** to be carried under any circumstances not matter what the distance involved is.

- Staff are to read and sign each risk assessment for each pupil who has one.
- The risk assessments will be read each time it is updated and at the beginning of terms 1, 3 and 5. Each staff member is to then sign in the appropriate areas of the risk assessment to declare that they have read and understood the content of the risk assessment.
- Staff practice will be monitored by the Moving and Handling team through regular discussions with class teams and the Moving and Handling team will carry out twice termly monitoring walks to ensure good practice is continuing. See above 'Training'

### **Equipment**

- Any malfunction of equipment or incidences involving equipment both personal to the pupil or Academy must be reported to the Moving and Handling team, line manager and if relevant the site manager as soon as possible.
- The equipment is not to be used until it has deemed safe to do by either the Moving and Handling team or the Site team.
- When attending to pupils' personal care needs, bedsides, if available, should be used while a student is on the bed.
- Any damage to equipment whether accidental, malicious or otherwise must be reported immediately.

### **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 and discuss any relevant issues and general practice in Academy.
- 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.
- Staff to follow the Fire Evacuation plan in the event of a fire.
- In the event of an emergency evacuation from the pool emergency procedures should be followed:

**Fire alarm/intruder alert:** follow directions as per the fire evacuation procedure. Unless you know the location of the fire then normal risk assessment procedures are to be carried out.

**Medical emergency while changing;** follow the pupil's healthcare plan if they experience a medical emergency whilst in the changing room as you would if they were in the classroom.

**Medical emergency while in the water;** continue to follow the pupil's healthcare plan while in the water if it is safe to do so. Evacuate any other pupils from the water to maintain dignity to the pupil. Radio for appropriate staff to attend, e.g. medical, site team, Moving and Handling. As long as it safe to attend to the pupil in the water continue to do this until either student is well enough to move, the medical team decide or the pupil's health changes again.

### **Appendices**

- A copy of "Managing Your Own Back" is attached.
- Return to school flow chart
- Power chair guidelines
- Chair tipping procedures

## Appendix to Moving and Handling Policy

### “Managing Your Own Back”

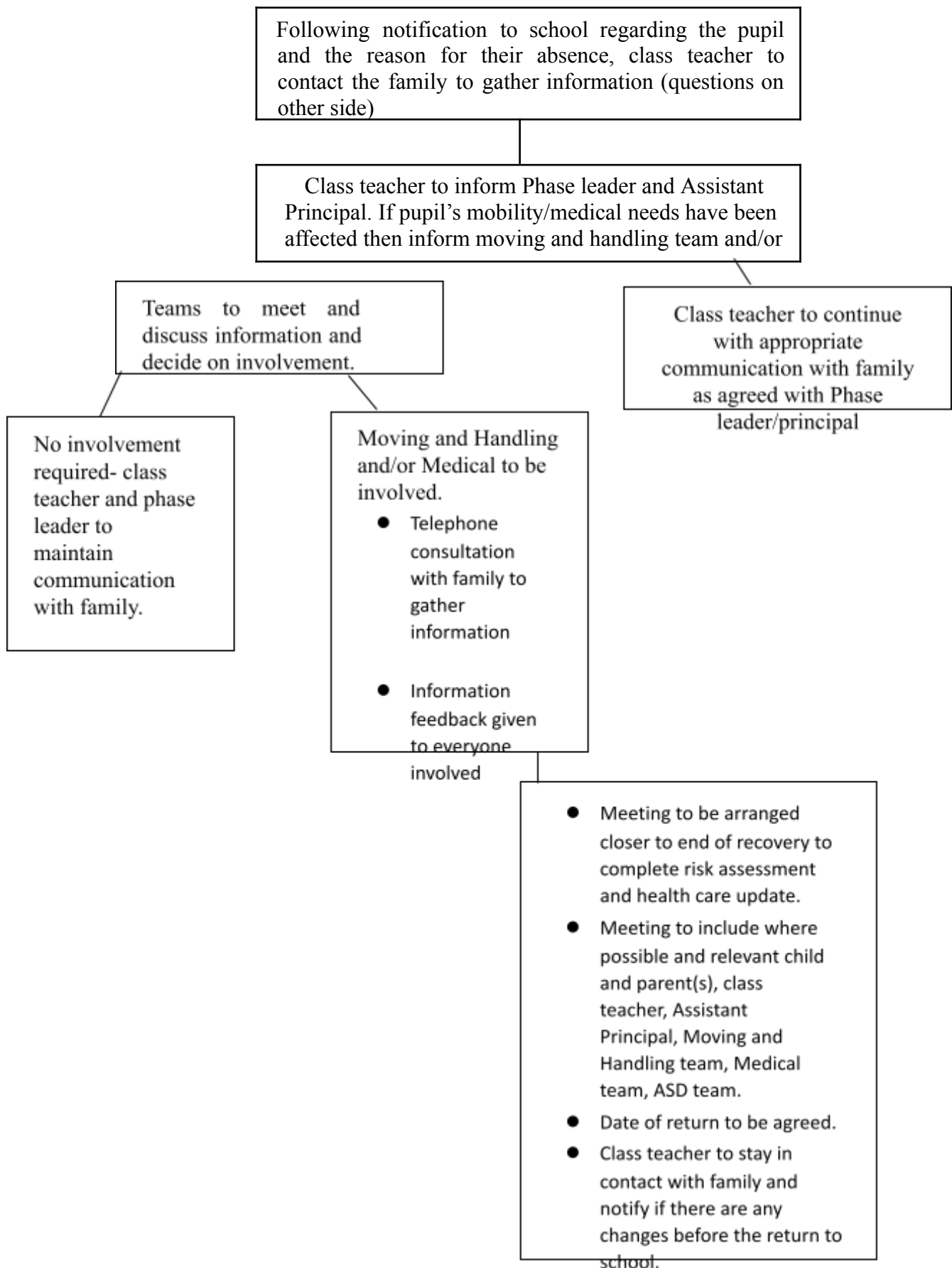
1. Improve your posture – Stand tall – keep your head up, your chin and your stomach tucked in and your hips rolled forward. **Avoid** slouching and rounding your shoulders. **Avoid** excess forward curve of lower back.
2. Get in Shape – take up gentle exercise like swimming – just 20 minutes three times a week is adequate. This will strengthen your abdominal and back muscles to support your spine and strengthen your joints.
3. 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
- Correct your posture
- Rest your muscles
- Look after your back – it has to last a lifetime!



