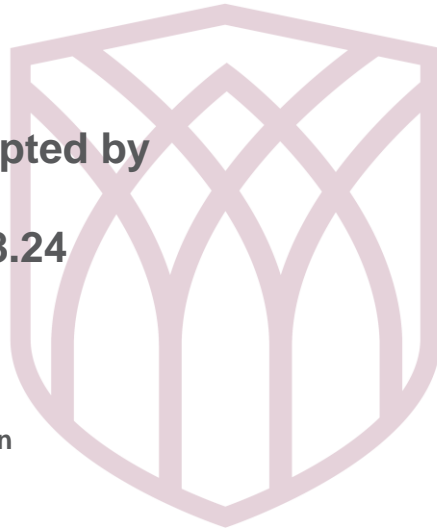


# **Moving and Handling of People and Positive Handling Information and Guidance**

**Amended and adopted by  
H.Roddy 16.5.23  
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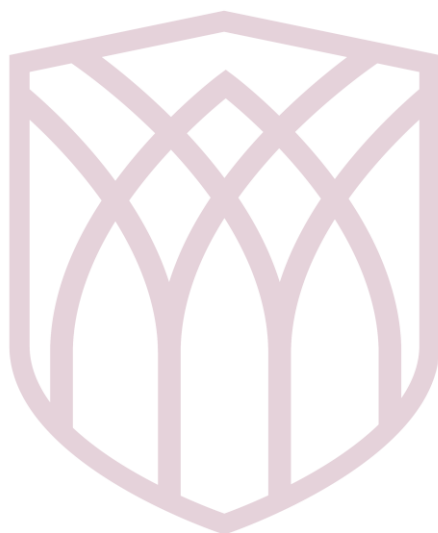


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**THRUSSINGTON CE  
PRIMARY SCHOOL**

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## **1.0 What you must do to comply**

- There must be a risk assessment in place carried out by a competent person. This must be recorded and reviewed as and when changes take place or at least annually.
- You must identify any measures that can be put into place to reduce risk.
- You must liaise with other professionals e.g. Occupational Therapist and Physiotherapist
- You must attend annual moving and handling training from a recognised provider.
- A Care Plan must be put into place in consultation with parents/carers and/ or Health professionals and any other professionals involved and regularly updated to check validity
- Any equipment must be documented in the care plan and serviced and maintained in accordance with Lifting Operation Lifting Equipment Regulations

## **2.0 What you should do**

- Staff should regularly communicate with the Headteacher to ensure early identification of any problems should they arise to enable changes in control measure to take place.
- Staff should make early communication with professionals when changes occur.
- All staff should be involved in the risk assessment process.
- Nominated staff should communicate regularly with the parent/carer.

## **3.0 Introduction**

3.1 This information and guidance document is provided to ensure: -

- Staff have a clear understanding of their role in undertaking a risk assessment of manual handling tasks involving people.
- Staff undertake assessments of need, involving manual handling operations of pupils which take account of manual handling regulations and safe practice.
- Staff providing manual handling services, have a clear understanding of their role and the expectations of them in carrying out manual handling tasks.

## **4.0 Statement of Intent**

- 4.1 The management of risk in the handling of people is integral to safe practice.
- 4.2 Elimination of manual lifting of pupils and hazardous manual handling operations should be prioritised.
- 4.3 The school/academy is committed to supporting safe practice wherever possible along with this guidance around manual handling of pupils.
- 4.4 The school/academy will ensure that adequate and sufficient training is available to all education staff involved either in the risk assessment of manual handling operations or in the actual provision of such services.
- 4.5 The school/academy will support any risk reduction measures identified by the Risk Assessor where it is judged practicable to do so.

## **5.0 Examples of Manual Handling Tasks**

- 5.1 The following are illustrative of the type of tasks, which involve manual handling.

This is not an exhaustive list.

