

**Moving and Handling Policy for Schools**

**Policy Statement:**

* 1. It is the policy of Westlea school to comply with the Health and Safety At Work Act 1994 (and the regulation under it and this is a legal regulation.) In complying with the act, all staff at Westlea school must have read the policy of the Local Authority and signed a copy to indicate their understanding and agreement to uphold its content.
  2. This document applies to the moving and positing of children and young adults either located at Westlea school or out on a placement and the equipment they use of interact with.
  3. Westlea School is committed to inclusion and a process which enables our students to participate to their full potential in the school curriculum, including activities outside the school within the constraints of their medical condition if present, as far as reasonably practicable.
  4. It is the aim of Westlea School for pupils to achieve minimal assistance and handling. It seeks to adopt a balanced approach to the protection of the health, safety and welfare of both students and staff as provided by legislation and the policy of the Local Authority.
  5. The policy of the school will be reviewed annually or if there is a significant change in environment, practices, and procedures, or change in general state. Any revisions that arise from any of these factors which would improve performance and safety will be made with report to staff as quickly as possible.
  6. The policy is for all teachers, Learning Support Assistants, governors, MDA’S, volunteers, supply staff, and students on placement, visiting instructors, therapists, drivers escorts and visiting professionals.

**2. Accident Prevention:**

2.1 The school and the LA recognises that the prevention of accidents and ill health resulting from work is part of the overall Safer Manual Handling policy.

2.2 The elimination of the stressful manual assistance of students whilst desirable is not always practicable or lawful. The use of mechanical equipment and aids to assist with safer movement of both pupil and inanimate loads should be used where appropriate and suitable.

**3. The Working Environment:**

3.1 It is the aim of the school to ensure that environment which students and staff work is as safe and free from risk as far as reasonably practicable.

3.2 It is the responsibility of staff to maintain an uncluttered environment and that all equipment is returned to its rightful place and stored in a safe manner. Staff must report defects immediately to the identified member of staff and the completion of the appropriate paperwork.

**4. Reporting of Accidents:**

4.1 It is the responsibility of the management of the school to comply with the local authority guidance on accident reporting and investigation.

4.2 All staff must ensure that any student handling activity, in which a near miss or an actual injury occurs, is repeated to the school’s Health and Safety Representative or an appropriate line manager and an entry made in the accident book, as soon after the event as possible.

**5. The Use of Mechanical and Handling Aids:**

5.1 Management are responsible for the training of staff in using equipment and ensuring its maintenance as directed by the *Lifting Operations and Lifting Equipment Regulations.* They will liaise directly with the Manual Handling Team for guidance with regard to training and the regular servicing of equipment.

5.2 Staff and authorised placement students are expected to make full use of any items of equipment provided for a particular pupil. The should be in accordance with training and the procedures described in the Individual Pupils Manual Handling plan and in accordance with the manufacturer’s instructions on use and care.

**6. Unsafe Practices:**

The use of any unsafe practices will not be condoned by the Local Authority. Any staff using proscribed assistance or handling techniques will be disciplined in line with the Local Authority Policy.

**7. Conflicts in Assistance and Handling:**

7.1 Any conflict or concerns expressed over a method of handling will be discussed by all parties involved and a balanced decision achieved in which one party’s benefit does not significantly increase the risk of the other to an acceptable level.

**8. Training:**

8.1 The Provision of training under the *Health and Safety at Work Act* and other regulations stresses the importance of training to protect the welfare and safety of all staff.

8.2 The Head Teacher must have a working knowledge of the assistance and handling procedures being used in the school.

8.3 All Staff will receive training in what is relevant to the duties they are expected to perform as part of their contract of employment.

8.4 Employees are expected to undertake training that is provided by the LA and apply what they are taught in the workplace.

8.5 The School will maintain staff training records.

8.6 All newly appointed staff, or those returning to work after a break of more than a year, who will be involved in the moving and handling of pupils with physical needs will attend training before they are permitted to work with these students unsupervised.

8.7 Personnel who are not directly employed by the LA should not be allocated duties which involve handling or moving of pupils/students unless working under the supervision of an experienced practitioner.

8.8 Refresher training will be provided. It is the responsibility of managers and staff to ensure that the updating of skills as required by the LA has taken place.

**9. Appropriate Dress:**

9.1 All staff and authorised persons are required to wear appropriate clothing for their area of work. When involved in assisting in transferring pupils / students non-restrictive clothing and flat enclosed shoes are required.

9.2 Jewellery should be kept to the minimum and any worn which is likely to be a potential hazard to assisting staff or pupils / students should be removed.

**10. Implementation:**

10.1 Personal Care Hygiene: Some pupils require help with personal hygiene. Only specifically trained staff will care out intimate procedures, and unless stated in the pupils care plan two staff will support for the safety and protection from any inappropriate behaviour, towards staff or pupil. Please also refer to the Swindon Intimate Care Policy.

10.2 Emotional Support: Staff and authorised persons may use physical contact eg. An arm around a shoulder, in order to give a pupil emotional support. Please also refer to Swindon Safeguarding Training and Policies.

10.3 Encouragement: a pupil may need physical prompts to encourage their participation and enjoyment of an activity. To maximise interaction this will be done in a thoughtful and sensitive manner.

10.4 Sensory / Physical Therapies: Pupils must experience appropriate handling during sensory and physical therapy sessions, and staff will have due regard to the pupils right to respect and dignity. When working from any individual assessment maximum independence will be encouraged in all pupils. The advice from therapists should always be taken into consideration when routinely handing pupils.

10.5 Appropriateness: All staff should be aware that physical contact can be misconstrued. Male staff may need to exercise particular caution. All touch should be, wherever possible, age appropriate. An understanding and upholding the values of the diverse multicultural heritage of our staff and pupils with the regard to any physical handling should be respected at all times.

**Date: July 2020**

**Reviewed: July 2021**

**Signed: Sarah Sumner**