Procedure for pupils return to school following injury, surgery or illness with an effect on their mobility.



## Questions to ask at initial discussion

- Is the pupil weight bearing? (if they were previously)
- Have their handling needs changed? E.g. previously weight bearing but now hoisted.
- If previously independent with activities such as toileting are they still able to be?
- Do they require any new or additional equipment e.g. wheelchair, crutches, sling if they didn't already use it?
- Has this been supplied by hospital or have family sourced it themselves?
- Have they still got the same range of skills or have they improved/worsened?
- Are they restricted in any way as to what they can and cannot do? E.g. swimming, rebound etc.
- Can they still access their transport in the same way as before?
- Is there any guidance/advice from Drs/hospital/therapists regarding their mobility?
- Is there any additional or new medication required?
- How are they coping with the injury/recovery from surgery?
- Has their injury/recovery impacted on their behaviour?

## **RISK ASSESSMENT FOR WHEELCHAIR USE**

### Before a wheelchair is used:

The movement of wheelchairs is subject to the **Manual Handling Regulations 1992. Risk assessments** must be in use relating to their use.

Safety checks should be completed prior to use:

- Check the brakes are working, wheels turn freely, are secure and that tyres are suitably inflated.
- Check the footplates and ankle straps are secure and in the correct position.
- If unhappy with the condition do not use.
- It is not recommended that wheelchairs are used without anti-tip bars for school aged pupils. If they are removed this must be risk assessed. A member of staff must not remove anti-tip bars from a wheelchair and parents should be discouraged to do so without advice from wheelchair services.
- In the case of electric wheelchairs, check the battery is secured in place and adequately charged.
- If there are any concerns regarding the safety of any wheelchair, please report these to your class lead and the Moving and Handling team. Families should be made aware of the concerns and asked to contact Wheelchair services for service or repair.

### When using a wheelchair:

Is it the correct chair for the child? Do not use someone else's wheelchair for anyone other than who it is prescribed to.

Do not use a wheelchair for someone who doesn't normally use one unless it is an emergency or permission has been granted.

