

The Angmering School

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MANUAL HANDLING GUIDANCE SEN Specific

- applies to any activity that involves the use of bodily force in lifting, lowering, pushing, pulling, carrying, supporting or otherwise moving a person

2018

Authorisation:

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| Reviewed by: | Health & Safety Officer | |
| Position Held: | Premises Manager | |
| Approval: | | |
| Position: | Specialist Leader SENCO | |
| Position: | Headteacher: Mr Simon Liley | |
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Introduction

- as far as is reasonably practicable to ensure the health and safety of children, employees and others in relation to moving and handling.
- to remove or reduce the risk of manual handling injuries.
- to ensure access to buildings and curriculum, and to participation in the life of the school for children with disabilities.
- to ensure that systems of work and the working environment are as safe as possible, consistent with educational establishments through the county.

1.2 This guidance:

- applies to any activity that involves the use of bodily force in lifting, lowering, pushing, pulling, carrying, supporting or otherwise moving a person.
- takes full account of the Disability Discrimination Act 1995, the SEN and Disability Act 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the EU Charter of Fundamental Rights (Nice 2000).
- is designed to provide a balanced approach to the protection of the health, safety and welfare of both children and the staff who support them.
- complies with the requirements of The Manual Handling Operations Regulations, 1992 (revised 1998 edition), (amended 2002), The Health and Safety at Work Act 1974 and The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 1995.

The roles and responsibilities for implementation of Manual handling at the school:

2 Responsibilities of employer

2.1 Employers are responsible for the actions of their employees and must ensure good practice. In this instance, the employer will generally be the Local Authority, or in the case of foundation and aided schools, the Governing Body:

Should a member of staff injure themselves, the employers' supervision could be called into question.

The overall management responsibility for children in schools with moving and handling needs lies with the Head Teacher.

The Governing Body should monitor policy and practice.

2.2 The Disability Discrimination Act 1995 and SEN and Disability Act 2001

- make it unlawful for a school to discriminate against disabled children in the arrangements it makes for admission.
- make it unlawful to treat a disabled child less favourably than a non-disabled child.
- impose a duty on schools to (proactively) take reasonable steps to ensure disabled children and disabled prospective children are not placed at a disadvantage to those not disabled.
- place a duty on schools to have a plan, in writing, (Accessibility Plan) which sets out how they will increase disabled children's participation in the curriculum and improve the physical environment to allow this, where necessary.

2.3 The Health and Safety at Work Act 1974 imposes a duty on every employer to ensure:

The provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health, safety and welfare at work of all employees. This means that the employer must comply with this duty unless the cost (in terms of time, effort and money) of providing it is disproportionate in relation to the likely benefits.

That every room where persons work shall have sufficient floor area, height and unoccupied space for the purposes of health and safety welfare maintenance of work systems (handling plans) that are safe and without health risks that so far as is reasonably practicable the health and safety of people not in their employment is not adversely affected.

3 Responsibilities of employees

3.1 The Health and Safety at Work Act 1974 imposes a duty on the employee to ensure that:

They take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including reporting to the appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks. Their duties may need to be reviewed and changed if necessary either short term or long term problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.

They co-operate with the employer to allow him to comply with his health and safety duties

They use equipment appropriately in accordance with training and instructions provided.

3.2 The Manual Handling Operations Regulations, 1992 require the employee to:

- Use the 'Safe Systems of Work' (moving and handling procedures) put into place by the employer

- Attend Training and yearly updates.
- Read Risk Assessments carried out for each child which are situated in the LNC staffroom.

3.3 The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 require the employee to:

- report any accident at work as soon as possible
- report any potentially dangerous aspects of their job, e.g. unsafe flooring, inadequate lighting

RECORD accidents and 'near misses':

- make an entry on the online system, or ask someone to do it on their behalf
- If there is no obvious injury, but the employee thinks there may be ill effects later on, she/he should still record the incident in the usual way.

3.4 Handling Guidelines must be followed for the employee's own benefit and that of others, especially the child.

3.5 When a person is handled, the safety of the employee must also be considered. Should a member of staff injure themselves, the possibility of negligence on the employer's part or the question of them being wholly or partly responsible for their own injuries would be investigated. It is essential that employees are aware that they can be held personally and legally accountable for their actions or inaction.

3.6 The individual capabilities and training needs of each employee must be taken into account when risk assessing the manual handling task. They should recognise and accept personal limitations in terms of strength and ability.

3.7 The employee should be asked to complete an Individual (employee) Risk Assessment form (*Annexe 3*) to ensure that they are fit to undertake the duties of the post and carry out the handling recommendations following Risk Assessment of handling tasks (*Annexe 2*).

