

## **Health & Safety Policy Guidance Note**

Reviewed as required re: any significant changes in legislation or guidance

### **Relevant Current Legislation**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Workplace (Health Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Reporting of injuries, Diseases and dangerous Occurrence Regulations 2013 (RIDDOR)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

### **Other relevant legislation**

- Human Rights Act 2000
- Equality Act 2010
- Special Education Needs and Disability (SENDA 2001)
- Children's Act 1989 (2004)
- Children and Families Act 2014
- Care Act 2014

**Who needs to see this document:** Employees, employers and School Governors.

### **Contacts:**

- Moving and Handling Key Trainers and Co-ordinators (Aimie Gates, Louise Teese, Rachael White, Galina Barnes)
- Policy written by Jennifer Riley Deputy Head Teacher Newfield School in coordination with Moving and Handling Key Trainers and Co-ordinators as above.

This policy covers the moving and handling of children and young people with additional needs, physical disabilities and any other children that may have moving and handling needs.

The policy should be interpreted with due regard to other relevant legislation listed.

Newfield School expects all employees and managers to follow this policy and guidance, to ensure it is adopted and implemented within their areas of responsibility

## Introduction

This policy outlines the key aspects of moving and handling children and young people.

The service expects all managers to ensure that this policy is implemented and monitored within their area of responsibility.

**The policy principles must be applied in all areas where moving and handling of children and young people takes place.**

## Legal Considerations

The policy is intended to address the question of how to ensure compliance with health and safety legislation most notably the Manual Handling Operations Regulations 1992 (MHOR). The policy does not specifically address the question of how to ensure that compliance with health and safety law is compatible with other requirements under legislation such as the Children's, Equality or Human Rights Acts.

The policy should be interpreted with regard to other legislation and guidance, taking particular account of the need to ensure that implementation of the policy and practice on moving and handling should not place unreasonable restrictions on the children's rights to autonomy, privacy or dignity.

The MHOR do not prohibit all manual handling. There needs to be a balanced approach to ensure that:

- Workers are not required to perform tasks that put them, children and young people at risk unreasonably
- Children and young person's personal wishes on mobility assistance are respected wherever possible; and
- Children and young person's independence and autonomy is supported as fully as possible

## General Policy Statement

This policy applies to all children, young people and staff undertaking people handling activities during the course of their work in school. It also applies to all supply staff, temporary and agency staff, work experience and authorised visitors; that may assist an experienced fully trained member of staff with Moving and Handling tasks.

Newfield School's objectives are to provide effective children and young people centred care within a safe working environment to minimise the risk of injury to the children, young people, staff and carers. It aims to do this by working towards the safest possible solutions in manual handling via a risk assessment process.

Moving and handling is an inherent part of providing care to disabled children and young people, but is not risk free, Newfield school aims to reduce the risk of injury from moving and handling to the lowest level which is reasonably practicable by:

- Designing and using safe systems of work which seek to avoid hazardous manual handling
- Adopting an ergonomic approach to problem solving moving and handling activities
- Promoting a balance between the needs, wishes and rights of the children and young people and their carer's and ensuring a safe working environment for the staff.

## **Statement of Intent**

Newfield School is committed to ensuring the health, safety and welfare of all its employees, children and young people and others who may be affected by its activities.

Newfield recognises that continual improvements in manual handling performance are achieved primarily through the identification, assessment and management of risk associated with manual handling. This reduces accidents and ill health at work and contributes to the health and wellbeing of staff.

It is the policy of Newfield School to ensure so far as is reasonably practicable:

- The provision of appropriate manual handling information, instruction, training and supervision. Including access to competent advice for moving and handling children and young people with a disability.
- Will avoid the need for staff to undertake hazardous moving and handling as is reasonably practicable.
- Where it is not reasonable to avoid moving and handling, risk assessments will be undertaken and control measures put in place to reduce the risk of injury to the lowest level reasonably practicable.
- The provision and maintenance of appropriate manual handling equipment and safe systems of work.
- The provision and maintenance of a safe working environment in relation to the safer moving and handling of children and young people.
- Adequate arrangements for a flexible and a manageable approach to the safe moving and handling of children and young people respecting their wishes and balancing the duty of care owed to them, with the statutory requirements to ensure the health and safety of the employees in relation to manual handling.
- To provide appropriate occupational health surveillance and support to employees who require it and to strive to continually reduce work related musculo-skeletal disorders and accidents

Whilst accepting the minimum legal standards as set by national legislation namely the Manual Handling Operations Regulations 1992 (MHOR) and its associated regulations, Newfield School is committed to promoting a positive, safe manual handling culture which aims to produce high standards of care for its employees and the children and young people who access the school.