- lifting all of a person
- supporting a substantial part of the person's weight (e.g. leg)
- assisting rolling in bed
- assisting sitting up from a lying position
- assisting sitting up in bed
- assisting with personal hygiene in bed/chair
- assisting to seated position on side of bed
- assisting transfer from bed to chair/commode/wheelchair
- pushing wheelchair/commode
- assisting standing out of chair
- assisting on/off the toilet/commode
- assisting in/out of bath
- assisting in/out of shower
- supporting person to walk
- assisting in/out of car
- assisting from floor level (to include service users who have fallen)
- using hoists/slings and other moving and handling equipment

## **6.0 Risk Assessment**

- 6.1 School staff or other professionals undertake the role of Risk Assessor every time they carry out an assessment of need or review of a pupil who needs assistance with mobility.
- 6.2 School staff or other professionals working directly with the pupil undertake the role of Risk Assessor every time they accept and provide manual handling services to a pupil.
- 6.3 The Risk Assessor has a duty to carry out a formal risk assessment on all hazardous manual handling activities. This involves ensuring that all relevant information is obtained and acted upon.
- 6.4 Schools/Academies should make contact with Occupational Therapists, Physiotherapists or Nurses for advice where specialist equipment is needed, or more than one person is considered necessary to carry out the task safely.

## 7.0 Control Measures

- 7.1 It is the Risk Assessor's responsibility to identify any measures that can be put in place, to reduce risk to staff and pupils when carrying out a manual handling procedure. In some situations, it may not be possible to implement all such measures immediately, for example: -
  - a. Equipment, once delivered, may prove in practice to be inappropriate,
  - b. The pupil's ability/mobility may deteriorate, and the moving and handling procedure previously agreed may no longer be appropriate,
  - c. The working environment may prevent safe practice.
- 7.2 As soon as staff become aware of such difficulties, they should: -
  - a. in all other cases refer the matter to the Head teacher / Principal for a re-assessment of need and agree the implementation of control measures to reduce risk in the interim.
  - b. in the case of day schools or residential schools implement control measures to reduce risk, undertake a new risk assessment, identify and implement further risk reduction measures (liaising with professionals from other agencies, as appropriate), this may include off site visits.
- 7.3 The type of control measures used, which will be dependent upon the nature of the manual handling difficulty. This may include: -
  - Providing additional staff to assist the pupil
  - Using a sliding board, handling sling, moving belt or a bed lever
  - Advising staff to use other more appropriate moving techniques
  - Providing care to pupils with limited mobility e.g. using a wheelchair.All the above are temporary control measures, pending a risk assessment.

## 8.0 Organisation

8.1 If advice is needed an Occupational Therapist (OT) and or a Physiotherapist may become involved, They would: -

- Attend appropriate OT manual handling and risk assessment training.
- Complete a specific risk assessment form and amend the Care Plan for the staff and the pupil.
- Copy the specific risk assessment form and amended Care Plan for the staff and the pupil.
- Arrange for the provision of any necessary equipment if deemed the responsibility of the school/academy and identify/inform the relevant services for the maintenance arrangements.
- Inform relevant health colleagues of the need for any necessary equipment if deemed their responsibility.
- Carry out a review of the risk assessment (minimum frequency in line with the risk assessment guidance).

8.2 A senior member of staff in the school needs to take on the role of reviewing the risk assessment. They will need to: -

- Attend appropriate manual handling and risk assessment training.
- Review the school/academies provision against the information supplied on the specific risk assessment form.
- Refer any change in the pupil's needs to school staff and/or other professionals for a re-assessment.

### 8.3 The Head Teacher

- Needs to have knowledge of Manual Handling Regulations.
- Ensures the provision of adequate and up-to-date training to all staff.
- Undertakes a manual handling risk assessment at the earliest opportunity to ensure information supplied on the Care Plan is accurate or when it is known the information is incomplete.
- Identifies and deploys appropriately trained staff to suit the required task, ensuring they are informed of any risk reduction measures. If applicable, have available any non-mechanical, standard aids (such as moving belt, sliding sheet, etc.) identified as necessary for the safe completion of the task.

## 9.0 Positive Handling for behaviour

- In some instances, where behaviour has escalated and the child (or other children/adult's) safeguarding is at risk, a Team Teach trained member of staff (HR, AO, GH, DB, LM, MW) may use a guide or restraint to ensure safety for all.
- If a restraint is used it will be record in the bound book and on My Concern

- This is a last resort and all de-escalation techniques will have been used first.
- Identified children will have a positive handling plan in place, signed by parents.