3.8 Employee responsibilities must be changed if the risk from a handling task cannot be reduced for that particular person following the Individual risk assessment.

3.9 Any employee who has sustained an injury should not return to work until the Occupational Health Team has assessed them as being fit to return. The Head Teacher in conjunction with the Moving and Handling Advisors may seek an Occupational Health assessment if concerns are raised following completion of the Individual (employee) Risk Assessment form.

3.10 Employees must wear clothing and footwear that is appropriate for the work they are involved with.

4 Responsibilities to children

4.1 The right of all children/young people to safe and appropriate assistance in terms of their moving and handling needs is recognised by the County Council. It is expected that their dignity and privacy will be protected at all times. By implementing safe systems of work (Handling Plans) following risk assessment, children/young people will receive the most

appropriate support and the risk of injury to staff and children/young people alike will be minimized. As far as they are able, children/young people will be expected to move independently and take responsibility for their safety and that of others.

4.2 Whenever possible, use should be made of appropriate mechanical equipment and aids that assist in the safer handling of children and young people. Under certain special circumstances, however, when dealing with movement needs of individuals who have physical and/or learning difficulties, it may become necessary to move or position them by manual lifting. A thorough risk assessment should be completed in this instance with any risks reduced as far as is reasonably practicable.

4.3 A slightly higher level of risk may be acceptable on a time-limited activity, for example, school trip, where some manual transfers may be involved. It is illegal under the terms of the Disability Discrimination Act to exclude a child/young person from a school trip because of his/her disability. This will be carefully risk assessed and guidelines given. Each occasion will need to be considered in terms of the child/young person, the environment, the employee capabilities (number of employees available) and the handling transfers required.

5 Emergencies

5.1 Emergencies are, in fact, almost always foreseeable. Therefore, the risk of anyone having to lift a child or young person who does not have a risk assessment in place should be minimal. Real emergencies include situations where a person is in water and in imminent danger of drowning, and in these cases a dynamic risk assessment will take place.

Moving and Handling in Fire Evacuation Personal Emergency Evacuation Plan (PEEP)

5.2 Responsibilities of Employers

Where moving and handling of children and young people is required, all risks must be assessed, taking into account the load, environment, tasks, and capability of those carrying out the handling tasks and reduced to the lowest level practicable. Emergency evacuation technique forms part of this assessment

Under current fire legislation, it is the responsibility of the person(s) having responsibilities for the building to have a fire risk assessment that includes an emergency evacuation plan for all people on the premises, including disabled people. Such an evacuation plan should not rely on the Fire and Rescue Service to make it work

As soon as it is known that a disabled child or young person is due to go to a new school communication must be started with the person who carries out the fire risk assessment at the school. It is essential that all other Risk Assessments also take place well in advance of the child or young person starting at the school.

5.3 Responsibilities of Employees

Under the Manual Handling Operations Regulations, employees are required to use safe systems of work provided by the employer for moving and handling

Under the Health and Safety at Work Act, employees are required to use any equipment provided appropriately in accordance with training and instruction provided Under the Health and Safety at

Work Act, employees have a duty to report to their line manager any medical condition that may affect their ability to carry out moving and handling tasks
Under the Regulatory Reform (Fire Safety) Order the responsible person must provide adequate means of escape in case of fire for all people.

5.4 Risk Assessment of Handling Tasks in Fire Evacuation

Fire evacuation assessments should be included in the West Sussex Schools Moving and Handling Risk Assessment, which is completed for every child or young person with mobility problems requiring physical assistance

This assessment should be referred to along with the school's individual PEEP (Personal Emergency Evacuation Plan) for the named child or young person

In the case of transfer from one school to another, (most commonly from primary to secondary school), an up-to-date Moving and Handling Risk Assessment should be provided to the new school as soon as a place at the new school has been accepted

- The Moving and Handling Risk Assessment should identify
- The method of evacuation e.g. walking or using equipment
- The number of staff required to assist
- In what way staff will assist
- The training required in the use of specialist equipment such as evacuation chairs and specific handling techniques.

5.5 Risk Assessment of Staff carrying out Emergency Evacuation

It is essential that the physical capability of all staff that may be involved in emergency evacuation of physically disabled children or young people be assessed. Any health problems that are identified which may affect a person's ability to carry out the necessary Moving and Handling must be reported to the line manager. They are updated and reviewed 6 monthly unless there is a change/deterioration of health and physical wellbeing.