Newfield School recognises that in order for this policy to work it must have the full support and cooperation of all employees in achieving a safer manual handling culture.

Newfield School also expects and encourages similar support and cooperation from families, children and young people and visitors who use our services, facilities and premises.

Newfield School expects all managers and staff to follow this policy, to ensure that it is adopted and implemented in their areas of responsibility.

Newfield Senior Leadership team will monitor and review the effectiveness of this policy and be responsible for creating time for the Moving and Handling key trainers and coordinators to develop areas of improvement.

## **At a Glance Action**

### **Newfield School Senior Leadership team will;**

- Familiarise themselves with the contents of this policy
- Ensure this policy is implemented in their area of work
- Ensure all parties are fully informed of their roles and responsibilities with regard to moving and handling
- School governing bodies to formally agree to implement or adapt this policy to meet the legislative requirements, this should be formally recorded.
- Ensure all employees are trained to the legislative requirements
- Ensure the recruitment and selection process pays due regard to potential employees physical fitness, competence and capability to undertake the duties of the post
- Ensure risk assessments are completed (and reviewed regularly) for all moving and handling activities
- Ensure detailed moving and handling/hoisting plans are developed where handling techniques/use of moving and handling equipment is an assessed need
- Ensure suitable equipment is available and maintenance / inspection and testing arrangements are in place
- Periodically review all arrangements to ensure continued compliance with this policy

## **Definition**

### **What is Moving and Handling?**

The definition of manual handling *'It is any activity that involves the use of bodily force in lifting lowering, pushing, pulling, carrying supporting or otherwise moving a person or object'*.

Moving and handling does not mean a blanket ban of the lifting of people, this could have a detrimental effect on the person needing assistance, as well as the potential to contravene duties under other relevant legislation such as the Equality Act 2010 and the Human Rights Act 2000.

The aim in people handling situations is to achieve a balance between the safety of staff/carers and the quality of care provided to the individual (College of Occupational Therapists (2006) Manual Handling)

Moving and handling people can be hazardous and the potential for injury is always present. Most injuries are cumulative, resulting from poor posture or repetitive actions rather than a single incident.

The human and financial consequences of moving and handling injuries can be costly for the individual and the organisation: it is important to ensure that risks from hazardous tasks are assessed, safe systems of work developed and staff follow these systems.

### **Under the Manual Handling Operations Regulations 1992 (MHOR) the Employer has to:**

- **AVOID** hazardous manual handling operations, so far as is reasonably practicable
- **ASSESS** those manual handling operations that cannot be avoided
- **ACTION** should be taken to reduce the risk of injury from manual handling operations so far as is reasonably practicable
- **REVIEW** the risk assessments when significant change occurs or on a pre-determined date

### **Organisation – People and Responsibilities**

To ensure that this policy is effectively implemented throughout Newfield School the manual handling responsibilities of management, employees and key stakeholders are specified in this section.

