

*Individual Growth, Individual People'*

Head Teacher: Mr Matt Joyce



# Moving & Handling Policy

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# Moving and Handling Policy

## The Safer Moving and Handling of Pupils with Physical Needs

The purpose of this policy is to ensure that a common package of measures is established to protect the safety of staff and those being assisted when carrying out moving and handling activities.

The Nottinghamshire County Council Safe Moving and Handling of People Policy and Guidance and protocols are used at Newark Orchard School.

Support, advice and ongoing training for Trainer (E Adcock) /Link Worker (Bethanie Haines) is provided from Moving and Handling Experts (HME)

Implementation of the Policy ensures that:-

- The Head Teacher is responsible, supported by the LA, for ensuring that the correct equipment is provided and that the school environment is one in which a child can be moved safely.
- Before admission, an assessment of the pupil's needs will have been carried out by the pre-school therapists and/or the school and, if necessary, purchase equipment ready for the admission of the pupil.
- On admission, a moving and handling Individual Pupil Assessment (IPA) will be written with the support of the therapists involved. The IPA includes a risk assessment and Safe Systems of Work (SSOW). IPAs will be made available to all staff responsible for a pupil's education and movement around school.
- Where an activity is a one-off and is only applicable to a particular child and is part of the child's care routine, staff will receive specific training.
- Where the activity is part of the child's therapeutic or developmental programme the physiotherapist will give instruction to all staff in how to carry out the activity.
- Where a pupil has required surgery, a risk assessment will be completed prior to their return to school to ensure that arrangements for equipment provision and staff training have been made.
- The Moving and Handling Coordinator is responsible for arranging six monthly inspections and testing of all lifting equipment. Reports are kept in the management file. It is the

responsibility of all staff to report equipment faults to the Coordinator (E Adcock or B Haines) who will then report them to the School Business Lead

- Where off-site activities take place, a full IPA will be completed for each pupil as necessary.
- IPAs will be reviewed every six months unless changes are identified earlier.

### **Staff Training**

Staff will receive an initial one day foundation level training course and then a one day refresher training course three yearly. Yearly competencies will be carried out by the trainer and or Link worker.

The training course package will be provided by the Moving and Handling Experts (HME) and delivered by an IOSH trainer to IOSH standards.

The basic moving and handling skills to be used at Newark Orchard School will be based on a safe pattern of movement following the core principles as identified in the training.

By adopting and training staff in this method, staff will be using professional techniques and reducing the risk of serious injury.

When applying the Principles of Safe Moving and Handling it is important that:-

- Where there is any element of risk involved in a handling activity, it is essential that consideration is given to whether the activity can be avoided altogether without detriment to the well being of the child.
- Independent pupil movement is encouraged. The Safe System of Work will have as its prime objective the promotion of independence, as far as is possible. For some pupils the Safe System of Work will be developed in collaboration with the therapists.
- Staff who understand the child's individual complex needs work consistently with the child in order that he/she can co-operate safely in the activity. When the member of staff is unsure or not familiar with the child or the activity then reference should be made to the Safe System of Work.
- Good communication will also be established between staff where two or more are required to work together for safer movement of a child to take place. Everyone will be required to ensure they understand the activity; a clear leader will be identified and an agreed prompt established so that everyone is clear on which way to move the pupil.

- At all times, relevant methods of communication will be maintained between the member of staff and the pupil and the pupil will be encouraged to be as involved in the activity as is possible.
- Staff work within their own capabilities.

## **Roles and Responsibilities**

### **Governors**

The Governing Body will ensure a Moving and Handling Policy is adopted and monitored.

### **Head Teacher**

The Head Teacher and Education Health Lead will:

- ensure that a strategy for safer handling is developed and implemented;
- identify personnel responsible for risk assessment and training;
- ensure resources are made available to allow implementation of the strategy.

### **Moving and Handling Co-ordinator (E Adcock)**

The school Moving and Handling Coordinator will:

- assist with the development of a safer moving and handling strategy;
- support and supervise link workers;
- ensure the appropriate training is developed;
- purchase appropriate equipment;
- ensure audits of handling equipment in school are carried out;
- keep records of training and development

### **Link Worker (B Haines)**

Link Workers will:

- carry out risk assessments and safe systems of work;
- support staff in implementing safer procedures;
- act as a specialist resource for moving and handling;
- attend three yearly refresher training with link workers from across the county (HME)

## **Moving and Handling Trainer (E Adcock)**

Moving and Handling Trainers will:

- prioritise, plan, deliver and evaluate moving and handling training programmes in accordance with HME on Induction and thereafter at relevant intervals
- attend meetings with other IOSH trainers within Nottinghamshire schools for their own CPD;
- attend three yearly accreditation training.

(Also see job descriptions for above)

## **All Staff**

It is the responsibility of each member of staff to:

- report any health condition which may make them unsafe or vulnerable to injury when assisting a child to move, eg pain, pregnancy, previous injury, disability or physical difficulty;
- comply with the Dress Code as identified by School Policy under section 19 Dress & Appearance / Nottinghamshire School Employee Code & Conduct Policy May 24
- report any kind of incident/accident/near miss to the relevant people;
- report any changes in pupils to ensure their Safe Systems of work are reviewed and updated;
- read, remove and follow pupil's IPAs that are pertinent to themselves;
- inform the relevant link worker of any change in a pupil that will affect their IPA;
- not try any method of transfer with a child without a link worker present to assess.