5.6 Review of Assessments

Moving and Handling Risk Assessment should be reviewed and updated regularly. The needs of children and young people with physical disabilities can change frequently so it is essential that the risk assessment takes these changes into account.

5.7 Training Staff in West Sussex Schools in Moving and Handling in Emergency Evacuation

Every child or young person with a physical disability will require a specific type and amount of help

This will be specified in the child or young person's West Sussex Schools Moving and Handling Risk Assessment

All staff that will assist a child or young person to evacuate in an emergency must have access to the risk assessment and to have received training in appropriate handling techniques and use of equipment where this is necessary

Staffs who is required to provide some type of physical assistance to children or young people during emergency evacuation must complete the Individual (Employee) Considerations Form as part of the Moving and Handling Risk Assessment

The Moving and Handling Team Advisors will provide both risk assessment and training when requested on-site to staff working with a named child or young person.

5.8 Evacuation Chair Provision

If a child or young person is unable to manage stairs in a school environment and is dependent on lifts to move between floors during a normal school day, it is likely that some form of evacuation chair will be required for emergency evacuation.

Schools should request advice on the type of chair in advance of the child or young person starting. This advice can be sought from the various manufactures of this equipment.

The person who carries out the fire risk assessment for that school will determine the number of chairs that will be required to enable evacuation from all parts of the school, in the event of a fire. The assessment will be in addition to the existing fire risk assessment.

Consideration must be given to the number of staff that will be needed to assist the child or young person to use the evacuation chair.

5.9 Evacuation Chair Training

Most evacuation chair suppliers will provide a single basic training session in use of their product when the equipment is supplied. Training should include:

- Erecting and folding the chair
- Moving the chair on the level
- Moving the chair downstairs with a person in it
- Stowing the chair away securely after use.

All staff that may be involved in emergency evacuation of the child or young person should attend training and complete all parts of the training session. Any health problems that prevent staff from participating fully in the training session should be identified to staff's line manager.

Those staff that are trained in the use of the evacuation chairs will need to practise use of the chairs with colleagues regularly (termly at least) to ensure that their skills remain up-to-date.

The Moving and Handling Team Advisors will provide individual assessment of named children or young people and advice to staff on safe methods of transfers into and use of the chairs.

5.10 Maintenance of Evacuation Chairs

It is the responsibility of the school to ensure that all evacuation chairs on-site are maintained in good working condition.

Any concerns or defects should be reported to the manufacturer as soon as they are discovered.

6 Differences of opinion

When a child/young person (or parent/carer speaking on their behalf) refuses to be moved according to the handling plan, the County Council expects that the Head Teacher should explore the reasons, and discuss the benefits of the Handling Plan. A solution may be to use another method or piece of equipment. If the child/parent/carer still refuses, the Head Teacher must consider the risk of injury to staff from manual handling balanced against the risk to the child if the procedure is not carried out. The result of this assessment would usually be to change an element of care. This should be agreed by all concerned i.e. child, parent/carer, Head Teacher, Moving and Handling Advisor, PSSS Teacher, employee, therapist and SENCO. Ultimately if the child and parent/carer insist on a practise that is unsafe, the school can refuse to carry out this procedure and should seek legal advice.

7 Training

All relevant employees must attend schools specific Moving and Handling Children training preferably before they are required to move or handle a child/young person.

It is recommended that extra employees be trained in order to cover for employee absence. A register of trained employees is being maintained and employees should receive refresher input yearly thereafter.

Where staff numbers are sufficient, onsite training sessions may be possible.

8 Behavioural handling issues

8.1 There may be occasions whereby a child/young person who is usually mobile and physically independent is unable to cooperate due to behavioural issues. This does not present a Manual Handling risk unless the child is in imminent danger and must be physically moved to safety. Schools should seek advice from the Behaviour Support Teachers / Positive Options team.

8.2 If a manual-handling situation due to behavioural issues becomes a regular occurrence with a child, the Behaviour Support Teachers may refer onto the Moving and Handling Advisors for input.

9 Equipment

9.1 Where appropriate handling equipment is identified in a risk assessment for a specific child/young person, consideration for funding against criteria is given by the Physical and Sensory Support Service via the Moving and Handling Advisors

9.2 If an equipment need is identified to reduce handling risks to staff working with a non-West Sussex child, West Sussex as the Employer has a legal duty to provide that equipment.

9.3 Equipment provided for a specific child/young person may be moved with that child/young person as they progress through the school and in some instances the equipment may be re sited in their new school. Equipment may also be stored for future recycling when appropriate.