Newfield school head teacher and the senior leadership team are responsible for implementing and monitoring this policy within their respective school area, including the following specific responsibilities:

- Ensure that copies of the current moving and handling policy are available, accessible, used and made known to all the staff in school.
- Ensure via respective management teams, that risk assessments and safe working practices in relation to safe manual handling in school have been undertaken and reviewed as necessary
- Ensure that hazardous moving and handling is avoided as far as is reasonably practicable
- Ensure that there is an appropriate skill mix of staff to allow for safe moving and handling
- Where moving and handling cannot be avoided individual risk assessments are undertaken which take into account, the **task, individual capabilities of the handlers, the child and the environment**, handling plans should be developed and appropriate action taken to reduce the risk of injury to the lowest level reasonably practicable.
- Handling plans should be accurate, relevant and up to date and kept at the point of service delivery – Student's Individual Red files.
- Ensure that the risk assessments and handling plans are monitored and reviewed annually, or in response if changes occur e.g. pupil health, equipment, mobility changes.
- Ensure ongoing liaison with M&H leaders in regard to lack of resources, which prevent risk reduction measures from being fully implemented.
- Where immediate risk reduction of risk is not practicable alternative ways of providing care in the short term must be agreed while possible changes to the activity are explored.
- Ensure on-going supervision and management of staff undertaking moving and handling activities and ensure that staff follow the established safe system of work.
- Ensure that staff wear suitable clothing and footwear to allow safe moving and handling.
- The training needs of the staff are identified and met with clear written records being maintained of all moving and handling training. All staff receive adequate training in safe methods of manual handling techniques and the use of equipment.

- Staff who undertake risk assessments are competent to do so.
- Ensure that all manual handling accidents, dangerous occurrences and near misses are reported in line with relevant policy and guidance and that all such incidents are investigated and RIDDOR procedure is followed (seek guidance and assistance where required)
- Ensure occupational health surveillance is provided when required, through the staff supervision process
- Ensure that regular safety inspections of manual handling equipment in the workplace are carried out in accordance with policy, legislation and guidance. Any damaged equipment is immediately taken out of use and is repaired, replaced or disposed of as appropriate.
- Ensure that workplaces have range of moving and handling aids appropriate to their setting to meet the needs of the children and young people.
- Take due regard of other legislation e.g. Equality Act, Human Rights Act etc.
- Seek advice from specialist advisors where appropriate
- Make suitable arrangements for dealing with emergencies, in school children should have a personal emergency evacuation plan (PEEP) and equipment in situ to facilitate this.
- EVAC chairs and EVAC training - maintained, overseen and organised by fire team.
- Make suitable arrangements to monitor and review policies and procedures as a process of continuous improvement
- Ensure that suitable arrangements are in place for the provision and sharing of information between relevant parties' if required....i.e. Therapists, nursing staff .

### **School Governors (school specific)**

School Governors have the following responsibilities:

- Assist and support the head teacher/senior management team in the implementation of the policy
- Assign adequate resources (financial and management) for safer manual handling

Governors can find further clarification of responsibilities relating to overarching health and safety on the DCSF website [www.governornet.co.uk](http://www.governornet.co.uk) a guide to the law for school governors.

### **Employees – at all levels (includes trainees, volunteers etc.)**

Employees are responsible for:

- Safeguarding their own health and safety whilst at work and also that of any person who may be affected by their actions or omissions
- Informing their line manager of anything that may affect their ability to undertake safe manual handling activities or any other work activity
- Complying with the employer to ensure that legal obligations are met.
- Following the control measures as identified in the manual handling risk assessment and following the child or young person's' moving and handling plan.
- Reporting any changes in the child's condition, which may indicate that reassessment is required

- Reporting immediately any difficulties, near misses, any faults in the manual handling equipment, in order for the risk assessment to be reviewed
- Complying with safe working practices, safe systems of work and using the correct equipment
- Awareness of the safer manual handling policy, procedures and guidance and any emergency procedures.
- Complying with organisational policy regarding the avoidance of injury by wearing suitable footwear and clothing. Also not wearing jewellery that could injure them or the child.
- Attending moving and handling training and implementing it in their area of work.
- Undertaking only those activities for which they have been trained and are capable of performing.
- New staff, temporary staff and visitors that haven't yet received their Moving and Handling training to only assist with moving and handling tasks under the direction of a trained experienced employee.

### **Moving and Handling key trainers and co-ordinators**

The moving and handling co-ordinators provide a specialist advisory function to the school and are responsible (under the direction of the head teacher and senior leadership team) for the development of effective manual handling policies, strategies and guidance on all aspects of safe moving and handling of children and young people, who are identified as having moving and handling needs. They act on behalf of the SLT to develop, implement and monitor the school manual handling policies and strategies. The school head teacher and Senior leadership team to ensure that the Moving and Handling key trainers and coordinators have time and resources to fulfil their roles.