- When pushing ensure that the wheelchair is never pushed or pulled in the folded position - they must always be open.
- Raise handles, if possible, to your elbow height.
- Ensure the seat belt is fastened before moving off.
- Ensure feet are on the footplate.
- Ensure arms are not outside of the armrests.
- Ensure that brakes are unlocked before moving off.
- Ensure that brakes are applied whenever the wheelchair is stationary.
- Encourage self-propelling where appropriate.
- Staff must not undertake any activities which they consider to be beyond their own personal capabilities i.e. because of medical conditions, pregnancy, weight or nature of the pupil, weight of the equipment.
- Clothing must be suitable for the task i.e. flat, closed shoes with grip.
- Be aware of your surroundings, look ahead to avoid sudden changes in level and other hazards.
- The wheelchair should be close to the body wherever possible.
- Extension of the arms should be avoided if possible and a good firm grip is essential.
- Twisting of the body must be avoided, as this puts added pressure on the spine. Head and feet should face the direction you are going.
- Keep elbows close to the body and lock in when pushing up or down slopes.
- When going over thresholds, lead with the largest wheels.
- Rotate staff to share the workload.

### Taking the wheelchair outdoors:

- Pay attention when moving up or down ramps, slopes and kerbs.
- Be aware of weather conditions.
- Plan routes, avoiding uneven surfaces, steps, gravel, wet grass etc.
- Use disabled exits where available.
- Do not hang bags on the back of the wheelchair. It may affect the balance of the chair.
- Kerbs - Avoid going down a kerb wherever possible. It is safer to go down a kerb backwards with the larger wheels leading but care must be taken as you are stepping backwards into a road. Practice with an empty wheelchair first.
- Always tell the pupil what you are about to do
- Make sure the road is clear then back the wheelchair to the edge of the kerb
- Pull the rear wheels carefully down onto the road making sure that both wheels touch down at the same time
- When the front wheels are at the edge of the kerb, pull back on the handles and at the same time push down and forwards on the tipping lever with your foot.
- This will balance the wheelchair and pupil on the rear wheels. Do not tip the wheelchair back more than necessary.
- Carefully pull the wheelchair further back into the road and when the feet are clear of the kerb gently lower the front to the road.
- Check the road is clear before turning around and crossing.
- To go up the kerb it is safer to go forwards.
- Practice with an empty chair first.
- When the pupil's feet are nearly touching the kerb, pull back on the handles and at the same time push down and forward on the tipping lever with your foot. This will balance the wheelchair and pupil on the rear wheels.
- When the front wheels are just clear of the kerb, push the wheelchair forward until the wheels rest on the pavement. Do not tip the wheelchair back more than necessary.
- Push the wheelchair forward until the back wheels just touch the kerb and then lift up on the handles as you continue pushing forwards to place the rear wheels on the pavement.

### Additional advice for powered wheelchairs:

The above advice also applies to powered wheelchairs. In addition-

1. Always ensure that power is switched off before a pupil is transferred into or out of their powered chair.
2. Before switching on power, check that tyres are inflated to the correct pressure and are in good condition. Check that the chair is correctly adjusted to suit the pupil.
3. When on the move the pupil should have a staff member with them at all times. Speed limits should be set with the pupil and staff and recorded in their risk assessment. Before changing from forward to reverse, and vice versa, you must stop.
4. Turns should be made slowly and not at full speed.
5. Use the power chair according to the limitations set out in the wheelchair user guide.

If class teams are aware of a child being prescribed a powered chair then please make the Moving and Handling team aware before it comes into school.

### Transporting Manual and Powered Wheelchairs:

1. It is the responsibility of the vehicle driver to clamp the chair into the vehicle as stated in the User Guide for the pupil's wheelchair.
2. Check that the vehicle is designed and equipped to transport a passenger seated in a wheelchair.
3. The wheelchair should be transported in a forward-facing direction.

4. If your wheelchair has a headrest it should always be used during transportation. A universal headrest can be purchased if not provided.
5. Ensure the driver has had adequate training in clamping the wheelchair and ensuring all other straps are secure.