9.4 All equipment that comes under the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1992, must have an up to

date service and maintenance agreement. Each hoist should display a sticker showing the last date of service. Hoists that have not been serviced within the last year should not be used. Queries regarding up-to-date servicing should be made to the current school contractors.

9.5 All staff using the equipment must have received training with that equipment. Clear instructions should be provided (which may include photos) to ensure that the equipment is used as intended. Equipment must not be used until specific onsite training has been provided.

9.6 All staff must carry out a visual inspection prior to using any equipment to check for signs of wear and tear or damage. Queries relating to the funding of repairs/servicing should be made to the current school contractors.

9.7 Any hoists or equipment that is powered must be kept charged according to manufacture guidelines and all staff using it must know how to use the emergency stop and emergency lower option.

9.8 Equipment must be stored appropriately so that it is easily accessible when needed and does not represent a hazard.

9.9 Equipment choices must take into account the handling tasks that would be associated with that equipment. Wherever possible, equipment that meets the child/young person's needs and reduces handling tasks for staff should be considered in preference to equipment that solely meets the child/young person's needs.

10. Risk assessment of handling tasks / referral process

10.1 In line with The Manual Handling Operations Regulations (1992), which require manual handling risk assessments to be carried out in all cases where hazardous unavoidable manual handling tasks have been identified, the Health and Safety Executive publish guidelines to help employers determine which tasks require risk assessment. However, these guidelines pertain only to inanimate loads. Due to the complexity of the handling tasks associated with children/young people with physical disabilities and their vulnerability, West Sussex requires that risk assessments be carried out for all those requiring physical assistance from their LSA.

10.2 The Risk Assessment (*Annexe 2*) will be carried out by one of the Moving and Handling Advisors for West Sussex schools. The risk assessment must take into account the:

TASK – referred to as transfers i.e. from wheelchair to class chair, from class chair to change bed.

INDIVIDUAL (employee) capabilities

LOAD (child/young person)
ENVIRONMENT / Equipment needed in place.

10.3 Children/young people can be referred for a Moving and Handling Risk Assessment using the Referral form *Annexe 1*.

10.4 Referrals to the Service can be made by SENCOs, Head Teachers Physical and Sensory Support Service, Learning Support Assistants attending training, Physiotherapists and Occupational Therapists

10.5 Joint visits with other professionals involved with the child are always welcome if it can be arranged.

10.6 Parents are welcome to attend the risk assessment if they wish. The school is responsible for informing the parents

10.7 Access to the curriculum, therapies and other school activities are of paramount concern and this will be considered during the risk assessment process.

10.8 The risk assessment may include a Handling Plan and specific instructions for manual techniques and /or equipment. Where appropriate, photos will be taken for use solely within that school setting to ensure techniques and equipment are used correctly with that child. SENCOs must inform the Moving and Handling Advisors if any parent has not agreed to photos being taken in the school setting.

10.9 Where equipment is installed or specific handling techniques are recommended, onsite training for all staff that will use that equipment / technique will be provided by the Moving and Handling Advisors. Equipment must not be used until specific equipment training has been provided.

10.10 The risk assessment must be reviewed at least yearly. If a child/young person has a Statement this can form part of their Annual Review meeting. If the advice is still appropriate the relevant box on the last page can be filled in. If the child/young person is approaching Transition they must be referred back to the Moving and Handling Advisors as early as possible so that provision at a possible new school can be considered.

10.11 If the child/young person does not have a Statement the school will need to identify an appropriate time to review the risk assessment.

10.12 Some children/young people may need their risk assessment reviewing more regularly. If at any time a child temporarily or permanently loses self-help skills and they are requiring more physical assistance they must be referred back to the Moving and Handling Advisors for review.

10.13 If a child/young person is hoisted and the Sling / Standing Harness that is used looks too small or doesn't seem to fit as it should, the Moving and Handling Advisors must be contacted to carry out a Sling Assessment. If there is any doubt it must not be used until

advice has been given.

10.14 If at any time any member of staff is experiencing difficulties with a particular task regardless of whether anyone else has the same concerns, they must inform their line manager so that a risk assessment review can be carried out.

11. After school, weekend and holiday clubs held on School premises where School equipment is used

Any organisation using West Sussex premises and / or West Sussex equipment to provide care for a child or young person with a disability must ensure that:

- Suitably detailed Moving and Handling Risk Assessment is carried out for all child-handling tasks
- All staff working with these children must have received appropriate Moving and Handling Training from a West Sussex approved Trainer
- All staff must have had their individual capabilities considered during the risk assessment

If specialist equipment is to be used to transfer a child, all staff must have received training on that equipment and clear instructions on how that equipment is used for that child must be available.