### **The key objectives and responsibilities for this role include:**

- Provide support and information for managers to assist them in fulfilling their responsibilities as outlined in this policy.
- Provide a specialist advisory service regarding equipment, techniques and any other issues regarding moving and handling
- Provide assessment and problem solving advice for managers, staff and carers where specialist knowledge and skills are required in individual children user situations.
- Developing policy, guidance and protocols-including setting standards and establishing effective dissemination of information
- Assisting with the carrying out investigations with respect to adverse/serious injury reports, dangerous occurrences or complaints if requested by SLT
- Report to the appropriate SLT any shortcomings they observe in moving and handling of children and health and safety provision.
- Improving the quality of care provided to the children and young people ensuring their safety and promoting their independence as far as is reasonably practicable.
- Developing an inclusive approach to safe moving and handling of children and young people with a disability to aid their access to the curriculum or areas of activity.
- Advising managers and staff on good back care to help reduce the risk of work related musculoskeletal injury.

- Providing specific, specialist risk assessments for children with complex needs and provide necessary training to staff for that individual situation.
- Developing and implementing a training strategy to ensure that all staff have the appropriate levels of competence in safer moving and handling and that the training records are retained at HR.
- Quality assure best practice through monitoring opportunities.
- Monitor manual handling practice by receiving relevant reports related to training and accident statistics – from National Back Exchange, Disabled Living and Physical disability network.
- M&H coordinators to act upon M&H injuries and near misses reported via CPOMS & IRIS (forwarded from SLT).
- Ensure children have slings to use in school, whether that be their own personal sling from home that's been issued by their O.T or a borrowed school sling.
- M&H coordinators report equipment concerns to Physios and O.T' through email referral process. Referrals monitored and chased up by M&H team. Equipment needing reviewing or repair to be temporarily removed from use.
- On-going support from M&H team in liaising with therapists over equipment needs, physio programmes etc, linking with REPS for walkers and other equipment needs in school.
- Removal of redundant equipment to be organised by M&H coordinators with NRS stores.

## RISK ASSESSMENTS

### **The Manual Handling Operations Regulations 1992 (as amended) imposes a legal requirement to carry out risk assessments**

A team approach to risk assessment is often a very effective way of achieving workable solutions. The advice and views of children (as far as is reasonably practicable), and other relevant staff e.g. Physiotherapist, Occupational Therapist must be sought and taken into account.

A risk assessment must be carried out **as soon as possible**. Within the short time period the pupil is waiting for their Moving and handling plan to be devised, the most experienced staff to work with the pupil and use their knowledge and guidance from their training to fulfil Moving and handling tasks as safely as is reasonably practicable. Moving and handling key trainers and coordinators to give advice and demonstrations to support in the meantime. The assessment must take account of risks both to staff and the children and young people.

***Whilst there may be scope for some generic assessments, in many instances there would need to be a specific risk assessment and handling plan for each young person. There should be no blanket solutions that are routinely applied to all children and young people except in emergencies.***

It is the responsibility of the **Head Teacher** to ensure that risk assessments and safe systems of work are in place for all activities involving the moving and handling. Risk assessments must be undertaken by Moving & Handling Co-ordinators in collaboration with class team.

It is the individual **Employee's** responsibility to undertake only those activities for which they have been trained and they are capable of performing. They must inform their **Manager** if they



are not capable of performing certain or all moving and handling activities related to a specific young person.

## **Safe Systems of Work – Moving and Handling**

Safe systems of work are developed by carrying out a risk assessment and identifying effective control measures to minimise risk of injury to staff and young people; the process is outlined below.

Each risk assessment and moving and handling plan should be signed and dated by the person completing it. They must be retained in line with current guidelines for document retention.

## **Individual Moving and Handling Plan**

A detailed moving and handling plan should be undertaken when the individual Risk Assessment identifies a need for one.