## Risk Assessment for the use of powered wheelchairs around school

Pupil		Date of assessment	Review date		
Activity	Potential hazard	Risks and to whom	Control measures to reduce the risk	Risk level L / M / H	Further action required
<b>Movement around school</b>	<ul style="list-style-type: none"> <li>-Uneven surfaces</li> <li>-Raised thresholds</li> <li>-Speeding</li> <li>-Furniture</li> <li>-Crowds/busy area</li> <li>-Wet flooring</li> <li>-Wheelchair tips/overturns</li>   <li>-collision with another person / furniture</li> </ul>	<p>Collision/wheelchair tipping</p> <p>Wheelchair user, staff, pupils, visitors</p>	<p>Moving and Handling team to be contacted before the wheelchair comes into school</p> <p>Pupil to attend training with the Moving and Handling team.</p> <p>Speed restrictions set by the Moving and Handling team.</p> <p>To be supported by a staff member at all times 1-1. Uneven surfaces / thresholds to be identified and highlighted where possible.</p> <p>Defects in flooring to be reported and repaired appropriately.</p> <p>Access and corridors to be kept clutter free.</p> <p>Furniture to be arranged so as not to obstruct the wheelchair user.</p> <p>Supporting staff to ensure any lap straps and chest harnesses are secured before moving off with the pupil or allowing the to move the chair.</p>		
<b>Outdoor play</b>	<ul style="list-style-type: none"> <li>-Weather conditions</li> </ul>	<p>Collision / wheelchair tipping /</p>	<p>Wheelchair use to be restricted in severe / dangerous weather conditions e.g. rain / ice / snow</p>		



	- Crowds / busy areas	slipping  Wheelchair user / staff / pupils / visitors	Avoid areas which are particularly muddy  Avoid equipment which is floor level/accessible equipment e.g. roundabouts, sunken trampolines  Avoid crowded areas. If necessary, ensure that a quiet area is identified which can be accessed with peers. Gritting / salting / clearing of snow / ice  Additional support / assistance where necessary.		
<b>Dining</b>	-Food debris on floor  -Trip hazard	Slipping  Wheelchair user, staff, pupils, visitors  Trips  Staff, pupils, visitors	Food debris to be cleared away. Hazard signage boards to be used if needed.  Wheelchair to be stored securely in a safe place where it will not become a risk to others.  Wheelchair should be easily accessible should it be required by the user in an emergency.		
<b>Maintenance</b>	-Wheelchair not fit for purpose / damaged	Unable to use equipment  Wheelchair user	Chair should be maintained by the family.  Regular services should be carried out by the manufacturer.  Daily visual checks should be carried out by school for general wear and tear. If defects are identified, family must be informed and school cease using until		



			rectified, as per wheelchair risk assessment.		
<b>Moving Parts</b>	-loose clothing / bags -incorrect propelling of the wheelchair	Finger/clothing traps Wheelchair tipping/collision	Ensure clothing is secured - not hanging Staff to carry bags where necessary		
<b>Charging of battery</b>	-Forgetting to charge the battery and not being able to use the chair as a consequence	Unable to use the equipment  Wheelchair user	Family to charge the wheelchair at home in preparation for the day. If the family is unable to or the battery is draining too quickly then the class lead to ask the family to send in a charger.		
<b>Control pad</b>	-control pad can lock	Chair is not able to move  Wheelchair user	Staff to be familiar with how to unlock the control pad as per the manufacturer's instructions and have a magnet available if appropriate.  Staff to be aware how to put the chair into manual (if appropriate).		
<b>Chair can become unbalanced</b>	-Chair will tip	Pupil is likely to sustain serious injury	If the chair tips in any direction and the pupil is unresponsive they should be left in the chair and 999 called immediately - ambulance and potentially fire brigade to lift the chair.  If the chair tips to the side and the pupil can communicate that they are not injured, staff release the lap belt and roll the pupil out of the chair.		

			<p>If the chair tips backwards and the pupil can communicate that they are uninjured they can be lifted from the chair.</p> <p>If the chair tips forwards, move the chair onto its side ensuring the pupil's arms are tucked inside the chair. If the pupil has an injury to one side of their body, turn the chair to the other side.</p> <p>If the tip occurs at school there may be sufficient staff to lift the chair / pupil but if offsite the fire brigade may need to be called.</p> <p>The pupil should always be seen by a first aider.</p> <p>The chair should always be checked for damage by Wheelchair services.</p> <p>A serious incident form should be completed and RIDDOR if appropriate.</p> <p>Any incident involving the chair tipping must be reported to SLT, M&amp;H, wheelchair services and family at the time of or as soon as possible.</p>		
<b>Off-site activities</b>	Separate risk assessment required				
<b>Transport</b>	Separate risk assessment required				



<b>Emergency Evacuation</b>	Individual Personal Emergency Evacuation Plan (PEEP) required				
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