### ***(Appendix I - Example Moving and Handling Plan)***

#### **Notes:**

- The responsibility to ensure a moving and handling plan is in place lies with Moving and Handling Co-ordinators and may need to be considered within the **EHCP** (education health care plan). *The Newfield School managers need to ensure that the Moving and Handling co-ordinators have adequate time to facilitate this.*
- The health, safety and dignity of all those concerned is paramount.
- Access to the curriculum, therapies, and other activities are of vital consideration.
- There is no absolute safe weight limits for lifting, the task may need to be mechanised.
- As much as possible the moving and handling plan should be completed in conjunction with the class staff and teacher
- The handling plan should be signed and dated by a Moving & Handling Co-ordinator and will be reviewed annually or if significant changes have occurred.
- The handling plan should be available at the point of delivery and be accessible for relevant staff
- The handling plan should contain detail on the task, the equipment required and used and the number of staff needed
- Staff should only attempt to move the child if they have received the training with a specific method/piece of equipment; unless they are working with a fully trained competent staff partner who will lead the transfer.

## **TRAINING**

Training is an essential component of proper risk management based on sound risk assessment. Because it is not always possible to avoid manual handling tasks even where support equipment is available, it is essential that **all staff who support children and young**

**people with mobility difficulties are suitably trained in safer handling techniques and use of equipment.**

To ensure that safe moving and handling practices become integrated into all daily activities effective training as well as operational support, for example, workplace supervision, team meetings and provision of resources to improve the task or working environment will further facilitate the process. The fitness of the staff needs to be addressed when assessing the workers capability to undertake handling tasks safely.

**Training is mandatory for all staff who undertake moving and handling activities.**

New staff to attend 4 hrs initial Moving and Handling training and then every 2 years receive a 2 hr refresher delivered by the Moving and Handling coordinators.

HR to maintain all training records and keep an up to date system of individual training requirements.

An online manual handling course is mandatory also for new starting staff, this is organised by HR.

***(Appendix II - Online Manual Handling Training)***

Responsibility lies with Newfield School managers and HR to ensure that new staff receive their online training plus their full 4 hr in house face to face training as soon as possible and other staff receive their refresher within their 2 year period.

To complement the statutory online manual Handling training, plus the 4-hr initial and 2 yearly refresher training, staff will also be observed and critiqued during M&H tasks whilst going about their role by the M&H leaders This on-going support is unrecorded and is carried out to monitor and quality assure.

The time and organisation required to do this is ultimately dictated by Newfield Managers and agreed by the Head Teacher.

Moving and Handling coordinators to deliver all aspects of training when facilitated by the managers and invited by HR.

It is the responsibility of HR staff to invite the staff to their required training and retain records of signed Health declaration and signed invites.

***(Appendix III- Training Health Declaration and Invite)***

To be effective, every training session will be adapted in order to be specific to training needs based on a training needs analysis:

A 'Moving and Handling training requirements' questionnaire is circulated to attendees by HR prior to training so Training content can be developed to suit concerns and needs. Moving and Handling coordinators improve the training plan to ensure the refresher training is relevant and necessary for the staff attending.

***(Appendix IV - Questionnaire Refresher)***

For staff on full initial moving and handling training it may also be appropriate to send out a 'Moving and Handling training requirements' questionnaire (for staff who have already started to support classes but not yet received training) in order to suit concerns and needs).

***(Appendix V - Questionnaire Full Training)***

Moving and Handling co-ordinators and key trainers collaboratively work together to ensure training content is bespoke to Newfield's training needs; using information received from the questionnaires, National Back Exchange bulletins, observations, best practice guidelines and posts received from the Physical Disability Network, recent incidents/ injuries/ deaths and court cases relevant to tasks undergoing at Newfield, updates from therapists and new environmental and equipment factors.

However – even though part of the content in Training is updated each time, a large part of the content is usually generic and always relatable and useful to Newfield's training Needs. The full 4 hr and 2 hr refresher training delivered by M&H co-ordinators and Key trainers aims to be as practical as possible including the necessary theory elements. Key trainers aim to ensure their delivery of training is memorable, fun and useful and allows trainees the opportunity to address queries. Training will include information that is discussed, demonstrated and wherever possible practiced; giving the trainer chance to observe and critique techniques.

Full 4 hr training is delivered with a minimum of 2 key trainers; this ensures practical tasks are demonstrated by experts. Refresher training can be delivered by 1 trainer, as an experienced attendee can more often assist the trainer with a demonstration.

M&H key trainers advise that full 4 hr training should be delivered in small groups, especially when attendees are 'brand new' to M&H tasks. 2 trainers to 6 trainees / 3 trainers to 9 trainees (1:3 ratio). This ensures Key trainers have enough time to teach, practice and observe all practical M&H tasks.

2 hr refresher training can be delivered in larger groups, especially if most attendees are experienced members of staff; although it is advisable that training doesn't exceed more than 6 attendees to each key trainer. 3 key trainers can deliver training together for up to 18 refresher attendees. (1:6 ratio)

Training is to be delivered on the ground floor of the SEN department at Newfield where M&H equipment is accessible, ideally in a large ventilated space such as the SEND halls. Assistance from the site team may be required if large tables and equipment needs to be moved safely.

The content for each 'Full' and 'Refresher' training session delivered will be saved on the school network, therefore a *trail* can be found if ever the training content needs to be scrutinized following an incident.

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Examples of Newfield Moving and handling training are attached  
**(Appendix VI - Training example)**

Training attendees (full and refresher) complete and sign a 'Training received recording sheet' during their training session. This shows all the sections they have discussed and practiced. This is given out to attendees at the beginning of their training session and signed at the end by the key Trainer. The Key trainer gives the copies to HR so the document can be scanned and kept in their Training file on the network. Once HR have proof of their completed 'Training received recording sheet', they will update and maintain *staffs training rolling programme* accurately.

**(Appendix VII - Training received recording sheet)**

## **MONITORING, AUDIT and REVIEW**

Moving and Handling co-ordinators and Key trainers are designated to work in classes throughout Newfield school and also work within other specialist roles i.e. MOVE, EYFS, Post 16, Site Team, primary and secondary department and therefore are usually available to offer guidance and support with regards to Moving and Handling wherever help is needed.

Unrecorded monitoring and expert guidance given of moving and handling regularly takes place in addition to all other recorded Training stated above.

Performance monitoring is a key part to managing safer moving and handling. The primary aim is to ensure that manual handling standards in the workplace conform to the standards with the objectives of this policy.

In addition to routine monitoring the Moving and Handling Co-ordinator will carry out manual handling audits (action plans) to enable a more critical appraisal of moving and handling.

This will determine whether the service area is fulfilling its obligations in relation to moving and handling. It will also identify areas of strength and weakness in the safe systems of work.

For the audit to be of value the SLT should be committed to the concept of audit, a commitment not to reject audit findings and recommendations without good reason and to take the recommended actions within an acceptable time frame.

M&H key trainers use the internal Newfield SEND email for \*M&H updates\* for information that needs to be shared to the department in-between training sessions.

## **M&H KEY TRAINER & COORDINATORS COMPETENCY**

M&H key trainers and coordinators to have level 3 M&H Trainer accreditation awarded by Disabled living Training provider through their 5-day course in Manchester. From then on Key trainers require a 1-day refresher at Disabled Living Training centre every 2 years or more frequently if Key trainers feel the need for it. Newfield Managers to ensure M&H Key trainers and coordinators are allocated time to attend these courses. Newfield Key trainers are advised to maintain their accreditation by continuing to work within the M&H field, liase with other M&H professionals from other organisations, attend NBE regional meetings (£10 per year membership), ideally deliver training together to learn from one another, Newfield key trainers to regularly meet up to discuss updates, continue communication through NBE emails and PD Network and maintain a personal competency file with any ongoing 'proof' of involvement.

## **PERSONNEL ISSUES**

Manual handling tasks, which involve handling even very small children and young people, require staff to be physically able to safely achieve the range of movement required. Within the recruitment and selection process, those with responsibility for appointing staff must determine their fitness and capability to undertake the duties of the post. Job descriptions should accurately reflect the physical aspects of the work.

It must be recognised that moving and handling children and young people could present additional risks to those with existing health problems or who are pregnant. **Individual capabilities and limitations** must form an integral part of the risk assessment and the resulting safe systems of work.

There is a statutory requirement to take particular account of risk to **new or expectant mothers**. The risk assessment must be reviewed in consultation with them and an agreed safe system of working devised. This will be an ongoing process as the pregnancy progresses and is overseen by the Line managers.

If health concerns are raised about a member of staff and their physical ability to undertake tasks safely, the Moving and Handling coordinator to ensure they complete an *individual staff capability checklist* with the staff member requiring support. From there, a decision will be made in conjunction with Newfield School Mangers if the staff member may continue without a need for

any additional support/training, does require additional support and training or if further action is to be taken. Recommendation is given from the observing moving and Handling coordinator and the concluding decision to be made by the managers and head teacher. Changing staff partnering, class changing, on-going additional training sessions and additional supervision sheets are options to be considered.

**(Appendix VIII - Individual Staff Capability Checklist)**

## **ACCIDENTS/INCIDENTS/NEAR MISSES**

Following any accident or injury, the school must follow the accident reporting procedure immediately. Newfield School Managers are responsible for completing accident/incident/near miss investigations to determine what actions are required to prevent a recurrence. **For complex or serious incidents which involve moving and handling they should contact the Moving and Handling Advisor and the Corporate Safety Advisor** in the first instance.

The accident incident form (CPOMS & IRIS) must be completed as soon as possible in as much detail as possible and sent to the **line managers** and they will make a decision as to whether it is reportable under **RIDDOR**.

**The risk assessment relating to either the task or young person concerned must be reviewed to:**

- Ensure the required/control measures have been adhered to
- Report via online form to Blackburn with Darwen – if Riddor required or not.
- Determine the validity of the assessment, trigger a review and control measures currently in place.
- Identify any further measures that are necessary to prevent further accidents/injuries.

## **EMERGENCIES**

The Manual Handling Regulations do not preclude well-intentioned improvisation in an emergency but what is an **Emergency?**

An emergency can be defined as .....

**“.... a sudden, unforeseen event requiring immediate action.”**

Therefore an event should only be considered a true emergency if it is not possible to anticipate it happening. All other foreseeable events must have robust systems, identified by risk assessment, to ensure the safety of all concerned when they happen.

## **Controversial lift**

If a foreseen rare need to manually lift a pupil from their equipment (life or death situation) a Controversial technique is decided and risk assessed. All staff agreeing to undertake the manual lift in an emergency will have specific training to the task and understand the reasoning. Controversial lifts are discussed at training and explanation given to why.

## **(Appendix IX - Controversial Lift)**

The risk assessment process will enable procedures to be established for emergency situations, where otherwise instinctive and unsafe practices would continue.

Safe working practices must be developed through use of risk assessment by identifying:

- What is the risk to the child?
- Who will be responsible for the child in an emergency?
- How will the child be moved in this situation?
- Any equipment that may be necessary for use in the specific situation. E.g. evac chairs, slide sheets, hoists etc.
- The decided minimum number of staff who is responsible for the child in an emergency, must always remain with the child/young person. The class teacher to manage staff rotas to ensure this doesn't fall below e.g. if 4 out of 6 staff in a classroom are responsible for the emergency lift..... any 2 of them must always stay with the child.
- Any protocol established setting out clearly defined responsibilities and procedures for dealing with emergencies identified through risk assessment e.g. Staff must be trained to use any specialist equipment, identified for use in emergency situations, with frequent updates to ensure both confidence and competence to comply with the protocols in the "live" situation.

## **HANDLING AIDS AND EQUIPMENT**

There is a wide range of manual handling aids and equipment available. Some mechanise the moving and handling task, others aid the staff's posture and help reduce the cumulative strain associated with the moving and handling task

The risk assessment and handling plan will indicate where handling aids and equipment are required. Suitable training and instruction should be provided to staff that are required to use handling aids or equipment during the course of their work.

### **Provision / Procurement**

Any manual handling aid must be carefully selected. Where choice of appropriate handling aids exceeds the scope and level of expertise within the setting the advice of OT's – reps – Physios in collaboration with the Moving and Handling Co-ordinator should be sought. All handling aids selected for a specific task must meet the following criteria:

- Be appropriate for its intended use, for the child, the handler, the environment and task involved.
- Reduce the risk associated with the task, and not introduce further, uncontrolled risks.
- Be well maintained according to both manufacturer's instructions and legislative requirements (subject to inspection/ maintenance regime)
- Comply with the relevant British / European Standards
- Not be adapted or tampered with in any other way

Where the risk assessment indicates the need for small handling aids or equipment to reduce the risk of injury to staff when assisting a child to access the school curriculum, the **school** is responsible for its provision.

**Personal slings (home slings)** - Children attending Newfield who have M&H equipment at home and who are provided with slings for this, funded by social care, will use these personal slings in school.

- School staff will carry out a visual check each time they use a sling.
- The OTs will continue to review the slings in the usual manner at home.
- If a school staff have concerns or feel that a sling is un-fit for use, Newfield will inform the family and OTs of this, who will then address the concerns raised – email [cts.BwD@lscft.nhs.uk](mailto:cts.BwD@lscft.nhs.uk)
- Newfield will ensure that parents sign in agreement to the use of the child’s personal sling in school

**(School slings)** - Newfield will provide a stock of slings, to be used if a child does not come to school with their personal sling for any reason: for a child who requires one in school, but does not have any provided at home due to not having M&H equipment in the home or if parents do not consent to the use of the child’s home sling.

- These are included in the 6-monthly service.
- They are tagged and dated of last service.

### ***(Appendix X - Example of Sling Service Record)***

## **MAINTENANCE OF EQUIPMENT**

All equipment is subject to Provision & Use of Work Equipment Regulations 1998 (PUWER) and in many cases the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER) will apply.

Each piece of equipment must be **thoroughly examined, inspected and maintained** in accordance with manufacturer’s and legislative requirements (see below). Records to evidence this should be retained on site and be available for inspection as required. All defects identified must be promptly rectified or equipment to be decommissioned.

Legislation requires that **lifting equipment, used for lifting people** be subject to a **thorough examination** by a **competent person**<sup>1</sup> every **6 months** (or as determined by a scheme drawn up by a “competent person”).

In addition to all of the above each piece of equipment should be subject to **pre-use visual checks** by the user to ensure that it is safe to use and the LOLER inspections are within date. If there is any concern about the equipment following the visual checks the equipment should be reported to their manager and immediately removed from use.

*<sup>1</sup> A competent person is defined as someone who has sufficient technical and practical knowledge of the lift to be able to detect any defects and assess how significant they are. It is important that they are sufficiently independent and impartial to allow them to make an objective assessment. Accreditation to BS EN 45004 is an indication of the competence of an inspection body. Most insurance companies can recommend accredited inspecting organisations.*

*Where shared, hired, borrowed or leased equipment is used – e.g. from NHS/PCT other sources etc. the legal “duty holder” would be considered to be the manager of the child care setting and*  
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*as such has legal responsibility to ensure that the lifting equipment is thoroughly examined and that it is safe to use.*

*To comply with the law every employer shall ensure that no lifting equipment leaves his undertaking or is obtained from another unless it is accompanied by physical evidence that the last thorough examination has been carried out.*

The policy will be reviewed and modified as required within a 3 year cycle. The review will consider the findings of audits, service performance etc. A periodic review will consider new or revised legislation, codes of practice, organisational and operational changes, proactive approaches to minimise risk and to review cost effective changes to improve performance.

### **Safeguarding**

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Rachel Kay Head Teacher and Designated Senior Person for Safeguarding and Child Protection.

### **Equal Opportunities**

Newfield School is also committed to ensuring the equality of opportunity in line with the Equality Act and seek to show this through all aspects of school life and in particular through our commitment to every child fulfilling their potential, our work in the classroom, our recruitment and retention of staff and our work in the local and wider community.